



LINDEN ROW
A GREAT AMERICAN INN

Wedding Events





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Linden Row Inn is a 70-room boutique historic hotel in the heart of downtown Richmond, Virginia. The hotel is comprised of seven row homes built in the mid-1800's, and meticulously restored over the years. Linden Row was lovingly converted into a full-service hotel in 1988. Most of the rooms are furnished with antiques from the middle and late 1800's, and the hotel is proud to be featured on the National Register of Historic Places.

The property features an intimate Garden Courtyard that is perfect for rehearsal dinners, wedding ceremonies and receptions. Adjacent to the Garden Courtyard and accessible by a set of French doors, our Board Room is perfect for smaller, intimate affairs.

Romance has always flourished at Linden Row. As an adolescent, Edgar Allan Poe first courted his lifelong love, Elmira Royster Shelton, on the property where the Linden Row Inn now stands. Poe went on to describe this location as the "enchanted garden" in his famous poem "To Helen." Since then, love has blossomed for countless romantics who have set foot on the property.



Event Spaces

The Board Room

The Board Room offers 505 square feet of elegant function space and provides a unique setting for any meeting or event. It can accommodate up to 50 guests for a cocktail-style reception, 40 guests for a plated meal, 30 guests for a buffet style setting, and 25 guests for classroom style meetings.



Garden Courtyard

Just off the Board Room is our intimate Garden Courtyard. Accessed by two stone pathways or the French doors at the Board Room, this is our oasis in the center of the city. During the summer season, there is a natural canopy provided by the tree lined walls. The fountain and brick patio are a Richmond favorite for wedding related events. On its own, the Garden Courtyard can accommodate 90 people for a sit down meal and up to 70 people for a buffet style reception. Combined with the Board Room, the Garden Courtyard can accommodate up to 125 guests. The space can be set up as per client requirements.



Venue Pricing

Rehearsal Dinner, Welcome Party, or Farewell Brunch	Ceremony Only	Wedding Reception Only	Full Wedding Weekend <i>Rehearsal Dinner, Ceremony & Reception, Farewell Brunch</i>
Up to 40 guests - seated Up to 50 guests - cocktail	Up to 125 guests	Up to 125 guests	Up to 125 guests per event
Board Room	Garden Courtyard	Garden Courtyard & Board Room	Garden Courtyard & Board Room - 3 consecutive days
<ul style="list-style-type: none"> • Tables & chairs • Four hour event time included • Set up time two hours prior to event for decorating • Window of one hour after event for cleaning <p><i>If you are interested in hosting your Rehearsal Dinner, Welcome Party or Farewell Brunch in our larger, adjacent Garden Courtyard, please inquire with our Sales Department.</i></p>	<ul style="list-style-type: none"> • Tables & chairs • One hour event time included • Set up time two hours prior to event for decorating • Window of one hour after event for cleaning • One hour ceremony rehearsal included 	<ul style="list-style-type: none"> • Tables & chairs • Four hour event time included • Set up time two hours prior to event for decorating • Window of one hour after event for cleaning <p>Ceremony Time Add On</p> <p><i>If you would like to also host your ceremony with us, an additional hour can be added to the event for \$250 plus tax.</i></p>	<ul style="list-style-type: none"> • Tables & chairs • Four hour event time included • Set up time two hours prior to event for decorating • Window of one hour after event for cleaning • One hour ceremony rehearsal included
\$800 + tax	\$1,500 + tax	\$2,800 + tax	\$5,000 + tax

Event space rate listed above is based on Saturday dates during peak seasons of April to June and September to November of 2021-2023. Please inquire with a preferred date for the most accurate pricing.

Additional Time Add-On:

If you would like to host an event that is longer than time included in your chosen event rental, additional time can be added to the event for \$250 plus tax per hour.

Guest Rooms

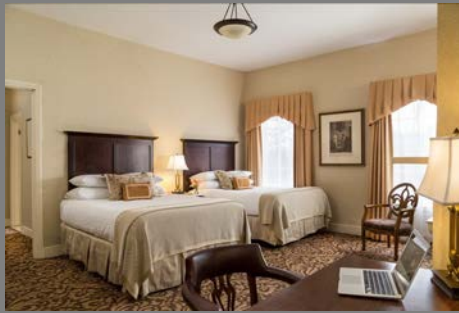
Garden Rooms

The Garden Rooms are located in either one of the two original carriage house buildings built in the late 1800's. They feature a single queen size bed. All Garden Rooms are decorated in a light and airy color scheme, and are cozy and intimate enclaves with spa-style granite bathrooms.



Main House Rooms

Our Main House Rooms feature single king size beds, two queen size beds, or handicap accessible rooms (single king or queen bed). They are located in the seven connected row houses; these rooms feature 12' ceilings, contemporary amenities, and access to the veranda overlooking the Garden Courtyard. All Main House Rooms also feature spa-style granite bathrooms.



Parlour Suites

Through its stunning period architecture, original antiques, chandeliers, 12' high ceilings, and access to the veranda overlooking the Garden Courtyard, our seven Parlour Suites will take you back in time. Each suite features a king size bed and an exquisitely appointed parlour area. The unique location and décor is perfect for romantic weekends or family getaways.



Parlour Suites

Parlour Suites are typically reserved by our guests the day before their event until the day after. These rooms are regularly utilized by wedding parties as a space to get ready, take photos and for the couple to spend their wedding night. We also see these used as spaces by family to use as hospitality spaces throughout the weekend to entertain friends and family in a private setting.



