

HUNTER HOUSE



hprs@fairfaxcounty.gov
703.827.0609



9601 Courthouse Road, Vienna, Virginia

In 1890, Scots immigrant John C. Hunter built a frame house on property that is now Nottoway Park. Enlarged over the years, the house and surrounding grounds were bonded as Distillery No. 4 after the Prohibition Era. The Fairfax County Park Authority has renovated Hunter House, turning it into a showcase for your small to medium event. Two assembly rooms, a large entry hallway, a screened porch and a kitchen in the house are complimented by a large shaded lawn. One of the most picturesque places in Fairfax County, your guests will feel right at home as they stroll beneath the stately trees surrounding the Hunter House.

Driving Directions

Take Beltway Exit 49 West (Interstate 66) to Route 243 North (Nutley Street, North). Turn left on Courthouse Road. Turn left at the entrance to Nottoway Park; the Hunter House will be on your left.



To request this information in an alternate format, call Inclusion and ADA Support, 703.324.8563, TTY 703.803.3354.

Private Rental Rates

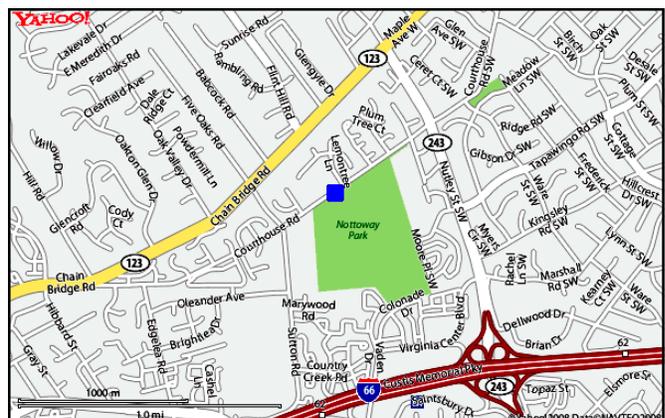
Base Fee (6-hours):	\$1,250 Fairfax County Residents \$1,475 Non-Resident
Extra Hours:	\$175
Alcohol Beverage Use Fee:	\$150
Security Deposit:	\$400

Equipment Included With Rental:

6	4-foot round tables
8	6-foot rectangular tables
50	white folding chairs

Capacities

Indoor Reception:	75
Indoor Banquet:	40
Garden Party (with tent):	200



Historic Properties Rental Services

1659 Chain Bridge Road, McLean, VA 22101

Tel: 703-827.0609 Fax: 703.827.0492 E-Mail: hprs@fairfaxcounty.gov

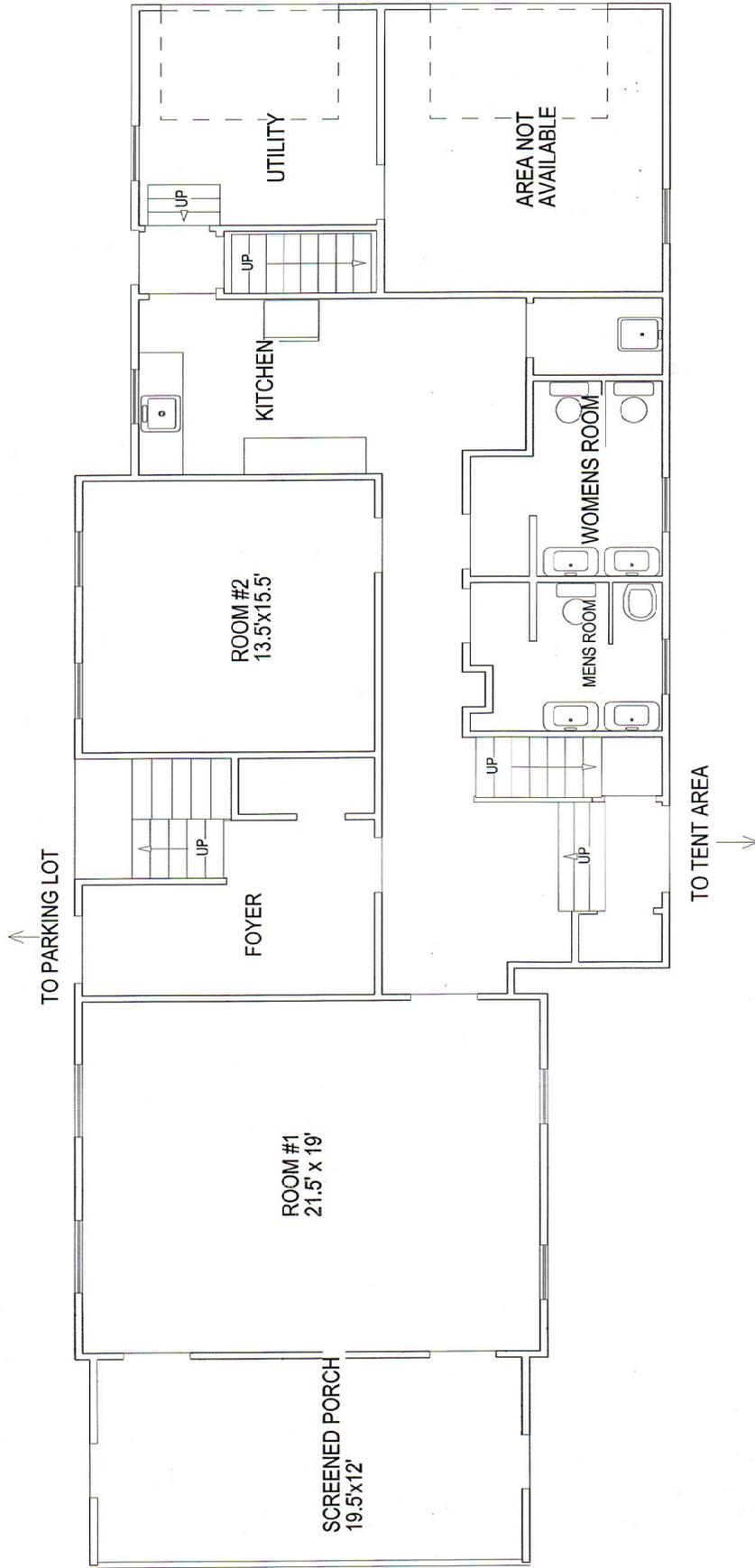
Web: www.fairfaxcounty.gov/parks/weddings.htm

