

THE FARM EXPERIENCE

Special Event Questionnaire

This checklist will give us basic information needed to provide (your names):

_____, (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:

CLIENT 1 Name: _____

Address: _____

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

Email Address: _____

CLIENT 2 Name: _____

Address: _____

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

Email Address: _____

EVENT INFORMATION

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

Anniversary: ____ Celebration of Life: ____ Other: _____

Event Date: First Choice: _____ Second Choice: _____

Wedding Party Size (standing up with you): _____ Ceremony seated guests: _____

Reception Number of Guests: _____ plus Head Table Guests _____

OPTIONS:

1. Ceremony Seating if using barn venue: Covered Hay bales: _____ or Chairs: _____

- a. If Ceremony Chair Seating (check to add): Chair Covers _____ Chair Bows: _____
2. Reception Items for additional cost (Ivory Tablecloths included with quote):
- a. Burlap table runners: Yes _____ No _____
- b. Ivory chair covers: Yes _____ No _____
- c. Burlap chair bows: Yes _____ No _____
3. Service/Food Options
- a. Officiant: CLIENT procured: _____ THE FARM procured: _____
- b. DJ CLIENT procured: _____ THE FARM procured: _____
- c. Photographer CLIENT procured: _____ THE FARM procured: _____
- d. Food Desired: outside vendors not permitted for food

e. Drinks Desired: outside vendors not permitted for alcohol

1. What Non-alcoholic drink(s) will we be serving:

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

4. Comments/Questions/Notes:

Included in the quote: THE FARM will provide:

1. Sheppard hooks and white muslin down both sides of aisle to barn ceremony if desired
2. Brown Undecorated Spools for use as décor, tables. etc.
3. Wedding Food Building (40ftx20ft) to be utilized for food service
4. Bathroom facilities: combination of hard toilets and portable units. Includes portable hand washing stations with soap, water, paper towels and hand sanitizer
5. Concrete dance floor
6. Meeting with CLIENTS for 1 hour on day before EVENT for rehearsal if desired
7. 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
8. Parking and Smoking area monitor during event
9. Trash Receptacles with periodic removal as needed

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 will be purchased. Cost will be included in quote.
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. CLIENTS will provide locked box for gift table. Locked box will not be placed at entrance/exit to preclude issues.
5. 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 to external vendors.

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/ribbon . 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 hazard
 - 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 area 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.
12. There are no electrical outlets supplied to external vendors 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, band, DJ, photographer, 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 90 minute White Peacock Chapel Ceremony. Times/dates will adjust based on your specific ceremony needs

SAMPLE EVENT TIMING - Chapel				
Day	Date	Start Time	End Time	Function
Saturday	24-Sep-22	5:30PM	5:59PM	Decorating/Set up
Saturday	24-Sep-22	6PM	6:30PM	Ceremony
Saturday	24-Sep-22	6:30PM	7PM	Pictures
Saturday	24-Sep-22	7:00 PM		CLIENTS/Guests departure

This sample schedule based on a 4 hour 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
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