

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 Meal Options: BBQ _____ Tacos _____

Drinks –

What Non-alcoholic drinks will we be serving:

What alcoholic drinks will we be serving (beer/wine/hard liquor):

Included in the quote: THE FARM will provide:

1. Ceremony Seating: Hay bale seating for most guests; chair seating for some guests available
2. Reception Seating with 6 ft tables and chairs
3. Sheppard hooks and white muslin down both sides of aisle to ceremony if ceremony on site
4. Brown Undecorated Spools for use as décor, tables. etc.
5. Catering for guest count
6. Drinks: non-alcoholic, alcohol, and Bartender for specified period
7. Wedding Tent (40ftx20ft) to be utilized for food service, seating or other
8. THE FARM DJ for X hours. DJ will meet with CLIENTS for one half hour on day before EVENT to discuss music choices for ceremony and reception
9. Bathroom facilities: number dependent on party size. Includes portable hand washing stations with soap, water, towels and hand sanitizer
10. Concrete dance floor
11. Lighting in following reception areas (does not to include table decorations)
 - a. Tree fairy lights
 - b. Cake lean-to area
 - c. Lights over dance floor
 - d. Large tent lighting

12. Meeting with CLIENTS for 1 hours on day before EVENT for rehearsal and DJ meeting; Preacher Meeting if THE FARM provides officiant
13. 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
14. Parking and Smoking area monitor for half hour before event to half hour after event
15. Trash Receptacles with periodic removal as needed
16. Trash Removal and Cleanup

Some Items available to add to your package

1. Ivory tablecloths
2. Burlap runners for table
3. Ivory chair covers
4. Burlap bows for chairs
5. S'mores pit and S'more kits
6. Table Decorations
7. Photography by House Photographer for entire ceremony/reception at THE FARM location only: Photographer will provide client a flash drive with every unedited/uncut picture taken within one week of event. Edited pictures will take longer and will be done for additional fee. 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

CLIENTS 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. 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.

3. 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.
4. CLIENTS will provide guest book and locked box for gift table. Locked box will not be placed at entrance/exit to preclude issues. It is suggested to place in the area of the cake.
5. 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 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.
 - e. 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
6. 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.
7. 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.
8. 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.

9. There are no electrical outlets supplied to event without prior coordination.
Vendors having power needs should plan on bringing a portable generator
10. All EVENT participants will exit the property within 30 minutes of EVENT end time.
11. 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.
12. 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.
13. THE FARM is not responsible for litigation costs in relation to any CLIENT procured services payments
14. 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