

# *Tuckahoe Plantation Weddings*

## **WEDDING QUESTIONNAIRE**

**Date of Event:** \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ **Event Time:** \_\_\_\_\_ - \_\_\_\_\_

**Friday Rehearsal at Tuckahoe ? Y / N** **Rehearsal Time:** \_\_\_\_\_ - \_\_\_\_\_

**# of Expected Guests** \_\_\_\_\_ **Ceremony Location:** \_\_\_\_\_

**Cocktail Hour: Y / N** **Main Gardens** **South Lawn** **Other:** \_\_\_\_\_

**Reception Site(s):** **Main Lawn** **South Lawn** **East Lawn** **Carriage Circle**

**HOUSE USE? Y / N Time:** \_\_\_\_\_ - \_\_\_\_\_ **Receiving Line or Open House: Y / N**

### **CONTACT INFORMATION:**

**BRIDE & GROOM:** \_\_\_\_\_

**E-MAIL ADDRESS:** \_\_\_\_\_

**PHONE #(S):** \_\_\_\_\_

**MAILING ADDRESS:** \_\_\_\_\_

**PARENTS/FAMILY (NAME & CONTACT):** \_\_\_\_\_

### **VENDOR/RENTAL INFORMATION:**

**PLANNER:** \_\_\_\_\_ **CONTACT:** \_\_\_\_\_

**CATERER:** \_\_\_\_\_ **CONTACT:** \_\_\_\_\_

**PASTRY CHEF:** \_\_\_\_\_ **CONTACT:** \_\_\_\_\_

**RENTAL CO:** \_\_\_\_\_ **CONTACT:** \_\_\_\_\_

\_\_\_\_\_ **CONTACT:** \_\_\_\_\_

**BAND/DJ:** \_\_\_\_\_ **CONTACT:** \_\_\_\_\_

**FLORIST:** \_\_\_\_\_ **CONTACT:** \_\_\_\_\_

**PHOTOGRAPHER:** \_\_\_\_\_ **CONTACT:** \_\_\_\_\_

**VIDEOGRAPHER:** \_\_\_\_\_ **CONTACT:** \_\_\_\_\_

**OFFICIENT:** \_\_\_\_\_ **CONTACT:** \_\_\_\_\_

**12601 River Road, Richmond, Virginia 23238**

**www.tuckahoeplantation.com**

**804-971-8329**

**tuckahoeplantationva@gmail.com**

# *Tuckahoe Plantation Weddings*

## **PAYMENT POLICIES**

TUCKAHOE PLANTATION AGREES TO FURNISH **THE SITE RENTAL** FOR THE ABOVE EVENT FOR \$ \_\_\_\_\_ Date \_\_\_\_\_

- Payment can be made in the form of cash, check or credit card. Checks should be made out to Tuckahoe Plantation and include the wedding date in memo line. Credit Card payments will incur a 3% fee.
- Payment may be hand delivered or mailed to 12601 River Road, Richmond, VA 23238.
- Initial 25% deposit must be given at time of contract. A second 25% deposit is due 6 months after initial deposit. Multiple payments are accepted.
- A separate \$500 security deposit must be given with initial deposit to be held by Tuckahoe. This check(s) will not be cashed unless there is damage to the site post-event. A list of grievances will be provided prior to cashing the security deposit(s).
- Final remaining balance is due two weeks before the wedding date. Failure to make this payment on time will incur a \$50 surcharge. Copies of invoices by request.
- For each month payment is not received, a 1.5% late charge will be applied to any balance due.
- Site fee deposit policy:
  - >6 months from event, 50% of deposit returned.
  - <6 months, deposit non-refundable.

