

FARMER & FRENCHMAN

Thank you for choosing Farmer and Frenchman for your special event. We look forward to hosting you and ask that you follow these rules and regulations to ensure that your event goes smoothly and our antique barn and vineyard are protected. Failure to comply with these rules can result in the partial or total loss of your deposit as well as eviction from the premises and additional fees. Farmer and Frenchman staff reserve the right to check our facilities at any time. Best wishes for a safe and successful event.

EVENT DATE _____ **TIME** _____

Renter Name: _____

Renter Address: _____

Renter Telephone Number: _____

Renter Email: _____

Proposed Event Type: _____

Approximate Number of Guests: _____

	Amount	Due date	Refundable?
Rental Fee Deposit (to hold date) Non-refundable	\$800	Upon signing contract / /17	No
Rental Fee (Access during hours of operation on Friday for set up, access all day Saturday from 8am-10:30 pm for set up and wedding, access Sunday for pick up of décor or furniture 8- 9am)	\$3200	30 days prior to event / /	No
Facility Deposit (Refundable if no damage to or litter in facility and/or grounds, all trash bagged and taken to dumpster, all vendors, guests, and applicants are out of the facility by the contracted time)	\$500	30 days prior to event / /	Yes

FACILITY DEPOSIT:

A \$500 deposit is required for all special events taking place at Farmer and Frenchman. It is due 30 days before the event. The facility deposit is in addition to the rental fee. Facility deposit is refundable if the venue is left in the same condition as it was found. This includes:

- ✓ No damage or litter to or in facility and/or grounds
- ✓ All trash is bagged and taken to dumpster by 11:30 pm on the night of the event

- ✓ All vendors, guests, and applicants are out of the building by the contracted time.

Events running over the time allotted as agreed will be charged \$200 per hour for each hour over – minutes will be rounded to the nearest hour.

Should the deposit not cover the fees or damages left, additional charges will be made and Renter agrees to pay said charges.

Deposit refunds will be made within 30 days of the event in the form of a check made out to the individual who paid the deposit.

RENTAL FEE:

The rental fee must be paid in full 30 days before the event. Late or declined payments will result in cancellation of the event.

Cancellation/Refund policy

If cancelled more than 30 days in advance, the rental fee deposit is retained.

If cancelled less than 30 days in advance the facility deposit is refunded, the rental fee deposit and rental fee are retained.

THE VENUE SPACE:

- ✓ Barn, promenade, vineyard lawn, venue bathrooms
- ✓ Furniture (beyond what is currently in barn) is not provided
- ✓ Silk flower petals, confetti, glitter, cigarette/cigar refuse constitute as litter if left behind and will result in the loss of the deposit
- ✓ In the event of severe or inclement weather you may re-schedule at no additional charge
- ✓ All items must be removed at the end of your event. Farmer and Frenchman is not responsible for items left behind.
- ✓ Seating capacity in the barn and promenade at tables is 200, if you are adding features to the room such as dance floor, dj booth, gift table, cake table, bar, buffet, etc. your seating will be further limited.
- ✓ Tents are allowed anywhere on the lawn as long as they do not interfere with vineyard trellising.
- ✓ 400 is the absolute maximum event size for the property
- ✓ No tape, nails, pins, staples, glitter, or adhesives are allowed to be used on the barn walls or floor.
- ✓ Candles may not be used in the barn or within 10 feet of the barn. Battery candles are allowed. Candles may be used in vineyard lawn, they must be in glass containers (underneath candle and around flame).
- ✓ This is a smoke free facility. Smokers are provided with smoking poles on the venue's back patio. Cigarette butts littered on the ground will result in the loss of the deposit.
- ✓ Music must be kept to a reasonable level. Staff have the authority to request music to be turned down or to shut your event down early for failure to comply.
- ✓ All trash must be bagged and taken to the dumpster upon your departure.

PARKING AND SECURITY

- ✓ Parking, stopping and unloading in the lane is prohibited at all times.
- ✓ The event parking lot accommodates approximately 90 cars. Overflow parking may park along the gravel lane beyond the parking lot as directed by parking attendant.
- ✓ Guests, renters, and vendors may not park on grass or in winery parking lot or in fire lane.

- ✓ A parking attendant will be provided for two hours starting one hour prior to the start of the event. The Renter is responsible for making sure that guests do not park in any of the prohibited areas before the parking attendance begins.
- ✓ The parking attendant is provided by Farmer and Frenchman.
- ✓ An off duty police officer, provided by Farmer and Frenchman, will be on site to direct traffic, and to provide security for the duration of the event.

ALCOHOL

- ✓ Underage drinking will be prosecuted to the fullest extent of the law.
- ✓ Renter, guests and third party vendors may not bring alcohol to the facility.

ACCESS TIMES

- ✓ All event music must end by 10:30pm
- ✓ One hour of clean-up is allowed
- ✓ Each additional hour the Renter goes over 11:30pm, a \$200 per hour fee will be charged with minutes rounded to the nearest hour.

OUTSIDE CATERING CHARGE

- ✓ There is a \$200 charge for bringing in a caterer other than F&F Catering

DISCOUNTS

- ✓ There is a \$100 discount from the rental fee for paying in cash or check

By signing this contract, I hereby understand and agree to comply with all of the above regulations. I understand that failure to comply with any of these regulations will result in the loss of my deposit and may constitute additional invoicing which I agree to pay.

X _____
Signature

Print Name _____

Today's Date: _____