

HISTORIC POLEGREEN CHURCH FOUNDATION

Private Reserve Agreement · 2027

Historic Polegreen Church Foundation invites you to make your own history here!

Nestled in Hanover County, Virginia, Historic Polegreen Church and Prospect Hill at Pine Slash offer a complete historic wedding experience just minutes from Richmond. The open-air church sits on over 110 acres of protected viewshed. The 1830s farmhouse at Prospect Hill provides an intimate, beautifully appointed space to begin your morning. Use of either property requires completion of this agreement and written approval of the Foundation.



Leslie Luck - Historic Polegreen Church Foundation - P.O. Box 2111, Mechanicsville, VA 23116
(804) 730-3837 - admin@historicpolegreenchurch.org - www.historicpolegreenchurch.org

1. Applicant Information

Full Name

Mailing Address

City, State, Zip	Phone Number
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Email Address	How did you hear about us?
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2. Event Details

Wedding Date	Guest Count (Ceremony)
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Bride's Full Name	Groom's / Partner's Full Name
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Rehearsal Date & Time	Ceremony Start Time
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Setup Start Time	Event End / Breakdown Time
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3. Packages

“The Polegreen with Prospect Hill” \$2,395 — Ceremony & Reception · Private grounds 9am–9pm · Structure, parking, conference room, restrooms, event signs, 1-hr rehearsal
✓ *Includes: The Farmhouse Suite get-ready experience at Prospect Hill*

“The Covenant with Prospect Hill” \$1,495 — Ceremony Only · 5 hrs each property · Structure, parking, conference room, restrooms, event signs, 1-hr rehearsal · No food; pop-up tents only ✓ *Includes: The Farmhouse Suite get-ready experience at Prospect Hill*

- “The Blessing” \$595** — Micro-Wedding under 50 guests · Sun–Thu · 4 hours · Site, structures, parking, restrooms, event signs · No food; pop-up tents only
- Add Prospect Hill Farmhouse Get-Ready Suite to The Blessing **+\$295**

4. Get Ready Experience — Prospect Hill at Pine Slash

Select only if not already included in your ceremony package above, or to upgrade to a higher tier.

- The Farmhouse Suite \$325 standalone** — Up to 5 hrs · Up to 6 guests · Private suite, mirrors, garment rack, steamer, speaker, water station, porch access
- The Porchlight Gathering \$575** — Up to 6 hrs · Up to 6 guests · Hosted setup, styled boards & glassware, beverage station styled, dedicated morning hosting
- The Heirloom Morning \$875** — Up to 8 hrs · Up to 8 guests · Full curated styling, linen runners, candles, HPCF welcome note, setup & cleanup by our team
- The Full Estate Reserve from \$1,200** — Both suites exclusively · Up to 12 guests · Heirloom Morning + Gentlemen’s Parlor · First look grounds access

Food & Beverage Add-ons: Virginia Sparkling Wine +\$75–\$150 · Mimosa Bar +\$75–\$125 · Pastry Board +\$50–\$100 · Charcuterie Board +\$150–\$300 · Coffee & Tea Service +\$75–\$150 · Upgraded Brunch Spread +\$200–\$400

Other Add-ons: Fresh Florals +\$100–\$250 · Eve of the Wedding Access +\$125 · Extra Time +\$75/hr

5. Fee Summary & Payment

Ceremony Fee	Get Ready / Add-ons	Total Facility Fee
\$ _____	\$ _____	\$ _____

Cleaning & Damage Deposit (check only — held, not deposited): \$400 full day · \$100 half day · \$50 micro — Amount enclosed: \$ _____
 50% deposit due within 10 calendar days to hold date · Balance due 30 days prior · No refunds for inclement weather · Wedding insurance recommended.