**12601 River Road, Richmond, Virginia 23238**

**www.tuckahoeplantation.com**

**804-971-8329**

**tuckahoeplantationva@gmail.com**

# Tuckahoe Plantation Weddings

## RULES & REGULATIONS

The undersigned Applicant agrees to abide by the following rules and requirements and hereinafter referred to as "Renter." **Please read FULLY & CAREFULLY.**

- 1) Renter shall pay for any damage to the premises, including damage to buildings or components thereof, fixtures, furniture and furnishings, resulting from any cause whatsoever arising out of Renter's use of the premises, including theft.
- 2) **ABSOLUTELY NO VEHICLE** may be driven across the lawn. Any violation of this will result in additional charges to the Renter. *This also includes damages done by vendor vehicles.*
- 3) For events over **100** guests, Renter is responsible for rental of additional restroom facilities. Our restroom facilities are handicap "friendly" but not to code. Renter is responsible for renting completely handicap accessible restrooms if needed.
- 4) For weddings over 120 guests, a **wedding planner is required**. Tuckahoe Staff coordinates with vendors, the planner, and the Renter throughout the planning process, focusing on event logistics. Hiring a professional planner ensures a smoothly-run wedding day that is stress-free to the Renter, guests, vendors, and venue. The Renter can hire Tuckahoe's Venue Coordinator as planner, receiving a **\$250 discount** off the venue cost for booking the coordinator (please note the discount does not apply to weddings under 50 guests. Please reference the attached Coordination Contract for pricing and details.
- 5) **All** items must be removed from the premises no later than **48 hours** post event. Tuckahoe is **not** responsible for any personal items or decorations left behind. If grounds are not presentable the day after for historic tours, a **\$200** fee will be charged or the depositing of the security deposit may be discussed depending on the grounds' condition.
- 6) Renters and Caterers are responsible for **ALL** clean up **AND** trash removal unless otherwise negotiated with management. Tuckahoe does **NOT** provide trash receptacles for events. Caterer may dispose of trash in the on-site dumpster for a fee of **\$200** and only with prior permission of management.
- 7) Due to the historic nature of the premises, **smoking shall not be permitted in or adjacent to any buildings**. Management reserves the right to prohibit smoking anywhere on the grounds in the event of drought or dangerous winds. Sparklers with designated water/sand bucket and candlelight are acceptable with permission of management. Fireworks and floating lanterns of any kind are prohibited. Any fire on the premises must be actively controlled.
- 8) Handicapped parking is located behind the garages. This parking lot is **strictly** reserved for Handicap and Tuckahoe Owners/Management. ALL guest and other parking is in designated "All Parking" parking lot area.

**12601 River Road, Richmond, Virginia 23238**

**www.tuckahoeplantation.com**

**804-971-8329**

**tuckahoeplantationva@gmail.com**

# *Tuckahoe Plantation Weddings*

9) Renter and Renter's agents and guests shall not move any items, furniture or furnishings without the express permission of management.

10) Renter shall hold Tuckahoe and the owners of the premises harmless and indemnify them against the cost of any claim or judgment for any personal injury or death resulting from any cause whatsoever.

11) Any and all liabilities arising from transportation and serving/consumption of alcohol on the premises are the responsibility of the Renter.

12) When applicable, Renter shall provide Tuckahoe with a copy of a certificate of insurance for this event, issued by an insurance company licensed to do business in Virginia naming Tuckahoe and Tuckahoe Plantation Owners, LLC, as additionally insured. No insurance is actually required. Events exceeding 250 guests must file the required Goochland County Special Event Permit, with the assistance of management.

13) Renter and guests shall abide by such other rules and directions as specified by management. Tuckahoe's gardener prohibits the use of rice, confetti, or birdseed for tossing, and clear plastic tents between May and October. Ladies and gentlemen shall be appropriately attired and ladies are requested not to wear shoes with spiked/stiletto heels in the main house.

14) Tuckahoe reserves the right to relocate or reschedule Renter's party location (including tent, tables, chairs, restroom trailers, generators, etc.) in case of actual or forecasted inclement weather, acts of God, or other causes beyond Tuckahoe's control. Tents, flooring, and shuttle transportation may be required depending on weather for the safety of guests.

