



# Event Packages & Pricing 2018

**EFFINGHAM**  
Circa 1767

Effingham Manor is a charming, historic property with a unique story and stunning beauty. Nestled amid the countryside of Virginia's Prince William County, this once 42-square mile estate includes a 250-year old manor house, a multi-tiered English garden, old slave quarters, a blacksmith shop, smokehouse, brick patio and the state's oldest concrete swimming pool, which was recently converted into a koi pond. A winery, barrel room and event center have been added to complete this one-of-a-kind property. Consider making Effingham Manor Winery the site of your next private event and know that you and your guests will be able to relax and enjoy your unique, personalized celebration and award-winning wines in a setting second to none. We are pleased to offer you packages and pricing for several types of events including:



**Weddings**  
**Birthdays**  
**Wine Luncheons**  
**Engagement Parties**  
**Corporate Events**  
**Fundraiser Galas**

**Rehearsal Dinners**  
**Anniversaries**  
**Wine Dinners**  
**Reunions**  
**Cocktail Parties**  
**Retirement Parties**

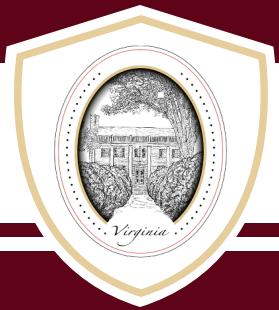


Our capable staff can coordinate nearly any type of event you desire, from whimsical parties to elegant affairs and with our numerous buildings and outdoor areas we are sure to have the setting that's perfect for you and your guests. Effingham Manor Winery offers several venues, depending on the size of your event and the season. Peak Season is April 1 through November 30. Off-Peak Season is December 1 through March 31. Each event hosted at Effingham Manor and Winery will include one event coordinator/contact and one wine education consultant to ensure you receive the personal attention and event tailoring for your individual needs. Please let us know if you have an idea or question that hasn't been answered within this informational packet.

Thank you and we look forward to hosting you and your guests at Effingham Manor and Winery,

*John Memoli*  
General Manager

# Our Private Places



## Manor House

This late 1700's Manor House, found on the National Register of Historic Places, features Tidewater-style architecture, three levels, beautiful wood floors and multiple fireplaces.

Available for up to 110 guests.



## Rates

Year Round Rentals Available:



**\$300 for 3 hours**



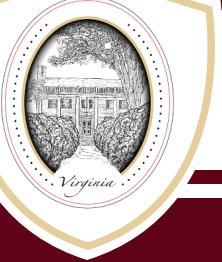
**Rates**  
Entire House (avail. after hours only):



**\$500 first hour  
\$300 each additional hour**

## The Historic Slave House

This celebrated little house has been renovated into an intimate space for parties of 20 or fewer. It has a kitchen, allowing for on-site catering, and is perfect for engagement parties, small corporate events or private group wine tastings.



# Our Private Places

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## Rates



Up to 100 guests  
\$450/hour

(A rain date, or transfer to Event Center will be scheduled in case of inclement weather on your chosen event date.)

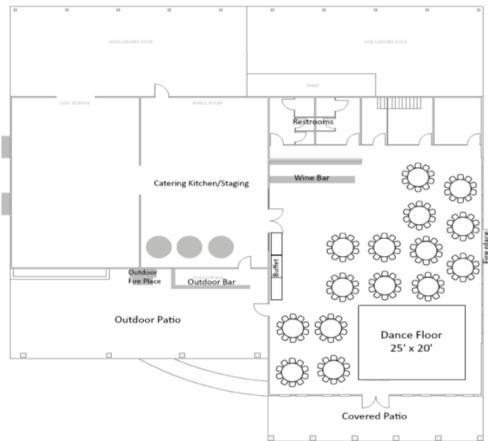


## English Garden

This late 1700's Manor House, found on the National Register of Historic Places, features Tidewater-style architecture, three levels, beautiful wood floors and multiple fireplaces. Available for up to 110 guests.

## Event Center

Our event center contains 3,300-square feet of event space with tasting bars, windows throughout, and the ability to be transformed into any floor plan you wish. The site also contains a catering kitchen, two outdoor patios, an outside bar, and fireplaces inside and out.



## Rates

Mon.—Fri. (during business hours): \$1,500  
Mon.—Fri. (after hours): \$3,000  
Sat.—Sun. (during business hours): \$2,000  
Sat.—Sun. (after hours): \$3,500

Additional hours are \$500/hour.  
Rental includes 1 hours set up and 1 hour breakdown.



With breath-taking views, beautifully landscaped grounds and gardens, historic and newly-constructed buildings, Effingham Manor Winery is perfect for the site of your ceremony and reception.

Our event center can accommodate up to 150 guests with a dance floor, bars and catering stations.

We will work with you to utilize our vast property to give the event of your dreams including décor, vendor selection, locations and timing. Our professional and experienced staff will create a unique program set as you wish.

All details and coordination will be worked out in the planning process, and on the day of the affair, Effingham will designate a coordinator to ensure you receive the personal attention and level of service you deserve on this momentous occasion.

