

# PRIVATE ENTERTAINING



# BOXWOOD ESTATE WINERY PRIVATE EVENT PACKAGES

Boxwood Estate Winery is synonymous with quality and value, offering a uniquely elegant and exclusive venue for a variety of events and unforgettable experiences. Our historic winery property provides a picturesque backdrop and our team is committed to providing exceptional service to ensure your event is a success.



## ABOUT US

Enjoy your visit to the ideal wine destination in Middleburg, Virginia. Our winery is known for its estate-grown, highly-rated wines made in the Bordeaux-style with a distinct Virginia expression. Experience authentic wine making areas with lush landscapes in a rustic-yet-contemporary venue.




## Unique Event Spaces

Available spaces include:

- Chai
- Vineyard Pavilion
- Courtyard
- Bottling Room
- Wine Cave

## Inquire to begin planning your event

 540.687.8778

 2042 Burrland Lane,  
Middleburg, VA 20117

 [contact@boxwoodwinery.com](mailto:contact@boxwoodwinery.com)

# Pricing Template:

*Based on minimum of 30 guests*

*Note: We have options for all budget levels, please contact us for more info!*

## Private Rental Fees

- \$625 per hour for events held after regular business hours
- \$1,000 per hour for events held during regular business hours
- \$1,000 per hour for any event with more than 80 guests, regardless of time
- \$10,000 buyout for events held before 4:00 PM on Saturdays

### Event Space Rental Includes:

- All winery tables and chairs located within the designated event area.
- All interior tables include Black tablecloth

If a client prefers a different layout or aesthetic, they may work with one of Boxwood's preferred rental partners to bring in alternate tables and chairs.

If Boxwood staff is required to remove or relocate existing furniture from the designated event area, furniture removal fees of \$100 per room apply.

### Note:

Boxwood is available for private rentals  
Monday - Sunday 8 AM - 11 PM  
Boxwood Regular Business Hours  
Wednesday - Sunday 11 AM - 6PM

*All private events require a four (4) hour rental minimum. Clients must reserve sufficient rental hours to include all event time, set-up, and take-down. Tent and bathroom rentals may apply for events over 120 guests.*

## On-site Event Manager (Required)

**\$250** (30-50 Guests)

**\$450** (over 50 Guests)

The on-site event manager:

- Oversees the event while it is taking place
- Ensures winery policies are followed
- Directs guests and vendors
- Serves as the primary point of contact during the event
- Ensures the safety of guests and property

## Service Staff

**Server: \$40 per hour**

(1 server per 12 guests — required for buffet dinner service, seated dinner service, or wine-only service)

**Bartender: \$50 per hour**

(1 bartender per 50 guests — required for Wine & Beer and Limited Bar packages)



# Beverage Selection (required)

All alcohol served at private events must be purchased exclusively through Boxwood Estate Winery.

Outside alcohol is not permitted under any circumstances.

Clients must select one of the following options:

## Option 1: Wine Minimum

- Minimum of two (2) cases of Boxwood Estate wine per event.
- Wine selection and pricing vary by vintage

Important:

The wine case option does not include non-alcoholic beverages.

Water, soda, and coffee are not included and may be added for an additional fee.



## Option 2: Open Bar Packages

### Wine Only (21+)

**\$28 per person**

- Selection of 2 Boxwood Estate Wines (Red, White, Rosé)

### Wine & Beer (21+)

**\$36 per person**

- Selection of 3 Boxwood Estate Wines (Red, White, Rosé)
- Selection of 3 Locally Source Beers

### Limited Bar (21+)

**\$48 per person**

- Selection of 3 Boxwood Estate Wines (Red, White, Rosé)
- Selection of 3 Locally Source Beers
- Selection of 3 Spirits with standard mixers and or specialty cocktail.

Open bar package pricing is based on the number of guests age 21 and over.

Pricing does not adjust for non-drinkers or designated drivers. Boxwood does not track individual consumption.