Hunter House Policies

- ◆ **NOW IS THE TIME** to plan the logistics for your use of the Hunter House. Check with your caterer, florist, and rental company well in advance to find out how much time they will need.
- ◆ **AVAILABILITY:** Hunter House may be rented 364 days a year, Monday - Thursday, 7:30 a.m. - 11:00 p.m., and Friday - Sunday, 8:00 a.m. - 12 midnight. Contracts are taken up to one year in advance, based on calendar month. All contracts are processed on a first come, first served basis.
- ◆ **SETUP AND CLEANUP:** Setup and cleanup times are included in the contracted rental period. Setup and cleanup of all equipment, decorations, etc. is the responsibility of the renter or his/her designate. Staff will supply all cleaning materials, except trash bags.
- ◆ **CHANGES IN RENTAL TIME:** You may change or add hours to your schedule, as long as your request is in writing and at least ten days notice is provided.
- ◆ **PRE/POST-INSPECTION:** A staff member will conduct a walk-through inspection before and after your function. If you cannot be present, please have a responsible friend, family member, or your caterer be available. There will be a staff member on site for your entire rental; please feel free to ask any questions during your event.
- ◆ **STORAGE:** There is no storage space available at the Hunter House. All equipment must be delivered, set up, taken down and removed from the site within the time limits of your contract. The Fairfax County Park Authority will not accept responsibility for any equipment delivered to the Hunter House. Staff members cannot sign for, nor inventory any incoming or outgoing equipment or services. This is the sole responsibility of the renter or his/her designate.
- ◆ **CATERING:** A professional caterer with proof of insurance, a current health department certificate and a valid business license must be hired if food is to be served.
- ◆ **GRILLS:** Grills must be placed at least 30 feet away from the building on a paved area.
- ◆ **ACCESSIBILITY:** The Hunter House is wheelchair accessible.
- ◆ **SMOKING:** Smoking is NOT allowed in the building. Cigarette urns are provided on the porches.
- ◆ **ALCOHOL:** The purchase of an alcoholic beverage permit from HPRS allows consumption of alcoholic beverages inside the Hunter House and on the **immediate** grounds. Bars must be set up in the building or on the screened porch and are prohibited on the grounds or beneath a tent. If you plan on selling alcoholic beverages, or if you plan on charging admission or requesting donations, please contact the office as there are additional requirements. **Red dye-based drinks other than red wine are prohibited.**
- ◆ **PARKING:** Fifty-one parking spaces are located in the main parking lot for your guests, including four designated for accessible parking.
- ◆ **CANDLES:** Candles may be used, as long as they are enclosed and have something placed under them to catch wax drips.
- ◆ **DECORATIONS:** The use of birdseed, rice, flower petals, confetti, glitter, and silly string is prohibited, as is the use of tacks, staples, nails, tape, or other fasteners or adhesives. Bubbles may be used outside the house.
- ◆ **MUSIC:** DJ's, amplified music and dancing are permitted on the property.
- ◆ **TENTS:** If your expected attendance will be greater than 75 people, you must provide a tent. The tent must be large enough to accommodate the total number of people exceeding the 75-person capacity of the building. The tent must be set up and taken down within your contracted rental times. If the canopy exceeds 900 square feet or has a capacity of over 50 people, it is your responsibility to obtain all necessary permits and inspections. Tent usage guidelines may be downloaded at www.fairfaxcounty.gov/fr/prevention/tents_canopies_guide.pdf.
- ◆ **EQUIPMENT:** Your rental includes the use of a limited number of tables and chairs, which are listed on the attached floor plan. In order to preserve the floors, tables and chairs should be carried to their location, not dragged. Please make sure caterers, bartenders, and others are aware of condensation, drips, or spills that have occurred. Plastic **MUST** be placed underneath coolers, kegs, ice tubs, or any other containers.
- ◆ **CANCELLATION POLICY:** Cancellations must be received in writing. Once a contract has been signed and processed, a cancellation fee of \$200 (1/2 of the security/cleanup deposit) will be assessed for any cancellation made more than 60 days prior to the date of the rental. If cancellation is less than 60 days prior to the date of the rental, the entire security/cleanup deposit will be withheld. Additionally, prepaid rental fees are withheld if cancellation is made less than 60 days prior to the date of the event.



