

# SAY "I Do!"

on the historic grounds of George Mason's Gunston Hall



To schedule a venue tour and start planning your special event,  
contact Nicole Ryan at [nicole.ryan@gunstonhall.org](mailto:nicole.ryan@gunstonhall.org) or 703.550.9220



Gunston Hall | 10709 Gunston Road | Mason Neck, VA 22079  
Phone: 703-550-9220 | Fax: 703-550-9480  
Open every day except Thanksgiving, Christmas, and New Year's Day.

# Rental Packages

All rental packages apply to any day of the week, including the preparation, guest time, & breakdown needed to conduct the event.

<p><b>Elopement Package</b></p>	<ul style="list-style-type: none"> <li>• Maximum 15 Guests (couple, photographer, and officiant)</li> <li>• 1 hour time slot</li> <li>• No food or drink permitted</li> <li>• Standing Ceremony on the grounds</li> <li>• Pictures on the grounds for 30minutes included</li> </ul>	<p>1 hour and can occur between 5 - 8 pm</p>	<p>\$250</p>
<p><b>Micro Package One</b></p>	<ul style="list-style-type: none"> <li>• Maximum 25 Guests (doesn't include photographer and catering staff)</li> <li>• 2.5 hour time slot with setup and cleanup</li> <li>• Seated Ceremony on the grounds</li> <li>• Photography allowed on the grounds</li> <li>• Drinks and cake permitted (liquor license required - alcohol provided by couple)</li> <li>• 2 high tops, 25 chairs, and 4 6ft tables provided</li> </ul>	<p>4:30 pm setup 5 pm ceremony 5:30 - 6:30 pm cake &amp; drinks 6:30 - 7 pm cleanup</p>	<p>\$750</p>
<p><b>Micro Package Two</b></p>	<ul style="list-style-type: none"> <li>• Maximum 25 Guests (doesn't include photographer and catering staff)</li> <li>• 4 hour time slot with setup and cleanup</li> <li>• Seated Ceremony on the grounds</li> <li>• Photography allowed on the grounds</li> <li>• Small reception on the grounds *Limited catering, alcohol, and cake permitted</li> <li>• 2 high tops, 50 chairs, and 8 6ft tables provided</li> </ul>	<p>4:30 pm setup 5 pm ceremony 5:30 - 8 pm photos &amp; reception 8 - 8:30 pm cleanup</p>	<p>\$1,750</p>
<p><b>Micro Package Three</b></p>	<ul style="list-style-type: none"> <li>• Maximum 50 Guests (doesn't include photographer and catering staff)</li> <li>• 4 hour time slot with setup and cleanup</li> <li>• Seated Ceremony on the grounds</li> <li>• Photography allowed on the grounds</li> <li>• Reception on the grounds *Limited catering, alcohol, and cake permitted</li> <li>• 2 high tops, 100 chairs, and 15 6ft tables provided</li> </ul>	<p>4:30 pm setup 5 pm ceremony 5:30 - 8 pm photos &amp; reception 8 - 8:30 pm cleanup</p>	<p>\$2,750</p>

In order to confirm booking George Mason's Gunston Hall, a signed Facility Rental Agreement and half of the rental package fee by cash or check must be on file and receipt acknowledged by the Leader of Business Enterprise.

# Please Note

- No one with a fever or symptoms of COVID-19, or known exposure to a COVID-19 case in the prior 14 days, is permitted entrance into Gunston Hall.
- Gunston Hall will post signage to provide public health reminders regarding physical distancing, gatherings, options for high-risk individuals, and staying home if sick.
- The Mansion and the visitor center including the downstairs restrooms, bridal changing areas, and Ann Mason Room and adjoining courtyard, will be unavailable for the remainder of 2020 private events.
- It is the responsibility of the contracting party to notify immediately any and all attendees of the event, including vendors and the venue, if they are notified an attendee or vendor tests positive for COVID-19.
- 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.
- 2 handicap accessible restrooms will be available for guests through a side entrance door into the visitor center. These will be cleaned on the hour, every hour by Gunston Hall staff.
- PPE including face coverings is required of all Gunston Hall staff and outside vendors such as catering staff. If a vendor isn't wearing proper face coverings, they will be asked to wear one (which Gunston Hall can provide) or they will be asked to leave.
- Ceremony chairs will need to be spaced 6 feet apart for guests not of the same household. Chairs will be sanitized before and after use by event guests.
- Seating areas will need to be configured to allow six feet of physical distance between individuals by eliminating select tables or seating areas, or by spreading them out to allow for adequate spacing.
- Multiple parties should not sit at the same table unless marked with six-foot divisions (i.e. members of the same household should sit at the same table).
- It is advised events that cannot restrict access to the general public should not take place therefore ceremonies at Gunston Hall begin at 5pm after we close to the public.
- Gunston Hall requires caterers or contracting parties to provide proper signage for outside queue lines in areas people congregate such as the bar and food stations.
- Disposable linens, plates, cups, and silverware are encouraged. Otherwise these items need to be provided by a licensed caterer who can clean properly after each use.
- Social gatherings should not include close contact between gathering organizers, staff, and attendees not from the same household so dancing is discouraged.