Water and soda are included with open bar packages. Coffee service is not included and is available for an additional fee. All bar packages include bar setup and service.

# Catering

Boxwood works with a preferred in-house caterer.

- Events using the preferred caterer do not incur an additional fee
- Outside catering is permitted with prior approval and requires a \$500 outside catering fee

## In-House Catering Packages

### Passed Hors d'oeuvres

**\$22-\$28 per person**

- 3 different high-end passed hors d'oeuvres

### Estate Dinner

**\$65-\$85 per person**

- Buffet or station service
- Main Entree
- Seasonal Sides
- Fresh Salad
- Seasonal Dessert

### Premier Dinner

**\$95-\$110 per person**

- Seated Three-Course Experience
- Guest selected entrée

### Signature Dinner

**\$120-\$135 per person**

- Elevated Seated Service
- Chef-driven entrées

A complimentary food and wine tasting is included once the contract is signed.

### Children at Events

Children ages 2–12 only apply for kid's meal pricing. All children are welcome.

Boxwood will work directly with the caterer to provide kid-friendly menu options upon request.



## Event Planning (optional)

Boxwood offers access to an in-house, experienced event planner for clients seeking additional support beyond day-of oversight.

Services may include:

- Event design and layout guidance
- Timeline development
- Vendor coordination
- Pre-event planning support
- Event planning fees are custom-quoted, based on the size, scope, and overall budget of the event, and are confirmed at the time of contract.

## Additional Services

(Boxwood glassware, plates, flatware, & black tablecloths included for groups 60 or less)

### Plates & Flatware

**\$8 per white china plates**

(in house catering groups of 60 or more)

**\$3-6 per silver flatware**

(in house catering groups of 60 or more)

### Linens

(black tablecloths included for any size group)

**\$3 per white linen napkins**

(in house catering groups of 60 or more)

Other colors or patterned tablecloths or napkins can be requested - additional fees may apply.

# Additional Services

## Glassware

**\$75 per glass rack**

(25 glasses per rack/in house catering only groups of 60 or more)

## Cleaning

\$250 facility cleaning fee for post-event clean up.

## Lighting

Price	Type of Light
\$2 per light	Table Lights
\$5 per strand	Fairy Lights
\$1 per candle/votive	Votives and/or any Candles

## Tenting

We partner with local tenting company for heated tenting. We can include pricing in your package based on your event's needs.

## Photography

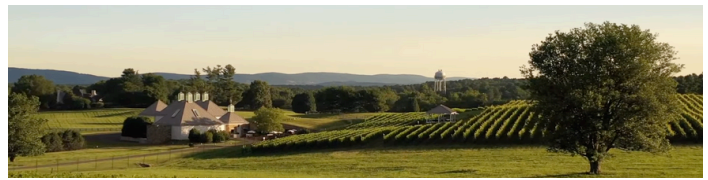
We partner with a local photography company. We can include pricing in your package based on your event's needs.

## Transportation

Transportation vendors can be provided upon request

## Coffee Service

Coffee service is available for an additional fee and may be added to any beverage option.



## Florals

We partner with a local florist. Pre-set floral options available, but can be customizable.

Price	Type of Arrangement
\$150 per arrangement	In season small table arrangement
\$150	Entry way - tall bar flowers
\$75 for 3 vase	Bud vases
\$50	Medium vases
\$275	large piece - on pedestal and large arrangements

## Fees & Policies

- 20% Gratuity / Service Charge applied to the total event cost
- \$250 facility cleaning fee
- \$100 furniture moving fee per room (if applicable)
- \$500 refundable damage deposit required
- 5.3% Virginia sales tax applied where applicable

## Pricing Policy

All pricing, staffing levels, and minimums are confirmed at the time of contract signing.

Pricing will not be reduced if guest counts decrease.

Pricing may increase only if guest count, scope, or event requirements increase.