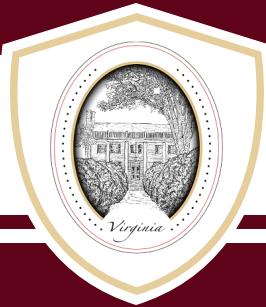


#### \$4500 use of entire Event Center to include:

- 4 hour room rental
- Free parking for all guests with directional signage
- Use of outdoor spaces for ceremony or pre-function Bridal Suite
- Champagne toast for all guests
  - Ceremony on the property
  - Tables, chairs and linens
  - Kitchen space for caterer
  - Effingham Director on site
- 1 staffer for first 40 people (additional at \$35/hour)



Please note use of the Event Center carries a purchase minimum of 1 case of wine per 30 people.



# Wine Luncheons & Dinners

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## Wine Luncheons

Whether you're planning a work luncheon or a mid-day casual get-together, Effingham Manor Winery can offer your group a stylish, catered wine luncheon.

You will choose the unique menu from our list. Each menu will be designed for your event and will work at your pace and needs. One service staff member will be included for every 10 attendees.

### Rate

- \$75 per person, 6 to 30 people
- Includes: two hour space rental
- Three course lunch (menu TBD by client and caterer)

- Wine pairings for each course
- Labor, set up, linens and chairs
- Collectible wine glasses
- Customized menu printing

## Wine Luncheons

Wine dinners at Effingham Manor Winery are elegant affairs where guests enjoy the perfect combination of American history, amazing scenery, astounding cuisine and award-winning wines.

Each wine dinner includes a four- or five-course meal provided by one of our preferred caterers, paired with five Effingham wines, themed or seasonal décor, serving staff and a collectible wine glass for each guest.

### Rate

- Tiered menu pricing
- Includes: 3 hour space rental
- Welcome wine and butler appetizers
- Seasonal centerpieces
- Customized menu printing
- 4 course dinner menu (menu TBD by client and caterer)
- Wine pairings per course
- Labor, linen, and chairs
- Collectable wine glasses





## Princess Room



Appointed in pink, with photos of the Ladies of The Manor. Views of the front of the house get late day sun. **Seats 10**

## Garden Room



Over looking the English gardens in the rear of the Manor. The room is appointed with wicker and greenery. Early sun shines through the large windows. **Seats 8**

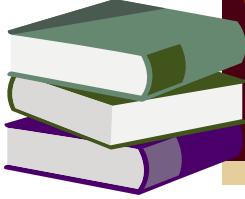
## Tidewater Room



The Tidewater room reminds us of history of the Manor, the surrounding areas, and the families whom have lived here. **Seats 6**

## Library



 Relax and read up on history, wine or your favorite subjects on our bookshelves. The room receives late day sunlight. **Seats 8**

## Game Room

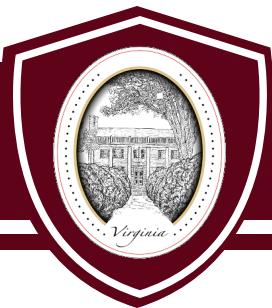


Play chess. Play cards. Enjoy the history on the walls. Reminiscent of old smoking rooms of days gone by, the Game Room receives early morning light. **Seats 12**



If you wish to reserve one or any combination of our rooms, please call the winery at 703.594.2300. Your reservation will include three hours, complimentary bottles of water, and attended wine service.

**Rate: \$100 per room.**



# Event Information

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## Policies & Frequently Asked Questions



**BOOKINGS:** Please call us to reserve your event rental at least 30 days in advance. At the time of reservation a deposit of 50% of the space rental is due; the balance is due the day of your event.

Please contact us again, a minimum of one week prior to your event, to confirm the number of guests and your wine selection.

**ALCOHOL:** Only Effingham Manor wines may be served at your event. Beer may be served, with granted ABC license. Some event packages specify a minimum case purchase which we will sell you at the discounted rate of 20% off retail price. All alcohol is to be served by Effingham Staff.

**CANCELLATIONS:** We understand that sometimes things beyond anyone's control cause events to be canceled, please notify us as soon as possible if you will need to cancel your event. Deposits will only be refunded if cancellations occur with a minimum of 30 days prior to your event. For cancelations that occur within 30 days of the event we will apply your deposit to a future booking that occurs within one year.

**Q: Do you have a preferred caterer and/or vendor list?**

**A:** We do not have a 'preferred' vendor list. You are welcome to use whomever you choose. We ask that our staff meets with any vendors, so we can ensure a flawless execution. We are able to recommend caterers and other vendors we have worked with in the past.

**Q: Can we rent a venue for longer than the rates specify in some packages?**

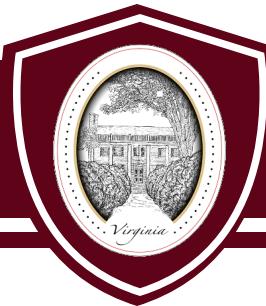
**A:** We will happily accommodate your celebration for longer periods of time than the rental rates specify. Prices will vary based on venue and time.

