



GUIDELINES FOR WEDDINGS AT
SALUBRIA
19173 *Salubria Lane*
Stevensburg, VA 22741



A property of The Memorial Foundation of the Germanna Colonies in Virginia, Inc.,
and listed on the National Register of Historic Places

We at the Germanna Foundation are delighted that you are considering historic and romantic Salubria and its grounds for such a special day in your life. We will do everything we can to make it successful.

It must be said, however, that the preservation of the Salubria property, listed on the National Register of Historic Places and entrusted to our care, is of primary concern. Any use of the buildings and grounds for purposes other than education and interpretation are carefully weighed with an accepted risk. Wedding ceremonies cannot take place inside the Salubria mansion, but inside photography is allowed (see below for more details).

The regulations below are in keeping with the professional standards of museums and historic site management.

GENERAL: Wedding ceremonies and receptions held at Salubria must be confined to the out of doors and under tents. Renter(s) and Foundation members, employees, volunteers, and guests shall follow all applicable laws, ordinances and regulations of Culpeper County, the Commonwealth of Virginia, and Salubria (the Germanna Foundation), including occupancy limits, parking requirements and other property usage conditions listed below.

SIZE OF FUNCTION: The size of function is limited by the maximum parking capacity of 50 cars. Therefore bridal party and guest attendance is limited to a total of 125 persons (no more than 50 vehicles) unless advance written permission from the Germanna Foundation has been obtained and the vehicle limit is strictly adhered to.

DATE RESERVATION & FEE: The property rental fee for the use of Salubria is \$600, or \$450 if either the bride or groom is a resident of Culpeper, Fauquier, Madison or Orange Counties or has been a member in good standing of the Germanna Foundation for one year or more before the date of the event.

80% of the property rental fee paid to the Germanna Foundation may be considered as a tax-deductible contribution. Each rental helps support the

preservation and operation of this historic property. A donor contribution acknowledgement letter will be provided for your tax records.

Two weeks before the event, a damage deposit in the amount of \$150 will be required, held, and returned to you following the event should no damages be sustained from acts or conduct of renter or their guests. Any damages beyond this amount may be covered by your insurance policy.

Fifty percent (50%) of the property rental fee (\$300 or \$225) plus a signed contract is required to hold the date chosen.

INSURANCE: The Renter must provide a Certificate of Insurance indicating personal liability coverage, with a combined single limit of \$1,000,000 bodily injury per occurrence, \$300,000 for “damages to premises rented,” and listing the Memorial Foundation of the Germanna Colonies in Virginia, Inc. as an additional insured party four (4) weeks ahead of the event. If your homeowners or renters insurance company does not provide this type of coverage or service, you may visit www.wedsafe.com to purchase a policy. The toll free phone number is 877-723-3933.

HOURS: The property rental fee includes a total of 7 hours for renter’s event, including set-up and 1 hour (mandatory) for clean-up. Additional time may be reserved in advance (if available) for an additional \$75 per hour, and any overage of agreed-upon time will incur an additional fee of \$75 per hour.

All events must have a pre-established starting and ending time coordinated with the Germanna Foundation. No event can continue past 11:00 PM, keeping in mind that the last hour of the rental time is for clean-up. Renter, bridal party, guests, caterers, and all other persons involved with the event must be off the Salubria property by 11:00 PM.

Set-up can occur earlier than, and separate from, the ceremony, including the day before (if property is not being used for another event), and any such time is counted against the total hours reserved for the event.

Additionally, a 1 ½ hour wedding rehearsal time onsite is included with the property rental. This will need to be scheduled in order to avoid conflicts with other events which may be occurring. If more time is needed, an additional fee of \$75 per hour will be incurred.

SITE OF FUNCTION:

MANSSION: The event itself must take place outside the Salubria mansion, though the bride may use the south door of the mansion to enter the ceremony. The first floor of the mansion will be open for viewing by guests for at least the first two hours of your event. Absolutely NO smoking, food, or drink is allowed in

the mansion, and children must be supervised at all times by an adult. The mansion has no heating, electricity or plumbing.

Photographs of the Bride and Groom and the wedding party may be taken inside the mansion, by a professional photographer. The photographer will be accompanied at all times by a Germanna Foundation staff member or volunteer.

BOXWOOD GARDEN: Most weddings take place within the boxwood ring garden.

GUEST COTTAGE: The Guest Cottage contains 2 bedrooms and 2 bathrooms for the Bride and bridal party to use for dressing, etc. There is no land line phone in the cottage.

CATERING AND VENDORS: Caterers and any other vendors (e.g., photographer, etc.) are required to have a business license and insurance and must comply with all local, state and Federal laws. Renter assumes all liability and responsibility for the vendors they have hired for their event.

ALCOHOL: If not using a caterer for alcoholic beverage service, an ABC banquet license must be obtained to serve alcohol. Go to www.abc.virginia.gov for information and to apply and/or call 540-322-5440, the ABC office in Fredericksburg that services Culpeper County.

PARKING AND VEHICLE ACCESS: Parking is strictly limited to the parking lot and the side of the driveway with no more than 50 cars.

