

THE FARM EXPERIENCE

Wedding/Reception Quote Checklist

This checklist will give us basic information needed to provide the Bride and Groom, _____, (hereafter referred to as CLIENTS), a basic quote for their possible event at THE FARM EXPERIENCE (aka THE FARM). This is a non-binding quote which can change based on extras and add-ons selected by the clients, as well as increased costs that may occur before the final contract is signed by THE FARM and CLIENTS.

CLIENT INFORMATION:

Bride Name: _____

Address: _____

Telephone #: _____ (h) _____ (w) _____ (c)

Email Address: _____

Groom Name: _____

Address: _____

Telephone #: _____ (h) _____ (w) _____ (c)

Email Address: _____

EVENT INFORMATION

Event Type: Wedding only _____ Reception Only _____ Wedding & Reception _____

Event Date: First Choice: _____ Second Choice: _____

Approximate Number of Guests: _____ Number of Guests at Head Table _____

Officiant: CLIENT procured: _____ THE FARM procured: _____

Photographer CLIENT procured: _____ THE FARM procured: _____

Catering Options: BBQ _____ Tacos _____ Other: _____

Taco Options: Please choose 1

| Taco Basic | | Taco Special | | Taco Premium | |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------|--|-------------------------------------------------------------------------------------------------------------------------------------------------------|--|-----------------------------------------------------------------------|--|
| Chicken:Steak:Veggie Includes Corn Tortillas Rice&Beans Tortilla chips Red&Green Salsa Onion Chopped Cilantro Limes Servers included | | Chicken:Steak:Veggie Includes Same as Basic Plus Shredded Lettuce Shredded Cheese sour cream pico de gallo 25 cheese quesadillas | | Chicken:Steak:Veggie Includes Same as Special Plus guacamole | |

BBQ Options: Please choose all you wish

| Meat | | Other | |
|-----------------|--|------------------|--|
| Chicken Breast | | Potato Salad | |
| Chicken Quarter | | Macaroni Salad | |
| Ribs | | Cole Slaw | |
| Pulled Chicken | | Mac & Cheese | |
| Beef Brisquet | | Baked Beans | |
| Beef Hot links | | String Beans | |
| Rib Tips | | Collard Greens | |
| Beef Tri-Tip | | Yams | |
| Pulled Pork | | Cornbread | |
| | | Cobblers, Cherry | |
| | | Cobblers, Apple | |
| | | Cobblers, Peach | |

Drinks

- What Non-alcoholic drinks will we be serving:

- What alcohol will we be serving (ie: beer/wine/hard liquor/signature drink), if any:

Included in the quote: THE FARM will provide:

1. Reception Seating with 6 ft folding tables and chairs
2. Sheppard hooks and white muslin down both sides of aisle to ceremony if ceremony on site and desired
3. Brown Undecorated Spools for use as décor, tables. etc.
4. Catering for guest count
5. Drinks: non-alcoholic, alcohol, and bartender for specified period
6. Wedding Food Building (40ftx20ft) to be utilized for food service
7. Bathroom facilities: combination of hard toilets and portable units. Includes portable hand washing stations with soap, water, paper towels and hand sanitizer
8. Concrete dance floor
9. Meeting with CLIENTS for 1 hours on day before EVENT for rehearsal; DJ and Preacher Meeting if THE FARM provided
10. Access to THE FARM EXPERIENCE area for a short period on EVENT day for decoration by CLIENTS; all tables and chairs will be set up by specified time for CLIENTS to decorate
11. Parking and Smoking area monitor for half hour before event to half hour after event
12. Trash Receptacles with periodic removal as needed
13. Trash Removal and Cleanup

Upgrades to add to your package

1. Ceremony Seating: Covered Haybales: _____ Chairs: _____
 - a. If Ceremony Chair Seating: Chair Covers _____ Chair Bows: _____
2. Reception Items
 - a. Ivory tablecloths: Yes _____ No _____
 - b. Burlap table runners: Yes _____ No _____
 - c. Ivory chair covers: Yes _____ No _____
 - d. Burlap chair bows: Yes _____ No _____
 - e. S'mores pit & S'more kits (per person) Yes/No _____ If yes, Kit Qty: _____
3. Table Decorations (limited qty)
4. Photography by House Photographer for entire ceremony/reception at THE FARM location only: Yes _____ No _____
 - a. Photographer will provide client a flash drive with every unedited/uncut picture taken within one week of event.
 - b. Edited pictures will take longer and will be done for additional fee.
 - c. THE FARM will allow reasonable access to CLIENTS for THE FARM photographer to take photos in areas such as Barn, Egg Shed, Hay Shed, and Patio
 - d. Photographer will meet with CLIENTS for one half hour on day before EVENT to discuss choices for ceremony and reception
5. THE FARM DJ for reception. Yes _____ No _____
 - a. DJ will meet with CLIENTS for one half hour on day before EVENT to discuss music choices for ceremony and reception

CLIENTS Information & Responsibilities:

1. A 40% non-refundable deposit is required to secure the date upon completion of this contract. Remainder of payment is due 2 weeks prior to EVENT.
2. If any liquor is served, a mandatory host liquor insurance policy from Farmers Insurance, Glenn Linsenbardt, will be purchased.

