



2025 Fall Festival Weekend Rental Package Large Pavilion - Terms & Conditions

1. 2025 Weekend Pavilion Large Group Packages are available every Saturday and Sunday from September 20 through November 9, plus Monday, October 13. The pavilion includes twelve tables and is best suited for groups of 75 or larger.
2. A Large Pavilion Rental Package includes:
 - a. Admission tickets for up to 75 people, valid for entry on the event date. Additional tickets may be added if guests exceed 75 people (*see 5 below*).
 - b. Private use of pavilion space from 10 am to 5 pm (4 pm in Nov) (*see 9 below*).
 - c. A welcome table in the Windmill area to greet guests and distribute information, tickets, etc. (*see also 7.a below*).
 - d. Cox Farms check-in service, where our team uses your guest list to check in prepaid guests (*see also 7.b below*).
 - e. The option to purchase Cox Dollars and other extras to add convenient hospitality to your event (*see also 8 below*).
 - f. The opportunity to put up a banner, welcome sign, and other decorations inside the pavilion (*see also 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 person representing the Weekend Pavilion Group 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 calendar days of signing the contract, a payment of \$500 is due to confirm the large pavilion reservation.** 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 for the pavilion package is due 6 weeks before the event date.** The balance due for an event on a Regular weekend date requires payment of \$2,375.00. For an event on a Peak weekend date, the balance is \$2,750.00.
 - i. If an event is booked less than 6 weeks out, full payment is due within 7 days of returning the signed contract.
 - c. Prices are accurate at the time of signing but are subject to change up to 60 calendar days before 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.
 - d. **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 20120.
Payments are fully refundable per Cox Farms' policies (*see also 10-12 below*).

5. 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 before the event, at which time payment is due for all 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 also 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 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, 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 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 also 10 below*).
 - b. Add-ons. The addition of Cox ala carte food/drink items may be arranged through Cox Farms reservations.
 - c. Bring your own. Weekend Pavilion Groups may bring food and beverages onto the grounds (*open flames, sternos, and alcohol are not permitted; ice is not available*).
9. Set-Up/Break-down. A Large Pavilion Rental package includes use of space from 10 am-5 pm (4 pm in Nov). 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 10 am. Breakdown and clean-up must be completed by 5 pm (4 pm in Nov).
 - 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 per pavilion are permitted on the grounds for early set-up. Children under 18 are not allowed on the grounds before 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 75 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 a 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 a 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 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.
12. Cancellation. Groups giving notice of cancellation may be eligible for a refund based on the following guidelines:
 - a. 31 days or more before the event – full refund
 - b. 15-30 days before the event – refund minus the booking fee
 - c. 14 days or less – no refund
13. Liaison. To facilitate communications and ensure a successful event, the Weekend Pavilion Group will appoint a liaison for all matters on the day of the event. The liaison must be someone attending the entire event; their cell phone number should be provided upon arrival at Windmill Check-in, before the start of the event. Cox Farms will appoint a customer service manager with overall management responsibility to watch over the event.
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, weapons, alcohol, recreational drugs, and unaccompanied children under 14. Please review our [FAQS](#).
16. Variation. Any variation from these standard Terms & Conditions must be agreed to in writing by the Weekend Pavilion Group and by Cox Farms in advance of the scheduled event.
17. Fees. Group organizers will provide a credit card to be used for any fees incurred:
 - a. Vehicles on the grounds after 9:30 am: \$75 per vehicle for each 5-minute increment past 9:30 am.
 - b. Pavilions not vacated on time: \$50 per pavilion for each 5-minute increment past rental time.
 - c. Continuing to violate terms and policy:
 - i. After two warnings - \$200
 - ii. After three warnings - \$500
 - iii. 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
 - d. Not leaving the space as it was found:
 - i. Trash - \$100
 - ii. Food left behind - \$200
 - iii. Tables not in their original location - \$200
 - iv. Damage – up to \$500

Questions? - reservation@coxfarmsva.com

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