HUNTER HOUSE



Kitchen equipped with:
 Refrigerator/Freezer
 Microwave
 Sink
 Counter Space

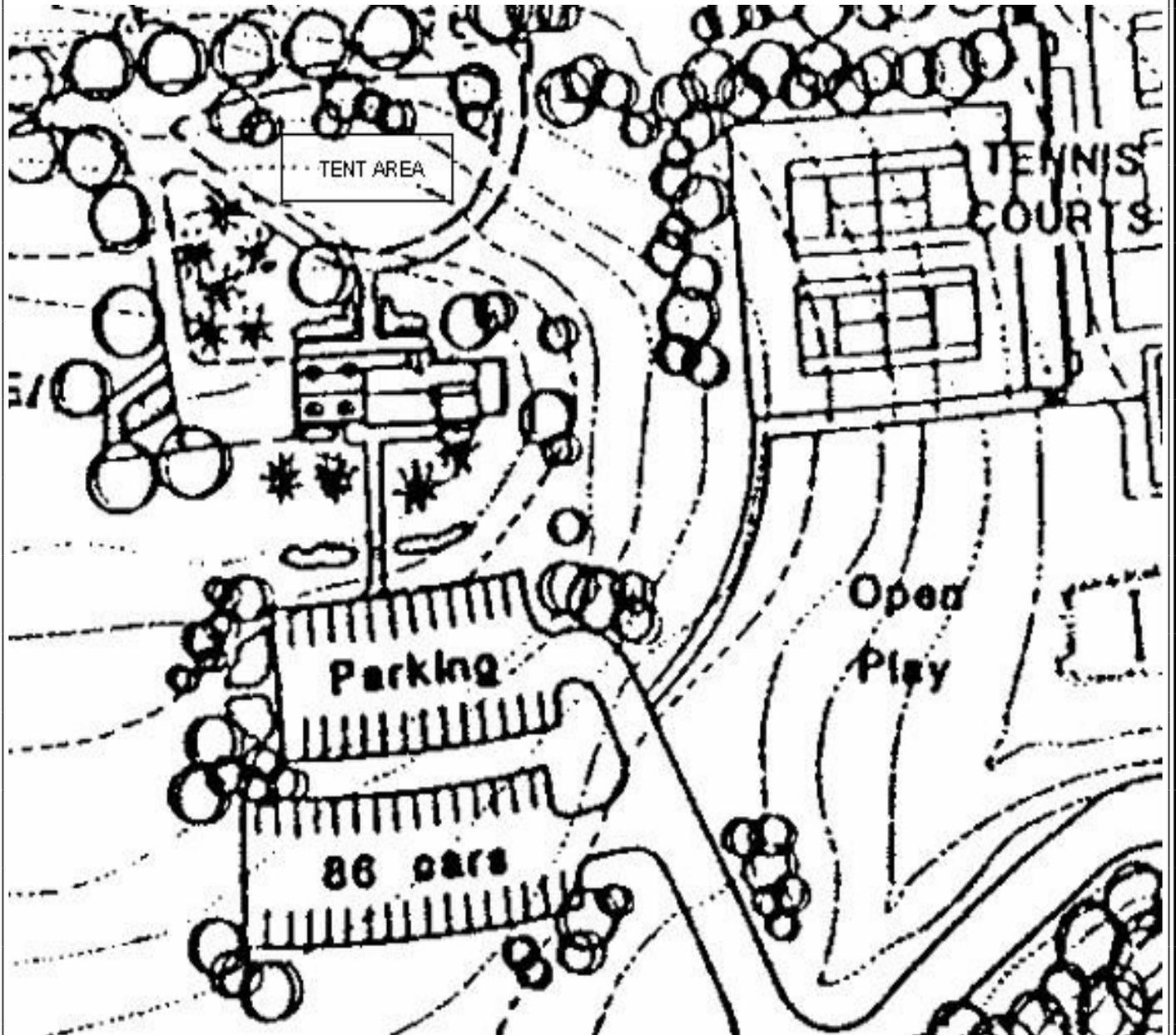


HISTORIC PROPERTIES
 RENTAL SERVICES

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Equipment included with rental:
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 8 6-foot rectangular tables
 50 white folding chairs

HUNTER HOUSE SITE PLAN



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PROPERTIES**
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