

## **FRIENDLY REMINDERS**

We are very excited to be hosting your wedding in just a short time! Here are a few friendly reminders to help make your time here stress-free and enjoyable!

- 1) Set-up and rehearsal time is from 2:00 - 6:00 on the day before your wedding. You must be done with your decorating and rehearsal by not later than 6:00 PM. If you run over your allotted time, we will bill you \$250 per hour for the excess time. This is not designed to be a punishment or to be difficult. It's simply that we have obligations on the farm that require our attention and which get disrupted when bridal parties go over their amount of allotted time.
  
- 2) **Gold Package Weddings**: You have **10 hours** of time at the facility on Saturday. You must be off the property by 11:00 PM. **Unless otherwise discussed and agreed upon by the owners, your arrival time to the property should not be earlier than 1:00 PM unless you are planning on an earlier end time.**

**Platinum Package Weddings**: We welcome you to the property beginning at 9:00 AM on your event day. Please note that you must be off the property by 11:00 PM.

- 3) Clean up time on Sunday is from 10:00 AM - 1:00 PM.
  
- 4) Please note that no vendors will be permitted on the property prior to 1:00 PM on the day of the event. Exceptions can be made to this rule for Platinum Packages only.
  
- 5) Your caterer is responsible for the cleanup of the catering area and the removal of all trash. If they do not do this the cleanup will be your responsibility. Catering cleanup includes the following:
  - a. Fridge must be wiped out
  - b. Work surfaces must be wiped down
  - c. Floor must be swept
  - d. All trash must be removed.

- 6) As a reminder, you must either provide Liquor liability insurance for yourselves, or through your caterer. **Proof of insurance is due to us 2 weeks prior to your event.**
- 7) Please remind your cake provider that the event barn is not air conditioned. If they are worried about heat, they should make plans to drop the cake as late in the day as possible.
- 8) The apartment is available for your use on Saturday. We're thrilled to be able to offer this space for your comfort and convenience. **Please note the following:**
  - a. **There should not be more than 15 people in the apartment at any time.** The apartment is not meant as a place for wedding guests to hang out, go to the bathroom, or allow their children to play in. It is strictly for the bride and her designated guests.
  - b. **Please note this important information:** No one should be in the apartment without you or another representative of your contract. We are not responsible or liable for damages caused by guests in the bridal apartment. Any damage or breach of this contract will result in a forfeiture of your security deposit.
  - c. There is NO SMOKING in the bridal apartment or in the yard surrounding the apartment. Failure to comply with this will result in an immediate forfeiture of your security deposit.
- 9) Smoking is only permitted in the designated smoking area. Guests may not smoke anywhere else on the property.
- 10) **Gold Package:** The setup of the wedding ceremony chairs is up to you. We will take them down and put them away UNLESS you choose to move them to a different location. If you move chairs to another location, it is your responsibility to return them to the ceremony site. Please allow time to set

up chairs during your set-up/decorating time, or on the day of your event if the weather will not permit set-up the day before.

**Platinum Package:** We will set your chairs up for you!

- 11) We are thrilled to be your hosts. We will be around and available to you throughout your time on our property. However please remember that we are here in a support capacity, and are not able to be with you for the entirety of your setup and cleanup. We will be onsite should problems arise, and we will be checking in frequently throughout the days you are here.
- 12) Please remember there is a no open-flame policy in the barn. We will take care of lighting the lanterns under the pergola and inside the wedding barn. Any other candles you bring should be battery operated.
- 13) No confetti, glitter, fireworks, etc. unless agreed upon with us first.
- 14) We suggest getting a balloon bouquet to attach to the mailbox in order to let guests know they have reached the correct property.
- 15) Your cleanup responsibilities include:
  - a. Removing ALL decorations that you bring onto the property.
  - b. Ensuring that tables and chairs in the event barn are left in the way you found them (i.e. 8 chairs to each table).
  - c. Ensuring that all trash left on the floor of the event barn and in the surrounding areas is picked up.
  - d. Ensuring that all trash is removed and placed in the dumpster.
  - e. Ensuring your caterer left the catering garage in suitable condition.
  - f. Removing any and all items left in the refrigerator.
  - g. Ensuring that cigarette butts and beer cans are not left lying around the property.
  - h. Ensuring that the apartment is left in good condition (all glassware is left on the countertop and all trash is removed).
  - i. Removing balloons or any other adornments from mailbox
- 16) As a reminder to your guests, getting taxi service from New Richmond is not instant. We have limited success with Uber. If your guests think they

will need a taxi service, they should plan ahead. Most taxi services take up to an hour to come out here. We recommend Executive Transportation Services (800) 990-8841. If booked ahead of time, they can accommodate anywhere from 6 passengers to a full bus-load.

17) Please do not hesitate to call or text us. Harry McCusker: 513-410-4337