15) Tuckahoe reserves the right to utilize tent rentals for back to back events with a suggested payment of **25%** of tent rental price to Renter.

16) Renter must provide management with all information concerning essential electrical needs for band, DJ or other vendors who may need electricity or other special requests well in advance of event.

17) ALL Tuckahoe rentals must be finalized by the final payment, so no later than two weeks before the wedding date.

I HAVE READ AND AGREE TO ALL OF THE RULES & REGULATIONS.

APPLICANT: \_\_\_\_\_(sign)

\_\_\_\_\_ (print) DATE \_\_\_\_/\_\_\_\_/\_\_\_\_

**12601 River Road, Richmond, Virginia 23238**

**www.tuckahoeplantation.com**

**804-971-8329**

**tuckahoeplantationva@gmail.com**

# *Tuckahoe Plantation Weddings*

## **RELEASE & INDEMNITY**

THIS AGREEMENT made this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by Tuckahoe Plantation Enterprises, Ltd., hereinafter referred to as "Tuckahoe" and \_\_\_\_\_ hereinafter referred to as "Licensee";

THAT WHEREAS, Tuckahoe Plantation is a Virginia and National Historic Landmark operated by Tuckahoe; and

WHEREAS, Licensee applied to Tuckahoe for permission to use and occupy portions of Tuckahoe Plantation on the \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, for\_\_\_\_\_.

WHEREAS, under the terms and conditions and fees established by Tuckahoe, a copy of which are attached hereto and made a part hereof, Tuckahoe allows Tuckahoe Plantation to be used for meetings, receptions, and other gatherings sponsored by certain organizations, groups, and private individuals; and

NOW THEREFORE, in considerations of the above use being permitted by Tuckahoe at the above time and date, Licensee does hereby release Tuckahoe and Tuckahoe Plantation Owners LLC (and each and every member thereof) from any liability whatsoever for bodily injury sustained by the Licensee or an invitee of Licensee and for loss of, or damage to, any personal property, and Licensee does herewith agree to indemnify and hold harmless Tuckahoe and Tuckahoe Plantation Owners LLC (and each and every member thereof) from any and all claims or cause of action which might arise from the use of Tuckahoe Plantation on the date and time specified above.

\_\_\_\_\_(sign) DATE\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
\_\_\_\_\_(print)

**12601 River Road, Richmond, Virginia 23238**

**www.tuckahoeplantation.com**

**804-971-8329**

**tuckahoeplantationva@gmail.com**

# *Tuckahoe Plantation Weddings*

## **BRIDAL HOUSE USE AGREEMENT**

The Main House will be opened by a house attendant to the bridal party at the agreed upon hour. This hour cannot be prior to 9:00am. Brides who wish to use the main house at Tuckahoe Plantation for wedding preparations must adhere to the following:

- 1) **ONLY** the bride, bridesmaids, parents of the bride and groom as well as grandparents of the bride and groom are allowed in the house during House Use. Ring bearers and flower girls also allowed only with supervision. **NO** grooms, groomsmen, extended family or other guests will be allowed in the main house at any time.
- 2) The Wedding Planner, Hair/Make-Up Artist(s) and Photographer/Videographer are the only vendors allowed in the Main House during House Use.
- 3) Approved users have exclusive access to the North bedchambers and restrooms for **2 hours**. Additional hours available for **\$75 per hour** with prior permission.
- 4) **ALL ITEMS** must be removed from the Main House prior to the ceremony unless otherwise negotiated with management.
- 5) Access to the Main House during or after the reception is strictly prohibited.
- 6) Photography is limited to the North bedchambers while the bride is getting ready. Staged photography in other rooms is **strictly prohibited** unless prior arrangements have been made with management.
- 7) **NO** spiked heels are to be worn in the house, as the heels damage the historic original wood flooring. We thank you for your cooperation.
- 8) Food and drinks consumed in the Main House are limited to the South Porch and Dining Room. Coolers must be outside on the South Porch to protect original floors. **ONLY** bottled water allowed in the North Bedchambers.
- 9) It is the responsibility of the bride to share the above policy with approved users.