**Q: Does our event rental come with wine?**

**A:** The Wine Luncheons and Wine Dinner package pricing includes wine served to guests, however, all other event packages and pricing does not include wine. Some packages include a minimum wine purchase that is additional to the rental rates.

**Q: Is gratuity included in the event rates?**

**A:** Gratuity is not included, nor will it be added to your package pricing, but it is always appreciated by our staff for their exceptional service.



# Event Information

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## Policies & Frequently Asked Questions (Cont)



**Q: Can we decorate the winery for our event?**

**A:** Absolutely. Please let your Effingham Event Coordinator know what you have in mind to ensure we are aware of everything ahead of time in case there are conflicts. We ask that any décor brought be taped not nailed or tacked. Please note that Effingham is a family-friendly venue and we will expect your decorations to reflect that. Also, please be aware that in some cases the space you reserve may also be serving other guests simultaneously; the winery assumes no liability for your decorations.

**Q: Can we book a musician for our event?**

**A:** Yes, Effingham Manor welcomes your musician, however, we do ask that you notify us of this in advance and allow us to ensure their music is appropriate for our venue. Please note that all live music will need to be indoors. The Event Center does have room for a dance floor.

**Q: Is the entire facility handicap accessible?**

**A:** Please let us know if you have any guests who will need assistance from us getting around. Our handicap parking is sign posted. Alexander Hall is completely wheelchair accessible. Due to the historic nature of the Manor House and other historic buildings, they are less wheelchair accessible. Our staff will be happy to help any of your guests who need assistance into the Manor House, however please note that the only ADA accessible rest rooms are located at the Winery Barn.

**Q: Are there hotels nearby for our guests?**

**A:** Our winery is conveniently nestled south of Manassas and west of Woodbridge, where several overnight accommodations are available.

**Q: Will the winery provide tables, chairs, glasses, linens, etc. for our event?**

**A:** Effingham Manor has limited tables, chairs and linens and are welcomed to be used for catering events in the Manor or Cottage house. Table, chairs and linens for events in the Events Center Hall will need to be rented. Our Event Coordinator will provide you with options and pricing during the planning process. Glassware and paper products are included in any space rental. Plates, flatware and linens are not included in event pricing. Any rental fees will be added to your event rental contract.

We look forward to hosting your next event. If you have more questions, please call us at **703.594.2300** or email [Events@EffinghamManor.com](mailto:Events@EffinghamManor.com) and we will do our best to respond quickly. The winery is *open to the public daily from 11am to Dusk*. Please feel free to drop in during these hours to take a tour of our event spaces and to have a wine tasting to help you decide which varietals you' would like to have served at your event.



# Event Rental Agreement

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Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Type of Event: \_\_\_\_\_

Event Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Hours: \_\_\_\_\_

Estimated Attendance: \_\_\_\_\_ Final Headcount: \_\_\_\_\_

Area Rented: \_\_\_\_\_

Number of Servers Needed: \_\_\_\_\_

Specific Wine Requested: \_\_\_\_\_

Catered Requested: \_\_\_\_\_

Rental Fee: \_\_\_\_\_

Deposit: \_\_\_\_\_

Wine Costs: \_\_\_\_\_

Dep Paid Date: \_\_\_\_\_

Other Costs: \_\_\_\_\_

Credit Card: \_\_\_\_\_ Exp: \_\_\_\_\_

CRV: \_\_\_\_\_ Billing Zip: \_\_\_\_\_

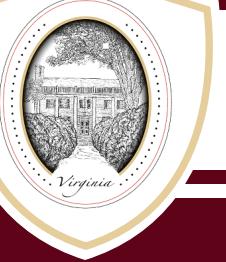
**Acknowledgement:** My signature acknowledges receipt of the contract application, information and frequently asked questions. I certify that I have read all of these items and agree to the terms stated within.

Guest Signature: \_\_\_\_\_

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Printed Name: \_\_\_\_\_

Winery Agent Name & Title: \_\_\_\_\_



# Events at Effingham

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Effingham Manor can be the perfect spot for any private event, from an intimate dinner for a few couples, to business luncheons, client retreats, staff incentive trips, spectacular wine dinners, and of course larger scale weddings and gatherings. Our staff will work with you to ensure the event fits your wants, needs, and budget.

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## Private Event sites at Effingham include:

### The Old Slave House

This charming little house has been renovated into an intimate space for parties of 20 or fewer. It has a separate kitchen and is perfect for engagement parties, small corporate events or private group wine tastings.



### Manor House

The 250 year old center of Effingham is found on the National Register of Historic Places, features Tidewater-style architecture, three levels, 6 private rooms, wood floors and multiple fireplaces. The house can accommodate up to 110 guests.



### English Garden

This historic multi-tiered English Garden contains beautiful landscaping and breath-taking views of the estate, vineyard, and grounds. A charming site for a cocktail party, engagement party or networking event.



### Events Center

This historic multi-tiered English Garden contains beautiful landscaping and breath-taking views of the estate, vineyard, and grounds. A charming site for a cocktail party, engagement party or networking event.