

# SAY "I Do!"

on the historic grounds of George Mason's Gunston Hall



HOME OF  
*American Rights*

To Schedule a venue tour and start planning your special event, contact  
our private events department at:

Nicole Ryan, Leader of Business Enterprise  
[nicole.ryan@gunstonhall.org](mailto:nicole.ryan@gunstonhall.org)

Britt Fiocca, Sales & Rental Associate  
[britt.fiocca@gunstonhall.org](mailto:britt.fiocca@gunstonhall.org)

George Mason's Gunston Hall | 10709 Gunston Road | Mason Neck, VA 22079

Phone: (703) 550-9220

Closed Thanksgiving, Christmas, and the first two weeks of January

# Featured Event Spaces



## **The Ann Mason Room**

Located in the visitor center, Gunston Hall's only inside event space, offers a rustic yet elegant vibe for you and your guests. The space can accommodate 125 guests for a seated reception. The Ann Mason Room features internet connectivity and audio-visual capabilities. Tables and chairs for up to 125 guests are included in all rentals of the room.



## **Private Ann Mason Room Courtyard**

Located adjacent to the Ann Mason Room, this private courtyard space offers a great patio space for cocktail hour. Featuring half brick and half grass, the courtyard is ideal for lawn games, high top cocktail tables, and in case of rain, can even be tented. High top tables, benches, and white folding chairs are included with rentals of this outdoor uncovered space. From April - November, our swan fountain is operational.



## **George Mason's Garden**

George Mason's Riverside Garden is our newest event space. Wander through and learn more about 18<sup>th</sup> century gardening and have the exclusive chance to incorporate this beautifully landscaped area for cocktail hours and outdoor receptions



## **The Grounds of Gunston Hall**

With over 550 acres of landscape, the possibilities for outside weddings are endless! Our outdoor uncovered ceremony spot features the backdrop of the historic Mansion. White folding chairs for up to 125 guests included with outdoor rentals. An assortment of tables are also available for outside receptions. Tenting is available through our recommended vendors.

# Rental Packages

*All rental packages apply to any day of the week, including the preparation, guest time, & breakdown needed to conduct the event & can occur between the hours of 10am & 10pm with cleanup completed and lights out by 11pm.*

<b>The Revolutionary Package</b>	<i>A ceremony and pictures on the grounds</i>	2 hours	\$1,000
<b>The Micro Package</b>	<ul style="list-style-type: none"> <li>• <i>Maximum 30 Guests</i></li> <li>• <i>Seated Ceremony on the grounds (inside rain location may be available; not applicable to the garden)</i></li> <li>• <i>Photography allowed on the grounds</i></li> <li>• <i>Small nibbles &amp; drinks permitted (liquor license required - alcohol provided by couple)</i></li> <li>• <i>30 chairs, 3 high tops, and 4 6ft tables provided</i></li> </ul>	3 hours	\$1,500
<b>The Ann Mason Room &amp; Courtyard Package</b>	<i>Only usage of the Ann Mason Room &amp; Courtyard for a reception</i>	6 hours	\$3,500
<b>The Virginian Package</b>	<i>Includes a ceremony in front of the Mansion &amp; usage of the Ann Mason Room &amp; Courtyard for a reception</i>	8 hours	\$4,500
<b>Marigold Add On</b>	<i>Couples can add this upgrade to any above rental for usage of the garden for their wedding ceremony</i>		\$200
<b>Mason's Toddy Add On</b>	<i>Couples can add this upgrade to any above rental to enjoy cocktails in the garden</i>		\$350
<b>Boxwood Add On</b>	<i>Couples can add this upgrade to any above rental to enjoy the grounds or the garden for their reception</i>		\$500

## Included Services with most packages:

- Guided mansion house tours are complimentary for every wedding rental during business hours.
- Tables and chairs for up to 125 guests are included in all rentals of Gunston Hall.
- The Ann Mason Room features internet connectivity and audio-visual capabilities.
- Wedding party changing quarters for the day of the event are available upon request.
- If applicable, a two hour complimentary timeframe during business hours the day before the event is available for early setup and drop off needs.
- With the use of professional photographers, we allow couples the special chance to take pictures inside the Mansion after their ceremony.
- Dedicated onsite staff the day of the event to help coordinate with guests and vendors.
- Ample free parking with room for buses and limos to park.



# Please Note

- The Contracting Party must provide Gunston Hall with the full details of the event related to all vendors, entertainment provided, and any extraordinary measures needed to conduct the event.
- Linens, decorations, and tableware are the responsibility of the Contracting Party or caterer.
- The Contracting Party must obtain a certificate of liability insurance for injury and damage with a combined single limit of no less than \$1,000,000, adding Gunston Hall, The Board of Regents of Gunston Hall, Inc., and The Commonwealth of Virginia as additional insured.
- A full-size catering kitchen is available adjacent to the Ann Mason Room. An approved Virginia-licensed caterer is required for use of the kitchen. A sit-down with the selected caterer is required 30 days prior to the event.
- The Contracting Party and Caterer are responsible for cleanup of the catering kitchen and rental spaces used for an event. This may include: vacuuming, mopping, sweeping, wiping down tables and counters, breakdown of equipment, and taking out the trash. We ask you leave the space the way you found it. A rental cleanup checklist will be provided 30 days prior to the event.
- A Virginia banquet liquor license is required for all events serving alcoholic beverages. This may be purchased by the Contracting Party or caterer on the Virginia ABC website. Gunston Hall reserves the right to terminate any event serving minors alcohol and creating a disruptive event.
- Small children and youth must be under adult supervision at all times.
- Tenting on the grounds and in the courtyard requires authorization and is the responsibility of the contracting party to book, pay for, and coordinate logistics of setup and breakdown.
- Guided house tours are complimentary for every wedding rental during business hours. Tours must be arranged before the scheduled event, and are available until 5:00 P.M.
- Amplified music is permitted, provided volumes are kept at a reasonable level. All amplified music must end at 10:00 P.M. The Contracting Party will be responsible for paying any fines imposed
- Food and drink are not allowed inside the gallery spaces of the Visitor Center.
- Live candles are not allowed in the Ann Mason Room.
- Smoking is strictly prohibited in any building space and in the courtyard of Gunston Hall.
- Sparklers, silly string, confetti, glitter, birdseed, or other small objects thrown or used on the property are not permitted. The use of rose petals, glow sticks, and bubbles are only allowed outside.
- Only service animals for persons with disabilities are permitted inside the visitor center and Mansion. Couples are more than welcome to include their furry friends for events taking place on the grounds.
- The grounds behind the house have limited lighting and electrical outlets. Additional power and lighting sources may need to be rented through a vendor based on the extent and timeframe of an event.
- The Hertle changing quarters has limited air conditioning and heating (fans and heaters are available).