I, the undersigned, agree to above agreement concerning this rental use of the Main House.

\_\_\_\_\_(sign) Date \_\_\_\_/\_\_\_\_/\_\_\_\_  
\_\_\_\_\_(print)

**12601 River Road, Richmond, Virginia 23238**

**www.tuckahoeplantation.com**

**804-971-8329**

**tuckahoeplantationva@gmail.com**

# *Tuckahoe Plantation Weddings*

## **RECOMMENDATIONS & SUGGESTIONS**

### **Wedding Coordination**

Tuckahoe's Venue Coordinators will work with your vendors throughout the planning process and are available to answer all your questions about Tuckahoe. However, Tuckahoe Staff does not manage the small wedding details UNLESS hired as the coordinator. Otherwise, our primary concern and focus are the event logistics and vendors. Although it saves money, delegating family members or friends to run your Big Day is a recipe for stress and chaos. We highly suggest freeing yourself from worry and stress by hiring a professional wedding planner!

### **Sets of Chairs**

If having both the ceremony and reception at Tuckahoe, try to budget a set of chairs for the ceremony and a set of chairs for the reception. Otherwise, your guests will have to carry their own chair to the tables, which usually does not happen!

### **Generator**

If your wedding guest count is below 150, we should have ample power for your event. However, you may need a generator with a guest count above 150 or based on your band, DJ, and/or lighting requirements. Once vendors and rentals have been selected, we will review the power requirements to let you know if this would be necessary!

### **Restroom Trailer vs. Porta-Johns**

If the budget can swing it, opt for the restroom trailer over the Porta-Johns. Not only does this have a better presentation, but guests appreciate the heat/air conditioning.

### **Lighting vs. Flowers**

If debating whether to splurge on flowers or lighting, go with lighting! Given the extensive gardens and backdrop the Plantation offers, the extra lighting creates more ambiance and truly sets the tone.

### **The Great Outdoors**

It's the country and a Plantation. Plan accordingly! Baskets of bug spray near the ceremony and tables with citronella candles all contribute to a more pleasant evening. Spiked heels and grass don't mix, so remember to tell guests to leave the stilettos at home.

### **Directionally Challenged**

Tuckahoe Plantation is a hidden gem. The historic marker at the entrance of River Road is sometimes difficult to see. Help your guests by placing something at the beginning of the driveway to catch their attention. Whether it be balloons, wreaths, flower arrangements, custom signs, anything!

**12601 River Road, Richmond, Virginia 23238**

**[www.tuckahoeplantation.com](http://www.tuckahoeplantation.com)**

**804-971-8329**

**[tuckahoeplantationva@gmail.com](mailto:tuckahoeplantationva@gmail.com)**

# *Tuckahoe Plantation Weddings*

## **Per the Contract**

Make sure you are familiar with the VENUE POLICY. Refresh your memory the week before your Big Day to minimize confusion. Ask us any questions!

## **Stock the Stable & House**

Be sure to delegate a bridesmaid/groomsman or friend to bring snacks and drinks while you get ready. Tuckahoe does not stock food and beverages. If forgotten, there are some grocery stores and restaurants down the road on Patterson Avenue!

## **Amplify**

For guest counts over 150, you may want to consider a lapel microphone for the ceremony. The aisle becomes longer as the guest count increases, carrying guests further from the officiant. It's nice to have a little extra oomph!

**12601 River Road, Richmond, Virginia 23238**

**[www.tuckahoeplantation.com](http://www.tuckahoeplantation.com)**

**804-971-8329**

**[tuckahoeplantationva@gmail.com](mailto:tuckahoeplantationva@gmail.com)**