Terms & Conditions — Historic Polegreen Church

1. All use shall conform to the planned use described in this application and approved by the Foundation.
2. The Polegreen Church is a historical structure. No use shall damage the structure or diminish its historical integrity.
3. The applicant shall be solely responsible for site security during the period of use. The building shall remain secured when no responsible party is present.
4. The Foundation accepts no responsibility for personal property of the applicant or guests on the premises.
5. No nails, tape, tacks, staples, screws, or fasteners on any walls, doors, or floors. No beverages on furniture without protection. A-frame ladders only; no leaning.
6. A site walkthrough with Foundation staff is required the week prior to your event.
7. Public drunkenness, illegal drug use, and tobacco use are not tolerated. The host is responsible for removing any violating person.
8. Hours of use: 9:00 a.m. to 9:00 p.m. Noise must be kept at a moderate level at all times.
9. No rice, confetti, birdseed, or sparklers. Live flower petals and bubbles are acceptable. Live petals must be used for flower girl petal drops.
10. Applicant is solely responsible for all vendors. Vendor contact information must be provided no later than 30 days prior. All ABC licenses and tent licenses must be obtained and displayed in accordance with the law.
11. All décor and trash must be removed from the premises by 9:00 a.m. the following morning. Failure may result in forfeiture of the damage deposit.
12. Keys may not be reproduced and must be returned following the event. The building is protected by an alarm system.
13. The applicant will be notified within 30 days of any damages. All damages will be submitted in writing and are payable to the Foundation.
14. Severability — invalidity of one provision shall not affect any other provision.
15. The Foundation makes no warranties concerning the structure or grounds and shall not be liable for any injuries or damages arising from use of the site. The applicant agrees to indemnify and hold the Foundation, staff, officers, directors, and trustees harmless from any such liability.
16. The Foundation reserves the right to amend these rules and impose additional conditions specific to any application.

Terms & Conditions — Prospect Hill at Pine Slash

1. Approved Use. All use shall conform to the planned use described in this application and approved by the Foundation. Any changes require written confirmation.
2. Historic Preservation. No use shall damage any structure, furnishing, or landscape feature or diminish the historical integrity of Prospect Hill or the Pine Slash campus.

3. Security. The applicant shall be solely responsible for the security of the farmhouse, restrooms, and grounds during the period of use. All doors shall remain secured when no responsible party is present.
4. Personal Property. The Foundation accepts no responsibility for personal property of the applicant or any guests on the premises.
5. No Fasteners or Damage. No nails, tape, tacks, staples, screws, or fasteners on any interior or exterior surfaces. No beverages on wood surfaces without protection. A-frame ladders only.
6. Required Walkthrough. A site walkthrough with a Foundation staff member is required the week prior to the event.
7. Conduct. Public intoxication, illegal drug use, and tobacco use are strictly prohibited. The applicant is responsible for removing any violating person.
8. Hours & Noise. The farmhouse may be used only between the approved hours on this application. Noise must be kept at a moderate level at all times.
9. Vendors. The applicant is solely responsible for all outside vendors. Vendor contact information must be provided no later than 30 days prior to the event.
10. Cleanup. All decorations, florals, serving items, and trash must be removed from the property by 9:00 p.m. Failure may result in forfeiture of the damage deposit.
11. Damage Notification. The applicant shall promptly notify Foundation staff of any damage. All damages will be documented in writing and are payable to the Foundation.
12. Keys/Codes. Keys to the farmhouse may not be duplicated and must be returned immediately following the event. Codes may not be shared.
13. Liability & Indemnification. The Foundation shall not be liable for any injuries or damages arising from use of the site. The applicant agrees to indemnify and hold the Foundation, staff, officers, directors, and trustees harmless from any such liability.
14. Foundation Rights. The Foundation reserves the right to amend these rules and impose additional requirements specific to any individual application.

The undersigned confirms familiarity with and agreement to all Terms & Conditions governing both properties.

Initial here to confirm you have read and agree to all terms and conditions: _____

Applicant Signature: _____	Date: _____
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Payment: Check payable to Historic Polegreen Church Foundation Credit Card at www.historicpolegreenchurch.org/weddings.php
 Submit to: P.O. Box 2111, Mechanicsville, VA 23116 or admin@historicpolegreenchurch.org