# Recommended Vendors

## CATERERS:

### Amphora Catering

Xochitl Gutierrez  
(xochitl@amphoragroup.com)

### Catering Reserved

Uyen Nguyen  
(uyen@cateringreserved.com)

### Catering by Seasons or La Prima

(inquiry@cateringbyseasons.com)

### Local NOVA Food Trucks

<https://roaminghunger.com/washington-dc/food-truck-catering/>

### Mission BBQ

Matthew Ager  
(matthew.missionbbq@gmail.com)

### Panera Catering

<https://catering.panerabread.com/>

### Purple Onion Catering

Alison von Bredow  
(alison@purpleonioncatering.com)

### Rocklands Barbeque

Wayland Shotwell  
(wayland@rocklands.com)

### RSVP Catering

Marsha Meltzer  
(mmeltzer@rsvpcatering.com)

### Tasteful Affairs

Linda Harkness  
(linda.harkness@tastefulaffairs.com)

### Tea Time Delicacies Catering & Cakes

Ruth MacBean  
(teatime@teatimeinc.com)

### Wegmans Catering

Alexandria Location (#571.527.2410)

## HOTELS:

### Hampton Inn & Suites

(Mt. Vernon/Ft. Belvoir)  
#703.619.7026

### Hampton Inn

(Potomac Mills/Woodbridge)  
#703.490.2300

### Holiday Inn Express

(Lorton)  
#703.643.3100

### The Lorien Hotel & Spa

(Old Town Alexandria)  
Victoria P. (VPaiz@lorienhotel.com)  
#571.482.3309

### TownePlace Suites by Marriott

(Woodbridge)  
#571.572.9800  
\*shuttle services may be available

## TENTS & EQUIPMENT:

### Capital Classic Party Rentals

Yonis Guevara  
(YGuevara@capitalpartyrentals.com)  
#703.661.8290

### Party Rental Ltd.

#844.464.4776

### Sammy's Rental Inc.

(info@sammysrental.com)

## UNIQUE VENDORS:

### Camelot Classic Cars

Matt (matt@camelotclassiccars.com)

### DJ Bounce

Chris Coulter  
(ccsquared123@hotmail.com)

### Farreaver After Events, LLC

Meghan Farrar  
(farreaverafterevents@gmail.com)

### Fleet Transportation

Ashley Polk  
(atpolk@fleettransportation.com)

### Gunston Flowers

#703.339.3597

### Harmon's Horse Drawn Carriage

info@harmonscarriages.com

### Larissa Wedding Designs LLC

Larissa Pereira  
(larissaweddingdesigns@gmail.com)

### Laura Louise Events & Design

Laura Louise  
(Lauralouiseevents@gmail.com)

### Love & Light Entertainment

Josh Pelling  
(admin@loveandlightent.com)

### Prestige Events (bartending/staffing)

Irving (info@prstgevents.com)

### Sarah Botta Photography

Sarah Botta  
(sarah@sarahbottaphotography.com)

### Twinbrook Floral Design

Jammie Butler  
(jammie@twinbrookfloraldesign.com)

# Available Inventory

## 2022 Inventory of Items Available for Event Rentals at Gunston Hall

Items:	Qty. Available:	Allowed:	Tablecloth Size:	Number of Guests:
36" wooden round	8	Inside or courtyard ( <b>not</b> on the grounds unless for water table)	96"	2 for sweetheart table or 4 for a seated meal/cocktail hour
High top table (30" x 42")	6	Inside or outside	132"	2 - 4 standing for cocktail hour
6' plastic table	25	Inside or outside	90" x 132"	6 when attached to another table or 8 free standing
8' plastic table (fold in half)	4	Inside	90" x 156"	8 - 10 people
<b>Oval</b> 5' x 6' table	12	Inside	120" or 132" round (they will be long on one side since tables are an oval size)	10 is the max
Ballroom chair	150	Inside	X	X
White folding chair	175	Outside	X	X
Highchair	2	Inside or outside	X	X
Podium w/ mic or wireless mic	1	Inside	X	X



**\* Glassware, silverware, kitchen/homeware, linens, and all other decorative items located in the Giraffe Room or catering kitchen are property of Gunston Hall and ARE NOT FOR RENTAL USE!**

**\*\* It is the responsibility of the Contracting Party to bring or rent glassware, silverware, linens, and all other decorative items desired for an event.**