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# Post Family Farm Facility Rental Contract

Event Location  1915 Barn  Pavilion Day \_\_\_\_ Date \_\_\_\_ Time \_\_\_\_  
 Contact Person \_\_\_\_\_ Organization \_\_\_\_  
 Type of Event \_\_\_\_ Type of Group  Families  Adults # of Guests \_\_\_\_  
 Phone \_\_\_\_\_ Alternate Phone \_\_\_\_\_ Email Address \_\_\_\_\_

**\*Rental hours are from 9am-2pm and 4pm-midnight. Rental Price includes 5-foot round guest tables (8 per table), 2 serving tables, 1 display table, chairs, set-up, clean-up and use of our facilities for up to 4 hours. Table coverings not included.**

**Rental Price** (not including Fridays & Saturdays April-October)

- \$350 (up to 50 guests)  \$625 (up to 150 guests)  \$825 (up to 225 guests)

**Peak Season Rental Price** (Fridays & Saturdays April-October)

**Reservations may not be made more than 4 months in advance.**

- \$1500\* Friday Evening  \$1000\* Saturday Morning (depart by 2pm)  \$2000\* Saturday Evening

\* Price reflects seating for 150 guests (add \$100 for each additional 50 guests)

**Catering Set-up Fee**

- \$75 for preferred caterer: Catered Creations  \$200 for all other caterers or potluck **\*No alcohol**

**Package Upgrades** (available in combination with the above packages)

- Table linens \$5/table
- Homemade Donuts \$12/dozen (8 doz. minimum Dec.-Aug., except on scheduled Donut Days) #/doz. \_\_\_\_
- Cider (in season) – Approx. \$9/gal. (market value) \_\_\_\_ Hot cider – Add \$2/gal. \_\_\_\_
- Hot Chocolate \$15 (30 cup pot, includes cups) #/pots \_\_\_\_
- Bonfire with roasting forks \$75 Additional rings (~20 ppl per ring) \$25/ring/hour #/rings \_\_\_\_ #/hrs. \_\_\_\_
- Tractor-Drawn Wagon Rides \$80 (up to 2 wagons, 25-30 people each; 20-30 minute rides) \$50/add'l. hrs #/hrs. \_\_\_\_
  - Corn Maze (fall) \$2/person with Tractor Ride (\$20 minimum)
- Horse-Drawn Rides \$300/1<sup>st</sup> hr, \$50/add'l 30 min.  Wagon (up to 20)  Sleigh (up to 14)  Carriage (up to 4) #/hrs. \_\_\_\_
- U-Pick Pumpkins (fall) You provide tickets, of any value you choose, for guests to purchase pumpkins. Ticket value \$\_\_\_\_
- Wristbands (fall) \$6/person Monday – Friday, \$9/person Saturday (under 2 free)
- Centerpieces \$4/table We will provide and place seasonal centerpieces for your tables.
- Pony Rides \$100 - 1 horse/30 min., \$25 each additional 30 min. #/min. \_\_\_\_
- Pumpkin/Pig Train Rides \$40/30 min., \$60/hr. #of min./hrs. \_\_\_\_
- Lawn Games \$50 (Kan Jam, bocce ball, ladder ball, and cornhole)
- Sound System (no DJ) \$150
- Sound System with DJ Service \$400/3 hours
- Barn Dance with caller \$200/1<sup>st</sup> hr, \$50/add'l. hrs  Line Dance  Square Dance #/hrs. \_\_\_\_
- Broomball (winter) \$50/hr. (available on our outdoor covered Pavilion) #/hrs. \_\_\_\_
- Heaters for Pavilion \$350 (can be added at your event and paid for after the event)
- Keyboard \$50

**Reservation & Deposit Agreement**

By signing below I acknowledge that I have contracted with Post Family Farm to host my event on the date indicated above and I agree to their reservation terms and conditions. My deposit (equal to 50% of my selected package) is due with this reservation agreement and is non-refundable if my event is cancelled with less than 2 months notice. Cancellations made with more than 2 months notice will be refunded the deposit less \$50 for office handling fees. Final Payment is due one week before the event.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Estimated Final Bill:** Rental Price \_\_\_\_\_ + Catering Setup \_\_\_\_\_ + Upgrades \_\_\_\_\_ = \_\_\_\_\_  
Deposit amt. \_\_\_\_\_

**Caterer (if not Catered Creations)** \_\_\_\_\_ **Phone number** \_\_\_\_\_

**Other** \_\_\_\_\_

**Special Instructions:** \_\_\_\_\_

**Post Family Farm Rules**

- Smoking permitted only in designated areas.
- No open fires, except with express permission in designated areas. No fireworks.
- No food or beverage may be brought in without prior approval.
- No alcoholic beverages may be brought in.** Some exceptions may apply – contact us for approval.
- All persons using Post Family Farm facilities do so at their own risk. We are not responsible for personal injuries, damaged or stolen property.
- No pets permitted on the premises.
- No generators may be brought in without prior approval.
- No amplified musical instruments without prior approval.

**Statement of Liability**

Post Family Farm has gone to great lengths to ensure that our equipment, activities, and facilities are safe. However, we realize that in spite all our precautionary measures, accidents may still occur. By voluntarily participating in an event at Post Family Farm, participants agree that Post Family Farm cannot be held liable for any accidents or injuries that occur due to negligence or recklessness on the part of our guests. Additionally, Post Family Farm is not responsible for personal property that is lost, damaged or stolen.

I have read the "Post Family Farm Rules" and "Statement of Liability," fully understand and agree to the terms, and sign this rental contract freely and voluntarily.

X \_\_\_\_\_ Date \_\_\_\_\_