<p>GARNISH (Catering) Louis Campbell 804-262-5787 LOUIS@GARNISHRVA.COM · garnishrva.com</p>	<p>BLACK CREEK FLOWERS AND SWEETS Erica Hutchison 804-543-9084 blackcreekflowers@gmail.com · blackcreek-flowers.com</p>
<p>ILLUMINATION EVENTS (Wedding Planning) Chelsea Moring 540-735-4086 illuminationevents.com</p>	<p>PARTY PERFECT (Rentals) 2400 Magnolia Ct, Richmond, VA 804-359-2400 partyperfect.com</p>
<p>COMMONWEALTH EVENT COMPANY (Rentals) Phyllis Andrews 804-264-6621 info@commonwealthevent.com</p>	<p>AWESOMESAUCE PHOTOGRAPHY Linda Spencer 804-627-1729 linda@awesomesauce-photography.com</p>
<p>RIVERWOOD EVENTS & CATERING Rachael Gordon 804-994-1117 rachael@riverwoodeventsandcatering.com</p>	<p>CHRISTY HARMON (Officiant / Planner) christyharmanweddings@gmail.com · ChristyHarmonWeddings.com</p>
<p>BLUE SAGE BRIDAL Noelle Parent 804-562-7009 Hello@bluesagebridal.com · bluesagebridal.com</p>	<p>MISSION BBQ (Catering) 804-956-3281 mission-bbq.com/contact</p>
<p>BLESS THIS MESS FLORALS Jeannine Foster (small weddings) blessthismessflorals@gmail.com</p>	<p>RENT-E-QUIP (Rentals) 804-520-7100 rentequip.org</p>

***Preferred Vendors** **More vendors available upon request

Your Selected Vendors

Company / Service	Type	Contact	Phone / Email

Open/Close Checklist — Historic Polegreen Church

A scheduled walkthrough must be made the week prior to your event. Failure to complete and leave this checklist will result in forfeiture of your security deposit.

- Entry:** Unlock barn doors and conference room with supplied keys. Disarm with code. Supply closet will be unlocked.
- Decorations:** All decorations and trash must be removed by 9:00 a.m. the following morning.
- Signage:** Event and parking signage must be placed in the closet in the conference room.
- Furniture:** Place all furniture as found. The console table and Bluford portrait may not be moved.
- Lights:** Turn off all lights when ready to alarm the building.
- Cleaning supplies:** Cleaning materials and trash bags are in the conference room. Location reviewed during walkthrough.
- HPCF items:** No Polegreen items (coffee, water, napkins, etc.) may be used. Paper towels only.
- Bathrooms:** Bathrooms and conference room must be left in broom-swept condition.
- Leather mats:** May be removed, but please cover the table. Wipe mats with Clorox wipe.
- Countertops:** Countertops may be wiped with a Clorox wipe.
- Exit:** 1. Complete cleaning. 2. Empty all trash. 3. Lock conference room front door and side door if opened. 4. Turn off all lights. 5. Leave checklist on table. 6. Arm with CODE. Shut barn doors and lock both locks. 8. Return keys to lockbox.

Reviewed by (Foundation Staff / Date): _____	Renter Signature: _____
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I have adhered to all rules and followed this checklist. Please check one:

- You may shred my deposit check.**
- Please mail my deposit check to the address provided on the check.**

Open/Close Checklist — Prospect Hill at Pine Slash

A scheduled walkthrough must be completed the week prior to your event. Failure to complete this checklist and leave it as directed will result in forfeiture of your security deposit.

OPENING — ARRIVAL

- Unlock the farmhouse with supplied keys.
- Confirm all rooms — bridal suite, groomsmen rooms, bathrooms, screened porch — are as expected.
- Contact Foundation staff immediately if anything is not as expected before your event begins.

DURING YOUR EVENT

- No Prospect Hill or HPCF items (coffee, water, napkins, etc.) may be used without prior arrangement.
- Paper towels are available for your use.
- Do not move any designated historic furnishings.
- No beverages on wood surfaces without proper protection (coasters).
- No nails, tape, tacks, or fasteners on any walls, doors, or woodwork.

CLOSING — DEPARTURE

- Remove all personal decorations, florals, serving items, and props from all rooms.
- Replace all furniture to its original position.
- Turn off all lights in all rooms, hallways, and porch.
- Shut and lock all exterior doors. Return keys to the lockbox.

Reviewed by (Foundation Staff / Date): _____	Renter Signature: _____
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I have adhered to all rules and followed this checklist. Please check one:

- You may shred my deposit check.**
- Please mail my deposit check to the address provided on the check.**