

June 1, 2006

Client's Name
Client's Address
City, State Zip Code

Dear (clients name):

Thank you for your interest in historic properties and for selecting the Stone Mansion as the venue for your (type of event) on (date of event).

As a reminder, Stone Mansion is located in a residential neighborhood. Complaints have been received from adjoining property owners concerning the music volume and parking. To minimize any disruptions on your special day, please review the following two stipulations from your contract.

*15. **MUSIC:** DJs and amplified music are permitted. Amplified live music is prohibited on the grounds. Bass must be kept to a minimum to prevent damage to the building due to vibration. FCPA staff will monitor sound levels to ensure compliance with Fairfax County noise ordinance regulations. All music must cease at least one hour prior to the end of the contracted time. If sound levels exceed the noise ordinance and sound levels are not reduced to an acceptable level (55dbs at the property line), the event will immediately be terminated. For events ending at midnight, music must cease no later than 11:00pm. One-half the security/cleanup deposit will be deducted if this policy is violated.*

*16. **PARKING:** ALL vehicles must be parked in the designated parking spaces. Fire lanes must be kept open. The police will be contacted if the RENTER is in violation. Vehicles are not permitted on the lawns and/or pathways for any reason, at any time. One-half the security/cleanup deposit will be deducted if this policy is violated.*

If you have any questions, please do not hesitate to contact me or the assistant manager, Gail Wharton, at (703)827-0191 or our marketing office at (703)938-8835. Working cooperatively together, (date of event) will be a pleasant and memorable experience.

Sincerely,

Karen Lindquist, Manager
Historic Properties Rental Services