Room Blocks

Option 1: Advance Purchase Rate for Garden Queen Rooms

For couples hosting ceremonies and receptions on-site, we are pleased to offer the opportunity to exclusively book all of our Garden Rooms located in our Garden Courtyard. Pre-purchase under our advance purchase rate with no cancellations or changes on all of our 12 Garden Rooms that are adjacent to your event space. This will ensure privacy for you during this special occasion.

Option 2: Courtesy Group Block

We are pleased to offer the opportunity to reserve a courtesy block of rooms for you and your guests at a discounted group rate. There is no deposit required with a courtesy block of rooms with us. Upon signing a room block contract, we will hold the rooms until **one month prior to check-in** (as long as 30% of the rooms in your block have been picked up by **two months prior to check-in**). If 30% of the rooms in your block have not been picked up by **two months prior to check-in**, we will release any un-booked rooms in your block at that time.

Parlour Suites cannot be included in a room block. However, special discounts may apply based on the number of room nights booked in your room block. These discounts will be applied at checkout, applicable for suites reserved with a credit card in advance.

Approved Wedding Vendors

All food, beverage, rentals/tenting and staffing must be provided by one of the following approved vendors:

Catering	Party Rentals/Tenting
<u>Groovin' Gourmets</u> Michelle Moock 804.868.8900 <u>mmoock@groovinggourmets.com</u>	<u>Commonwealth Event Company</u> 804.264.6621 <u>Classic Party Rentals</u> 804.743.7980 <u>Party Perfect</u> 804.359.2400 <u>Rent E-Quip</u> 804.520.7100

Frequently Asked Questions

Role of Linden Row Inn Sales Team

The Director of Sales at Linden Row Inn may be used as a resource by clients for questions leading up to their event. However, it is required that clients utilize an event coordinator for all of the details of their special day.

Event End Time

As a small hotel, we try our best to respect our guests and their desires for a good night's rest. On that note, all events must conclude by 10:00 pm. There is an hour after the event end time allotted for breakdown of your event.

Decorations

Candles may be utilized only in the Garden Courtyard and must be placed in hurricane glasses, globes, or glass votives. Props, such as bubbles and glow sticks, are permitted but unfortunately, the use of sparklers and any form of fireworks are not allowed at Linden Row Inn. We also request that rice not to be used, as it is a hazard to animals and we are an outdoor venue. Any items that require additional clean up will assess a \$250 clean up fee. Extra décor will need to be reviewed by the Sales Manager in advance, as we will not allow anything that could possibly be harmful to our property, its guests, and neighbors.

The hanging of any decorations in the Garden Courtyard must be performed by an approved vendor. Please discuss further with our Sales Department. At the end of the event, there should be someone that you pinpoint who will be responsible for packing up and collecting all gifts, centerpieces, décor, flowers, and other personal items (e.g., your event coordinator). You are able to access the reserved event space two hours before the event for decoration, and an hour following the conclusion of the event for decoration break down. In some instances, the Board Room may be a space to store items before and after your event. Please coordinate with our Sales Department on this detail.

Accessibility

We have guest rooms that are ADA accessible. Please ask your guests to request ADA accessible guest rooms when making their reservation to ensure availability. We do have a wheelchair ramp that can be placed in the Garden Courtyard with access into our Board Room space and Garden Courtyard space. The ADA entrance is located through Miss Scott's Alley. Please discuss with the Sales Manager prior to the event so that the ramp can be set up accordingly. We recommend coordination with your guests' needs with the Sales Department in advance to ensure we can accommodate.

Inclement Weather

For events in our Garden Courtyard, we require our clients to contact one of our approved tent rental companies to prepare for weather related issues in advance. Our approved vendors are very familiar with our property and know which tents fit our event space best. They can supply tents and related rentals on a 'back-up plan' type of reservation, if that is your preference. Please contact one of these companies for more details on their services, pricing, recommendations, and cancellation period for tents and other event related rentals. Please do know that if you plan to host an event with more than 40 guests and do not put down a deposit with a chosen tent company, there will not be an alternative rain plan option available. Tent deposits in advance are highly recommended for this reason.

Please know that if you do not book our 'Full Wedding Weekend Package' (which includes event space for a Rehearsal Dinner, Wedding Ceremony & Reception, and Farewell Brunch) or additional event space rental for the day before or after your event, Linden Row Inn reserves the right to rent the event space to another client. In this instance, our Sales Team will reach out to inform you that another client has secured the event space. This may affect the date for tent rental set-up or break-down and may require weekend pick up fees from your chosen tent rental company. Please contact one of our recommended tent rental companies for more details on their services, pricing, recommendations, and cancellation period.

Deposit and Payment Structure

We require a \$250 reservation deposit due at the time of signing your contract. This deposit will hold your desired date for up to 14 days and is non-refundable. This deposit will be applied to your full payment. 14 days after your deposit has been paid, your first 50% payment (minus the deposit) will be due. All payments once placed are non-refundable.

Is my event the only event that weekend?

Booking our Wedding Weekend Package, which includes rental of our event space the day of your wedding, the day before for a Rehearsal Dinner/Welcome Party and the day after for a Farewell Brunch, will ensure that your group has exclusive access to our event spaces over a full weekend. However, should you decide to book our event space for the day of your wedding only, the event space will be available for other events to take place that weekend. We will work with all clients to coordinate times for their ceremony run through the day before their event and work with clients on any rentals that may need to be dropped off or picked up to accommodate each client's event. Our Sales Team will reach out should someone book the event space the day before or after to begin the conversation of coordinating of all details for your wedding weekend. If you would like to add on events the day before and/or after your event to ensure you have the space for your group exclusively, please inquire with our Sales Department on availability and pricing.