



2025 Fall Festival Weekend Rental Package

Medium Pavilion - Terms & Conditions

1. 2025 Weekend Pavilion Rental Packages are available every Saturday and Sunday from September 20 through November 9, plus Monday, October 13. The pavilion includes 6 tables and is best suited for groups of approximately 40-60 people.
2. A Medium Pavilion Rental Package includes:
 - a. Admission tickets for up to 40 people, valid for entry on the date of the event. Additional tickets may be added if guests exceed 40 people (*see 5 below*).
 - b. Private use of pavilion space from 10 am – 4 pm (*see 9 below*).
 - c. A welcome table in the Windmill area to greet guests and distribute information, tickets, etc. (*see 7.a below*).
 - d. Cox Farms check-in service, where our team uses your guest list to check in prepaid guests (*see 7.b below*).
 - e. The option to purchase Cox Dollars and other extras to add convenient hospitality to your event (*see 8 below*).
 - f. The opportunity to put up a banner, welcome sign, and other decorations inside the pavilion (*see 14 below*). *Cox Farms reserves the right to approve any signage or decoration.*
3. Signed agreement. Final reservation details are sent by a DocuSign contract. The group representative will initial, sign, and return a copy of the contract within 5 days of receipt.
4. Payment: Full payment consists of a booking fee *and* a balance due.
 - a. Booking fee: **Within 5 days of signing the contract, a payment of \$375 is due to confirm the medium pavilion space.** If the fee is not received within this period, the signed document will be voided, and the date and space will be made available for others to reserve.
 - b. Balance due: **The balance due for the pavilion package must be paid no later than 6 weeks before the event date.** The balance due on a Regular weekend date requires payment of \$1000.00. The balance due for a Peak weekend date requires payment of \$1,200.00.
 - c. If the reservation is made less than 6 weeks before the event date, full payment is due within 7 days of signing the contract.

- d. Prices are accurate at the time of signing but are subject to change up to 60 days before the scheduled event. If there is a price change, the group can withdraw from the contract without penalty or re-sign an updated contract with revised pricing.
- e. **Booking fees must be remitted by credit card.** To make a payment, call 703.830.4121 x4. If needed, company checks are accepted for the balance due and should be sent to Cox Farms Reservations, 15621 Braddock Rd, Centreville VA.

Payments are fully refundable in line with Cox Farms' policies (*see 10-12 below*).

5. **Additional Tickets.** A Medium Pavilion Rental Package includes 40 admission tickets. **Additional admissions may be added to the reservation at the time of booking or any time up to 48 hours before the event, at which time payment is due for any added tickets.** Final numbers may be adjusted on the day of the event, if necessary, at the discretion of Cox Farms. Unused additional tickets are fully refundable in line with Cox Farms' policies (*see 10 below*).
6. Everyone entering the Festival grounds needs an admission ticket. Admission prices are the same for everyone aged 2 years and older; there are no discounts for large groups
7. Guest Check-in.
 - a. Welcome table. Organizers of the Weekend Pavilion Medium 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, group 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 figures tallied by Cox Farms.
8. Hospitality.
 - a. Cox Dollars. To allow guests to purchase food and drinks on site, group organizers may add Cox Dollars to their event ahead of time; small quantities may be purchased on the day of the event at check-in. Unused Cox Dollars are fully refundable per Cox Farms' policies (*see 10 below*).
 - b. Add-ons. The addition of Cox ala carte food/drink items may be arranged ahead of time through reservations.
 - c. Bring your own. Weekend Groups may bring food and beverages onto the grounds (*open flames, including sternos, and alcohol are not permitted; ice is neither available nor provided*).
9. Set-up/Break-down. A Medium Pavilion Rental Package includes use of the pavilion space from 10 am-4 pm. 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 setting up earlier than 10 am. Breakdown and clean-up must be completed by 4 pm.
 - a. **Groups may request early access to the Festival grounds, beginning at 9 am. Vehicle access is limited to unloading between 9:00-9:30 am. All vehicles, including vendor vehicles, must enter by 9:20 am and be off the grounds by 9:30 am.**
 - b. A maximum of 2 vehicles and 4 adults are permitted on the grounds for early set-up. Children under 18 are not allowed on the grounds prior to 10 am.

- 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. *Anyone who is not wearing an entry band will be escorted from the grounds until they have properly checked in.*
10. Full Credit for Unused Additional Tickets. Unused additional admission tickets (tickets purchased **beyond the 40 admissions included in the rental package**) and unused Cox Dollars may be returned to Customer Service by 6 pm on the day of the event for full refund/credit. If payment was made by company check, Cox Farms will issue a refund check within ten business days or when the payment check clears.
11. 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.
12. Cancellation. If the Weekend Group cancels their Fall Festival pavilion rental at least 31 days before their event, they are entitled to a full refund. If a cancellation is made between 15 and 30 days before the scheduled event, a refund is made minus the \$375 initial booking fee. If cancellation is made 14 days or less before the scheduled event, no refund is given.
13. 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 entire event; their cell phone number should be provided upon check-in, before the start of the event. Cox Farms will appoint a customer service manager with overall management responsibility for servicing the pavilion area.
14. Decorations. Tablecloths, balloons, and centerpieces are permitted. A maximum of one banner (3'x6' or smaller) and two signs (3'x3') may be hung facing **IN** the pavilion. No yard signs or other signage may be posted around the pavilion or on the grounds. Sponsor tables are not allowed
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 group and Cox Farms in advance of the scheduled event.
17. Fees. Group organizers will provide a credit card to be used for any fees incurred:
- Vehicles on the grounds after 9:30 am: \$75 per vehicle for each 5-minute increment past 9:30 am.
 - Pavilions not vacated on time: \$50 per pavilion for each 5-minute increment past rental time.
 - Continuing to violate terms and policy:
 - After two warnings - \$200
 - After three warnings - \$500
 - Four or more warnings - \$1000 and penalties which may include no future rebooking and, if necessary, the offenders being escorted from the grounds without a refund
 - Not leaving the space as it was found:
 - Trash - \$100
 - Food left behind - \$200
 - Tables not in their original location - \$200
 - Damage – up to \$500

Questions? Contact our Reservation Department - reservation@coxfarmsva.com

Or leave a voice message for Reservations at 703 830 4121 x4