- Gunston Hall will designate a coordinator who will be responsible for identifying COVID-19 related issues and their impact on the gathering, including coordinating health preparedness for the event and emergency response planning.
- Gunston Hall will develop an emergency and medical response plan for COVID-19. This plan should include information about how attendees should interface with the local healthcare system (who to speak with or call if they feel sick) and procedures for isolating sick attendees and reporting illnesses to event organizers. The response plan must also include a plan for organizers to notify the local health department and all participants if any exposure to COVID-19 occurs at the event.
- Gunston Hall will develop a mitigation plan for COVID-19, to include how all requirements listed here will be met, and how guidelines and requirements will be enforced at the gathering.
- Buffets may be open for self-service, with continuous monitoring by trained staff required at food lines. Facilities must provide hand sanitizer at buffets, and employees and patrons must use barriers (e.g. gloves or deli tissue) when touching utensils.
- The Contracting Party must obtain a certificate of liability insurance for any of the micro wedding packages to include 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
- The Contracting Party and Caterer are responsible for cleanup of the catering kitchen and rental spaces used for an event, including outside areas. This may include: moping, sweeping, wiping down tables and counters, breakdown of equipment, and taking out the trash. We ask you to leave the space and grounds the way you found it. A rental cleanup checklist will be provided.
- 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 requires authorization and is the responsibility of the contracting party to book, pay for, and coordinates logistics of setup and breakdown.
- 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.
- Couples are more than welcome to include their furry friends for events taking place on the grounds.
- The grounds 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.

# Recommended Vendors

## CATERERS:

### Amphora Catering

Xochitl Gutierrez  
(xochitl@amphoragroup.com)

### Avalon Caterers International

Anita Ellis (anita@avaloncaterers.com)

### Catering Reserved

Beth Sharpe  
(beth@cateringreserved.com)

### Catering by Seasons or La Prima

Catering  
inquiry@cateringbyseasons.com  
(#301.477.3515)

### Cedar Knoll Catering

Jessica Rivera  
(jessica@cedarknollva.com)

### Main Event Catering

(#703.820.2028)

### Mission BBQ

Kris Towers (ktowers@mission-bbq.com)

### Purple Onion Catering

Kristen G.  
(kgenton@purpleonioncatering.com)

### Rocklands Barbeque & Grilling

Company  
catering@rocklands.com  
RSVP Catering  
(#703.573.8700)

### Shirley's Catering

Beverly Goldberg  
(bev@shirleyscatering.com)

### Tasteful Affairs

Linda H.  
(linda.harkness@tastefulaffairs.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

## RENTAL LINENS AND

## EQUIPMENT:

### Capital Classic Party Rentals

#703.661.8290

### Party Rental Ltd.

#844.464.4776

### Sammy's Rental Inc.

(info@sammysrental.com)

## UNIQUE VENDORS:

### A Dove's Love

Lisa Harris (adoveslove@yahoo.com)

### Artisan Matchmaker, LLC

Kathryn & Lauren  
(info@artisanmatchmaker.com)

### Camelot Classic Cars

Matt (matt@camelotclassiccars.com)

### Dana's Cake Shoppe

Dana Alfahham  
(info@danascakeshoppe.com)

### Fleet Transportation

Ashley Polk  
(atpolk@fleettransportation.com)

### Gunston Flowers

#703.339.3597

### Harmon's Horse Drawn Carriage

info@harmonscarriages.com

### Meredith Sledge Photography

(meredithsledge@meredithsledge.com)

### Pour Tu Events

Jordan Zink (jarthor@gmail.com)

### Sarah Botta Photography

Sarah B.  
(sarah@sarahbottaphotography.com)

### Stephen Gosling Photography

Stephen G.  
(stephen@goslingphotography.com)

### Sugar Shack Donuts & Coffee

Jessica G  
(jessica.sugarshackdmv@gmail.com)

### Twinbrook Floral Design

Brandon S  
(brandon@twinbrookfloraldesign.com)

### Wedding Photojournalism by Rodney B.

Rodney Bailey  
(info@rodneybailey.com)

### Whimboy Echavez Photography

Whimboy Echavez  
(info@whimboy.com)