



THE
MARKET
at Grelen



THE MARKET AT GRELEN - IMPORTANT POLICIES

Please note: This document does not replace the full signed contract, but highlights some of the important details. Please re-read the contract to fully understand all of the rules. Please do not hesitate to ask the Director of Events questions about our policies.

VENDORS

The hiring of vendors (florists, photographers, etc) is the responsibility of the client. Full-service caterers and professional wedding planners/day-of coordinators are required and must be chosen from Grelen's preferred list. Grelen reserves the right to refuse access to the Premises for unapproved vendors.

THE MAGNOLIA COTTAGE

The Getting Ready Suites are both located in the Magnolia Cottage which is across from the Nursery office next to the Main Kitchen. The Upper Level Suite (front door entrance) has a 5-person beauty bar, a lounge area, a kitchenette and ½ bath. The Lower Level Suite (right side of building entrance) has a dressing area, lounge area and full bath. Please inquire with the Venue Manager on timing and access. The Magnolia Cottage rules are as follows:

1. There is no outside food or beverage allowed in the suites or on the property until the ceremony starts. All alcohol must be purchased from The Market at Grelen and it is preferred that Grelen couples pre-order their food and beverage at least two weeks prior to the event.
2. Absolutely no alcohol is permitted in the Magnolia Cottage after cocktail hour.
3. Magnolia Cottage is designed for the wedding couple and their respective wedding parties to get ready. Friends and family members who are not involved in the "getting ready" process are not allowed in the Suites. These suites are not for "pre-gaming" with friends and family.
4. If guests and other individuals arrive early, please direct them to wait in the Greenhouse, shade garden or around the Market.
5. The Grelen events team will access the suite after cocktail hour to start to clean it for the following day. Grelen shall not be liable for the loss of or damage to valuables. Please keep valuable items in individual cars.
6. Please be careful crossing the main road to the Market. Landscape vehicles can arrive back to the Nursery late in the day.
7. There is absolutely NO Smoking in or around the Magnolia Cottage. Grelen is a NON-smoking property. Smoking is only allowed by the firepit near the Berry Shed.

SOUND POLICY

Amplified music must terminate by 11:00 p.m. on Fridays & Saturdays and 10:00 p.m. on all other days (including Sundays) per Orange County, Virginia zoning regulations. Speakers must face East and may not exceed 80 dB. Inside the tent the music must be set up in the northwest or southwest corners of the tent. In addition, any contracted music must sign “DJ/Band Agreement” and adhere to all property rules and regulations. If at any time during the event the music goes over 80 dB, the venue manager or assistant will ask to turn the music down to 80 dB. If music continues to be turned back up over 80 dB after being asked once, the venue manager reserves the right to have the music cut off and the event ended.

PARKING, LIGHTING TOWER & TRANSPORTATION

Parking is permitted in the forty (40) designated parking spaces around The Market and Event Tent however we recommend that all clients use the magnolia lot (additional field parking lot to the left of the trail head) so that cars are hidden from view for the event. This is aesthetically much prettier and better for event photos, too. There are up to (100) spaces available in the magnolia lot and a lighting tower is required (for safety). **Please don't forget...for you and your guests safety, if alcohol is served at the event, Bus/Shuttle service must be offered to all out-of-town guests!**

OTHER REGULATIONS

Before your event, please re-read the contract that lists every regulation and please don't hesitate to ask questions about our policies.

1. Smoking will only be allowed outside by the fire pit.
2. No rice, confetti, glitter, or faux petals are allowed inside or outside the Premises; however, natural rose petals and wedding sparklers are permitted.
3. No pets are allowed on the Premises without written approval, with the exception of service animals. Animals are the responsibility of their owners and should be kept on a leash at all times.
4. Children must be supervised by an adult at all times.
5. All flames & candles under the Tent must be surrounded by glass or be LED.
6. No weapons, explosives, incendiary devices, or legally prohibited items. Sparklers are permitted outside of the tented area and clients must provide pails of sand/water to extinguish sparklers.
7. No commercial sales, solicitations, presentations, booths, advertisements, signage, or promotion of any kind is allowed.
8. No consumption of alcohol by any person under age 21 years is permitted.
9. If an additional tent rental is in consideration for the event, The Director of Events must be notified of these plans and included in all correspondences regarding placement, set up, and break down.