The entrance to Salubria from Route 3 is not well-marked or easy to see from the main road, and the roadway to Salubria itself is a dirt/gravel one. Caution should be used when exiting Salubria onto Route 3 as there is no merge area for vehicles. Renter should ensure guests are aware of these conditions.

Culpeper Connector trolley service may be available to transport guests from a central Culpeper location, such as a hotel, to Salubria, thus avoiding parking problems. Call Greg McGowan at 540-825-2456 for inquiries and pricing.

UTILITIES: Salubria and its Guest Cottage are not served by municipal services and are on a well and septic system. Therefore, water supply for clean-up, and toilets is limited. Salubria does not own trash cans. There is no commercial trash removal. The renter is responsible for informing all bridal party members, guests, and any caterers or other vendors of these restrictions before the function.

Electricity: The mansion has limited electricity available for events, and it is included in your rental fee. Extension cords, which must be provided by the renter (or vendors) can be run from mansion's basement (the only place in the mansion with electricity) and/or the Guest Cottage's exterior outlets, to the event

site (usually the Boxwood Garden area). If Gibson/Hunt Country Rental is supplying the tent, the renter may ask them to supply extension cords as well. The electrical power is usually sufficient for most caterers' needs, a DJ, sound system, etc., but if there are any unusual electrical needs, renter must coordinate such in advance. Gibson/Hunt Country can provide a large, quiet generator which can supply all electrical needs if event is distant from the Cottage or there are unusual electrical power needs.

Water: Limited water is available from the Guest Cottage residence.

Trash: Renter (and/or caterer or vendors) must provide adequate trash receptacles. All trash must be removed from the site by the renter or vendors or the \$150 damage deposit will be forfeited. This includes the site of event and the driveway. No decorations that will litter the public roadways should be attached to vehicles.

TENT, LIGHTING, & PORTA JOHN RENTALS: All tents, lighting, and porta johns are the responsibility of the renter to provide. (There is one porta-john currently available on the site, just west of the Guest Cottage.)

The Germanna Foundation requires rental of tents and lighting from Gibson/Hunt Country Rental (unless mutual agreement is made otherwise). Gibson/Hunt Country is familiar with Salubria and the special circumstances of this historic site. Gibson/Hunt Country can also provide porta johns or an air conditioned, portable bathroom trailer.

GIBSON/HUNT COUNTRY RENTALS

Rachel Gibson

540-661-0001

540-748-1606

Gordonsville 540-832-1899

Renter must coordinate acceptable locations for tent, lighting, and portable toilet placements with the Germanna Foundation in advance of the event set-up. Tents, lighting, and toilets should be erected no earlier than one day before the event and removed no later than one working day following the event.

Culpeper County requires a tent inspection if the tent is over 901 square feet for a fee (\$51 in 2014) through the Culpeper County Building Inspector's office. The renter must apply for the permit and have it on premises. The inspection is before the ceremony or the day before.

ADDITIONAL USAGE CONDITIONS:

NO SMOKING is allowed anywhere on the property: not on the grounds, not in vehicles in the parking lot, not in the mansion, nor in the Cottage.

No open flames of any kind are allowed, including but not limited to bon-fires, fireworks, tiki-torches, and sparklers. Candles used in centerpieces must be placed in a receptacle/globe or a flame-retardant container. The burning of candles is not permitted inside any building or structure at Salubria.

No confetti, rice, glitter, silk flower petals, party poppers, or silly string are allowed. If real flower petals are used, they must be cleaned up following the event.

The Renter shall assume all financial responsibility for any damage or loss to Salubria or other Germanna Foundation property on the site, as a result of, or during, the use of the facilities, and for any personal injury that may occur.

STAFF: A Germanna Foundation representative (staff or volunteer) must be on site at all times during site visit(s), rehearsal, set-up, wedding, reception, photography inside the mansion, and clean-up, and from the time the first person arrives until all event persons have left the site. Hours of rental must be strictly observed.

The Memorial Foundation of the Germanna Colonies in Virginia, Inc.
Steve Hein, Chief Operating Officer
Barbara Bounds, Office Manager
PO Box 279
Locust Grove, VA 22508-0279
540-423-1700
2062 Germanna Highway (physical address of Foundation offices)

Leta Scherquist, 540-399-1356
Salubria Property Manager



SALUBRIA EVENT AGREEMENT



Date of Event: _____
Initial/Date

Renter's signature Date

Name: _____

Address: _____

City State Zip

Email: _____ Phone: _____

Germanna Foundation Representative Date

Deposit paid. \$300 \$225 (Member) _____
Initial/Date

Hours reserved: _____
Initial/Date

Fee for Additional hours requested as follows: _____
Initial/Date

Final payment of rental and damage fee: _____
Initial/Date

Insurance certificate received _____
Initial/Date

All correspondence should be addressed to:

The Memorial Foundation of the Germanna Colonies in Virginia, Inc.
P.O. Box 279
Locust Grove, VA 22508-0279
540-423-1700

Physical address of Germanna Foundation: 2062 Germanna Hwy
Physical address of Salubria: 19173 Salubria Lane, Stevensburg, VA 22741