



2023 Fall Festival Weekend Rental Package

Small Pavilion

Terms & Conditions

1. Groups without reservations are welcome at the Fall Festival every day. See coxfarms.com for tips on organizing group visits without reservations.
2. There are no discounts for large groups, chaperones, etc. Everyone aged 2 years and older who enters pays the same admission price.
3. 2023 Weekend Pavilion Rental Packages are available every Saturday and Sunday from September 16 through November 5, plus Monday October 9. A small pavilion space includes 4 tables and is best suited for a group size of approximately 25-30 people.
4. A Small Pavilion Rental Package includes:
 - a. Admission tickets for up to 25 people, valid for entry on the date of event. If your group includes more than 25 people, you will need to purchase additional admission tickets (*also see 7 below*).
 - b. Reserved use of a small pavilion area for the hours of 10am – 3pm, with the option to purchase up to 2 additional hours of reserved time (*also see 10 below*).
 - c. The option to leave prepaid admission tickets and a Prepaid Guest List at the Windmill Check-in area (*also see 8 below*).
 - d. The option to purchase Cox Dollars and other extras to add convenient hospitality to your event (*also see 9 below*).
5. Reservations. Weekend Group Reservations must be made through our Reservations department (reservations@coxfarms.com or by phone 703.830.4121). Availability is limited, so please book early.
6. Payment:
 - a. Booking fee: An **initial payment of \$250** is required in order to reserve a small pavilion space. To submit a booking fee, see 6e.
 - b. Balance due: Payment in full, or *balance due, must be paid no later than 6 weeks prior to the event date *(Please mark this date on your calendar!) Once the initial payment of \$250 has been made, the ***balance due** for a Small Pavilion Rental Package on a Value weekend date (Sept 16-17) requires payment of \$375.00. The balance due for a Regular

weekend date (Sept 23-24, Nov 4-5) requires payment of \$500.00. The balance due for a Peak weekend date (Sept 30 and all Oct dates) requires payment of \$625.00.

- c. If the reservation is made less than 6 weeks prior to event date, the balance due must be paid within 7 days of signing contract and submitting the booking fee.
- d. Prices are accurate at time of signing but are subject to change up until 60 days prior to the scheduled event; if there is a price change, you will have the opportunity to withdraw from the contract without penalty or re-sign an updated contract with revised pricing.
- e. To make an initial or balance due payment, either mail a check to Cox Farms Reservations, 15621 Braddock Rd, Centreville VA 20120 or call 703.830.4121 with credit card information.

Payments are fully refundable in line with Cox Farms' policies (*also see 11, 12, 13 below*).

7. Additional Tickets. A Small Pavilion Rental Package includes 25 admission tickets. Additional admission tickets may be pre-purchased at the time of booking or at any time up to 48 hours prior to event. Final numbers may be adjusted on day of event if necessary, at the discretion of Cox Farms. Unused additional tickets are fully refundable in line with Cox Farms' policies (*also see 11 below*).
8. Guest Check-in.
 - a. Check-in with us. Prepaid tickets can be left at the Windmill Check-in area with a guest list; we will take care of checking in your guests. An alphabetical list of guests, along with specific instructions regarding guests who are not on the list, will be provided by the organizers of the Group prior to the start of the event.
 - b. Guest list. Cox Farms reserves the right to retain the weekend group's guest list until the account is settled. Group organizers may take photos of the final guest tally for their records or request a copy be emailed following the event.
9. Hospitality.
 - a. Cox Dollars. Cox Dollars for the group may be arranged ahead of time or may be purchased on the day of the event at check-in. Cox Dollars may be used to purchase food and drinks at concession stands throughout the grounds. Unused Cox Dollars are fully refundable in line with Cox Farms' policies (*also see 11 below*).
 - b. Light fare. The addition of Cox ala carte items (kettle corn, cold cider, donuts) may be arranged ahead of time or purchased on the day of the event at check-in. Cox Farms does not offer ice; groups should bring their own ice if needed.
 - c. Bring your own. Weekend Groups are welcome to provide their own food and beverages (*open flames, including sternos, and alcohol are not permitted*). Cox Farms does not offer ice; groups should bring their own ice if needed.
10. Event timing.
 - a. Set up & clean up. A Small Pavilion Rental Package includes use of pavilion space from 10am-3pm. This time-frame is to encompass set-up and clean-up, both of which are the responsibility of the group hosting the event.
 - b. Additional time. Groups may select to purchase up to two extra hours of reserved time for an additional \$55.00/hour. Additional time can be added to, or removed from, the reservation at any time from the initial booking and up to 48 hours prior to the event date.

11. Full Credit for Unused Additional Tickets. Unused additional admission tickets (tickets purchased **beyond the 25 admissions included in the rental package**) and unused Cox Dollars may be returned to Customer Service by 6pm on the day of the event for full refund/credit. If payment was made by credit card, this card must be present for the credit to be processed. If payment was made by company check, Cox Farms will issue a refund check to the company within ten business days.
12. Rain Policy. If the Fall Festival does not open on the scheduled event day due to rain (or for any other reason), then the Weekend Group may reschedule or get a full refund. If the Fall Festival is forced to close during the event due to rain (or for any other reason), then the Weekend Group can get rain checks, in line with Cox Farms rain policy.
13. Cancellation. If the Weekend Group cancels their Fall Festival pavilion rental at least 31 calendar days before the scheduled event, they are entitled to a full refund. If a cancellation is made between 15 and 30 calendar days before the scheduled event, a refund is made minus the \$250 initial booking fee. If cancellation is made with 14 or fewer days prior to the scheduled event, no refund is made.
14. Liaison. To facilitate communications and ensure a successful event, the Weekend Group will appoint a liaison for all Fall Festival matters on the day of the event. The liaison should be someone attending the event; their name and phone number should be provided upon check-in, prior to the start of the event. Cox Farms will appoint a customer service manager with overall management responsibility for servicing the pavilion area.
15. Other policies. All Cox Farms Fall Festival policies apply to Weekend Groups including: No pets, No weapons, No alcohol, No recreational drugs, No unaccompanied children under 14. Please review our FAQs: <https://coxfarms.com/info/faqs/>.
16. Variation. Any variation from these standard Terms & Conditions must be agreed in writing by the Weekend Group and by Cox Farms in advance of the scheduled event.
17. Decorations. Tablecloths, balloons, centerpieces are permitted. The small pavilion space includes 4 tables only; guests may bring an additional folding table. Maximum of one banner (3'x6' or smaller) and two signs may be hung facing **IN** the pavilion. No yard signs or other signage may be posted around the pavilion. No sponsor tables are permitted.
18. Signed agreement. The person representing the Weekend Group will initial and sign a copy of the Terms and Conditions in the form of a DocuSign contract and submit it with the Initial Booking fee payment.

Questions?

Reservations@coxfarms.com

Or leave a voice message for Reservations at 703 830 4121