3. Provide THE FARM with final guest count no later than 2 weeks before EVENT. This is the number that will determine final cost. Any additional guests added from initial contract signing will affect final payment. Final payment is due with guest count.
4. DELIVERIES: For any other deliveries, for example cake, flowers, decorations, CLIENTS must provide someone to accept delivery, but ensure THE FARM is aware of timing so THE FARM is aware of who is on property. Note: there is no refrigeration available in wedding area.
5. CLIENTS will provide locked box for gift table. Locked box will not be placed at entrance/exit to preclude issues.
6. Any CLIENT acquired vendors to be onsite at THE FARM (not including delivery only) must be licensed in Clark County and possess a Certificate of Insurance for Business Liability Coverage with the following wording in the Certificate Holder box:
 - a. THE LAS VEGAS FARM and its owned or controlled subsidiaries and affiliates, 7222 W. Grand Teton Drive, Las Vegas NV 89131
7. Decorations:
 - a. CLIENTS' decorations may be placed on tables or attached to other THE FARM property only by means of string, tape or command strips. No staples, screws, tacks or materials that can damage THE FARM property will be allowed.
 - b. CLIENTS are responsible for providing flowers/lightweight decor attached to sheppard hooks if desired.
 - c. Battery operated tea light or fairy lights are highly suggested. Real candles will only be allowed on tables if contained in large mason jars or hurricane lamps due to fire hazards
 - d. Any decorations the CLIENTS wish to retain should be removed from the property directly after EVENT closure. Any remaining items found on property during our next day cleanup will be disposed of.

8. Fake flower petals are not permitted to be thrown on/near the ground due to ingestion safety risk to the animals. Fake flower centerpieces/bouquets are allowable
9. Photographer: If CLIENT sourced, vendor will be allowed access to THE FARM one half-hour prior to EVENT start with access only into areas of the EVENT itself.
10. CLIENTS will ensure guests are aware of the No Smoking/E-Vaping/No Drugs policy on THE FARM property. There will be a smoking areas designated outside the property for those who wish to smoke.
11. CLIENTS should inform their guests that this is a working farm. There will be animals, especially birds, in and around the EVENT area. Heels and stilettos are not advisable for everyone's comfort, but can be brought for photographs. THE FARM suggests CLIENTS put flip flops near the entrance with the guest book for their guests.
12. There are no electrical outlets supplied to event without prior coordination. Vendors having power needs should plan on bringing a portable generator
13. All EVENT participants will exit the property within 30 minutes of EVENT end time.
14. All guests will remain in the EVENT space during the receptions. Anyone found wandering in any other areas will be given one warning. If found again, they will be asked to leave the property.
15. All personnel working at your wedding, example: wedding planner, wait staff, band, FARM personnel etc, will park on west end of property after unloading their vehicle. Parking in lot or on street is reserved for party guests.
16. THE FARM is not responsible for litigation costs in relation to any CLIENT procured services payments
17. THE FARM is not responsible for lost or stolen items. Guests are responsible for securing their property. Any items left after EVENT end will be disposed of.

Sample Schedule of Events/Functional Spaces

This sample schedule based on a Saturday evening wedding and reception; times/dates will adjust based on your specific ceremony/reception needs

| Day | Date | Start Time | End Time | Function |
|----------|-------------|------------|----------|----------------------------------|
| Friday | 6 July 2018 | 2:30PM | 4PM | Rehearsal and meet with DJ |
| Saturday | 7 July 2019 | 7AM | 12PM | Reception Setup (FARM) |
| Saturday | 7 July 2018 | 1PM | 4PM | Bridal Party Decorating/Set up |
| Saturday | 7 July 2018 | 5:30PM | 6PM | Bridal Party: Patio pre-ceremony |
| Saturday | 7 July 2018 | 6PM | 6:30PM | Ceremony |
| Saturday | 7 July 2018 | 6:30PM | 9:30PM | Reception |
| Saturday | 7 July 2018 | 9:30PM | 10:00PM | CLIENTS/Guests departure |
| Sunday | 8 July 2018 | 7AM | 12PM | Clean-up and Tear-Down |

Comments/Notes: