



2024 Fall Festival Weekend Rental Package

Large Pavilion - Terms & Conditions

1. Groups without reservations are welcome at the Fall Festival every day. See coxfarmsva.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. 2024 Weekend Pavilion Large Group Packages are available every Saturday and Sunday from September 14 through November 3 plus Monday, October 14. The pavilion includes 12 tables and is best suited for groups of 75 or larger.
4. A Large Pavilion Rental Package includes:
 - a. Admission tickets for up to 75 people, valid for entry on the date of event. If your group includes more than 75 people, you will need to purchase additional admission tickets (*also see 7 below*).
 - b. Reserved use of space for the hours of 10am – 5:00pm (10am-4:00pm in November) (*also see 10 below*).
 - c. The option for a welcome table in the Windmill area to greet guests and distribute information, tickets, etc. This table is to be staffed by your group (*also see 8 below*).
 - d. The opportunity to put up a banner, welcome sign and other decorations inside the pavilion. (*Please note: Cox Farms reserves the right to approve any such signage or decoration; also see restrictions in 16 below*).
 - e. The option to leave prepaid admission tickets and a Prepaid Guest List at our Windmill Check-in area (*also see 8 below*).
 - f. The option to purchase Cox Dollars and other extras to add convenient hospitality to your event (*also see 9 below*).
5. Reservations. Weekend Pavilion Group Reservations must be made through our Reservations department (reservation@coxfarmsva.com or by phone 703.830.4121). Availability is limited, so please book early.
6. Payment:
 - a. Booking fee: **An initial payment of \$500 is required in order to reserve a large pavilion space. This payment is due within 5 business days of signing your contract.** If the initial payment is not received within this timeframe, the signed document

will be voided, and the date and space will be made available for others to reserve. To submit a booking fee, see 6e.

- b. **Balance due: Payment in full is due 6 weeks prior to the event date to confirm your reservation.** Once the initial payment of \$500 is made, the balance due for a Large Pavilion Rental package on a Regular weekend date requires payment of \$1,500.00. The balance due for a Peak weekend date requires payment of \$1,875.00.
- c. If the reservation is made less than 6 weeks prior to the event date, full payment is due within 7 days of returning the signed contract.
- 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.** The Large Pavilion Rental package includes 75 admission tickets. **Additional admissions may be added to the reservation at any time from booking until 48 hours prior to your event, at which time payment is due for all added tickets.** Final numbers may be adjusted on the 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. **Welcome table.** Organizers of the Weekend Pavilion Large Group have the option to welcome guests and distribute information, tickets, etc. A table with chairs is provided by Cox Farms but staffed by your group.
 - b. **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. To utilize this option, Weekend Group pavilion organizers must provide an alphabetical list of guests, along with specific instructions regarding guests who are not on the list.
 - i. **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. Organizers agree to accept the attendance numbers tallied by Cox Farms.
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 food/drink tickets (cold cider, donuts, kettle corn) 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 Pavilion Groups are welcome to provide their own food and beverages (*open flames, sternos and alcohol are not permitted*). Cox Farms does not offer ice; groups should bring their own ice if needed.

10. Set-Up/Break-down. A Large Pavilion Rental package includes use of space from 10am-5pm (10am-4pm in November). This time frame is to encompass set-up and clean-up, both of which are the responsibility of the group hosting the event. Prior arrangements must be made to begin setup earlier than 10am. Breakdown and clean up must be completed by 5pm (4pm in November).
 - a. **Early access to the Festival grounds is limited to unloading between 9:15-9:30am. All vehicles, including vendor vehicles, must be off the grounds by 9:30am and are not allowed back onto the grounds until all visitors have left.**
 - b. A maximum of 2 vehicles and 4 adults are permitted on the grounds for early set-up. Children are not allowed on the grounds prior to 10am.
 - c. Anyone arriving to set up, including vendors, must first stop by the Windmill check-in booth to get a wristband before entering the grounds.
11. Full Credit for Unused Additional Tickets. Unused additional admission tickets (tickets purchased **beyond the 75 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 Pavilion 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 Pavilion Group can get rain checks, in line with Cox Farms rain policy.
13. Cancellation. If the Weekend Pavilion 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 15-30 calendar days before the scheduled event, a refund is made minus the \$500 booking fee. If cancellation is made with 14 or fewer days' notice prior to the scheduled event, no refund is made.
14. Liaison. To facilitate communications and ensure a successful event, the Weekend Pavilion 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 cell phone number should be provided upon arrival at Windmill Check-in, prior to the start of the event. Cox Farms will appoint a customer service manager with overall management responsibility for servicing the event.
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](#).
16. Variation. Any variation from these standard Terms & Conditions must be agreed in writing by the Weekend Pavilion Group and by Cox Farms in advance of the scheduled event.
17. Decorations. Tablecloths, balloons, centerpieces are permitted. 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. Within 5 business days of receiving the contract, the person representing the Weekend Pavilion Group will initial, sign and return a copy of the Terms and Condition in the form of a DocuSign contract.

Questions? - reservation@coxfarmsva.com

Or leave a voice message for Reservations at 703 830 4121