

Booking Policy for The Boxwood Inn

RENTAL FEES

Day time Rental Fees Monday – Friday starting @ \$150
Evening Rental Fees Monday – Friday \$350 for a party room
Or \$650 all dining areas downstairs (seating for 140)
\$250 Catering Kitchen. We close at 10pm.

SATURDAY RENTAL FEES FOR WEDDINGS, ANNIVERSARIES & LARGE PARTIES

\$650 for 4 hours, 6-10pm. Additional hours \$200 per hour.
\$250 Catering Kitchen Fee (Includes the use of the commercial kitchen for warm up and last minute prep, refrigeration space, use of dishes, flatware, cake plates, bar glasses, warming pans, ice machine, dish machine).
\$350 Rental Fee to use the outside gardens or the wedding porch for your wedding ceremony. (You will need to provide outside chairs thru ABZ Rentals)
Wedding ceremony here at The Boxwood includes a bridal changing room.

Bar service: Ask your caterer about a bartender.

You may bring your own alcohol. You must provide a one time alcohol permit.
Call ABC Office in Hampton @ 757-825-7830. Ice available on premises.

Additional \$440 rental fee includes the bed and breakfast rooms (can be used for dressing for all bridal party or for overnight guests).

Free rehearsal time here at The Boxwood. Arrange with our office.
Free bridal portrait time here if you've scheduled your wedding with us.

TIME LIMITS

Cake, flowers, DJ and bride can arrive 1 hour prior. If you need more time...Please arrange with our office to rent an additional hour at \$200/hour. Caterers can arrive 2 hours prior.

Guests may arrive 30 min. prior to scheduled event. We close at 10pm.
30 minute max grace period for party to depart without incurring additional rental fee.

No smoking inside. Smoking area provided on front and side porches.
Bird seed and bubbles outside only. No confetti. Fresh flower pedals ok.

5.0% tax and 20% service will be added to your total bill.
(Tax subject to change according to government tax policy)

A \$250 non refundable deposit is required to schedule your event.

Rehearsal dinners here at The Boxwood \$350 party room rental fee.

The customer is responsible for damage done by guests during your event.

DATE:

CUSTOMER SIGNATURE:

I HAVE READ AND AGREE TO THE ABOVE BOOKING GUIDELINES.

Rev. 5/08