

est. 1757

RIVERVIEW MANOR

WEDDING AND EVENTS VENUE

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WELCOME

TO RIVERVIEW MANOR

*Delight your guests with spectacular views
at our award-winning venue*

Twenty miles south of Lynchburg, Riverview Manor is a historic estate established in 1757. Located on the Staunton River, the Manor home was constructed in 1790 and was finished by 1815.

With sweeping views of the Blue Ridge Mountains, Riverview Manor specializes in beautiful ceremonies, receptions and special events. In addition to our traditional garden ceremony site, we offer ceremony sites in numerous locations at our 197 acre estate.

Owned and operated by Jackie and Mary Helen Forrest, the couple opened their home almost 25 years ago for the first wedding on the property: their daughter's. Since then the family-operated business has hosted hundreds of weddings and events turning even the smallest celebration into the biggest memory.

They continue to open their home for those looking for a dedicated team and beautiful venue to make their wedding day one that they'll never forget.

*The Riverview Manor team looks forward to
making your wedding and event one of a kind!*

SITE ONLY PACKAGE

This package is for 150 guests. See p. 14 for information on additional guests.

Ceremony:

- Garden Ceremony Site
- Setup of white garden chairs
- Access to electricity
- Décor to be provided and placed by clients or vendors*

Reception:

- Setup of tables and chairs, including Chiavari chairs, six to eight farm tables and up to 15 round tables
- Setup of service tables for food, cake and beverage service – along with guest book, seating charts and gifts
- Access to bar area with empty coolers**
- Please note: Table top décor including linens, tablewear, glasswear and silverware is to be provided by clients or vendors*

One Day Prior to Event:

- One-hour rehearsal at ceremony site
- Access for vendor and site setup between 10 a.m. and 3 p.m.

Day of Event:

- Riverview Manor Day of Coordinator
- A venue representative for on-site assistance
- Access for vendor and site setup starting at 10 a.m.
- Seven hour event reservation of property grounds:
 - Two hour access to main house, cabin and barn for wedding party
 - Five hour reservation of grounds at ceremony start time for ceremony and reception
 - An additional hour is provided for vendor or clients cleanup of décor and items not belonging to Riverview Manor

\$5,950.00 + sales tax

\$500 Refundable Security Deposit

Security deposit and half of total is due upon signing of the contract. Balance is due one month prior to event. Payment plans are available. A list of preferred vendors is available upon signing of contract and receipt of deposit. Deposit to be refunded within two weeks after event.

*Decor not belonging to Riverview Manor must be collected and cleaned up within hour after reception end time.

**See page 14 for alcohol package.

CLASSIC PACKAGE

This package is for 150 guests and includes all features from Site Only package with additions below. See p. 14 for information on additional guests.

Ceremony:

- Choice of ceremony site
- Selection of backdrop (arbor) and aisle décor
- Ceremony décor setup and clean up by staff*

Reception:

- Tables, chairs and décor setup and clean up by staff*
- Riverview staff setup and use of venue's décor. Options include but are not limited to:
 - Choice of linens: tablecloths, runners, napkins
 - Selection of centerpiece items: vases, votives, table numbers and real and battery-powered candles
 - Selection of drinkware, tableware, barware** and silverware

One Day Prior to Event:

- One-hour rehearsal at ceremony site with Day of Coordinator
- Access for vendor and site setup between 10 a.m. and 3 p.m

Day of Event:

- Riverview Manor Day of Coordinator
- Full venue staff including parking attendant and golf cart shuttle
- 8 a.m. bridal party access to cabin and vendor access for setup
- 10 a.m. vendor access for site setup
- Seven hour event reservation of property grounds:
 - Two hour access to main house and property grounds for wedding party
 - Five hour reservation of grounds at ceremony start time for ceremony and reception

\$8,275.00 + sales tax

\$500 Refundable Security Deposit

Security deposit and half of total is due upon signing of the contract. Balance is due one month prior to event. Payment plans are available. A list of preferred vendors is available upon signing of contract and receipt of deposit. Deposit to be refunded within two weeks after event.

*Decor not belonging to Riverview Manor must be collected and cleaned up within hour after reception end time.

**See page 14 for alcohol package.

ADD-ONS

Guest List Exceeding 150 Persons:

All packages are for 150 guests, including bridal party.

- **151-199 Guests:** \$20 Per Additional Guest
- **200+ Guests:** One-Time \$2,500 Fee + \$20 Per Additional Guest

Alcohol Package:

Service Guidelines:

- All alcohol is to be provided by the client(s). The Client(s) will deliver the alcohol the day prior to the wedding. Riverview Manor staff can assist in recommending how much alcohol to purchase for your event.
- Riverview Manor will set up bar with glassware, barware and ice.
- All alcohol must be served by Riverview Manor provided bartender.

\$500 Added to Event Package

An additional alcohol policy contract will be agreed to and signed. For events exceeding 150 Guests, additional fees may be incurred for additional bartender services.

Stay at Honeyshuck Cabin:

Enjoy a one-night stay before or after your event. Honeyshuck Cabin was built from reclaimed tobacco barns, which were located in Java, Virginia. The logs were meticulously taken down, carefully transported and lovingly put back together. The furnishings were carefully chosen to reflect the desired atmosphere of comfortable relaxation.

\$200 Added to Event Package

More details to be shared at time of contract signing.