

Red Barn Farms Site Rental Package Includes:

- Exclusive use of Red Barn Farms from 10:00 a.m. to 11:00 p.m. including,
 - 1903 timber-frame barn, attached covered outdoor area,
 - Terraced ceremony area with covered timber-frame pavilion
 - 4-acres of landscaped grounds, lavender fields, and gardens
 - Pond and waterfall,
 - Use of the bunkhouse-wing of farm house and deck overlooking the grounds for bride and attendants
 - Groom's room for the groom and groomsmen.
- Up to 2 hours wedding rehearsal and set up time prior to the ceremony date, scheduled on a prior day coordinated with other events.
- Pre-event coordination and planning for set-up and vendor recommendations.
- Unlimited visits for family, photographer, caterer, other vendors for planning.
- Chairs for 200 guests, plus setup and take down of chairs
- Mason jar centerpieces with clear glass gems for tea lights or boutiques, 6 plant stands and 2 iron candelabras, antique gift display, antique wash tubs for icing down beverages, and 2 3-gallon glass urns with spigots for serving lemonade, iced tea or water.
- White lights on outdoor timber posts and inside barn timbers
- Indoor restrooms
- On-site parking
- One-of-a-kind photographs can be taken throughout farm including the barn and barnyard, and also the farmhouse grounds, other outbuildings, and adjacent wheat and alfalfa fields.
- Trash and recycling receptacles and removal following the event
- Staff member on-site during event for assistance with facility

Guest is responsible for:

_____ Arranging and coordinating food and beverage options.

_____ If alcohol will be served, obtaining a Banquet Permit (\$10) from the Washington State Liquor Control Board <http://liq.wa.gov>. Copy must be provided to Red Barn Farms with final payment and original posted in conspicuous place during the event. Alcohol must be served by a licensed caterer or designated person who is responsible for managing consumption. The guest assumes responsibilities for all liabilities.

_____ Obtaining a \$1 million Event Liability Insurance coverage through personal insurance provider or www.wedsafe.com (up to \$175) and listing "Wolf-Meyer LLC dba Red Barn Farms" and "Ty and Kay Meyer" as "Additional Insured" to protect you and the venue. Proof of insurance is due with final payment.

_____ Decorating and flowers. The barn and grounds will have white lights on timber rafters and accent lights throughout the grounds. You can add additional floral arrangement and décor as you wish. Please respect and help us preserve Red Barn Farms grounds and structures. You may not nail or staple to the new timber-frame pavilion or arbors. Please consult with management prior to nailing or stapling in the barn. If allowed to nail or staple in the barn, you must not only remove the decorations but the nails, tacks, staples, etc. you used to hang the decorations once the event is over. Please provide decoration plan to Red Barn Farms prior to the event to determine materials and tools best to use. For weddings we request, wild birdseed, wheat, lavender florets, flower petals, or bubbles used to throw in lieu of rice or confetti.

_____ General clean-up, disposing of trash in designated garbage containers, taking down tables, removing decorations, personal belongings, and boxes used to transport items to our facility at the end of your event in the barn, barn yard, gardens, groom's, and bride's room. We will dispose of all garbage generated from your event and take down chairs. If needed, Red Barn Farms will deduct the cost of excessive cleanup at \$25/hour from the Damage Deposit.

_____ Conduct of all who participate in and/or are present at your event. Red Barn Farms reserves the right to have unruly guests removed from the premises. Children should be in company of adults especially around the pond for their safety.

_____ Arranging for music and PA system for ceremony and reception. Both live and recorded music is permitted, however the volume must be maintained at a level deemed acceptable by Red Barn Farms. Outdoor amplified music must be over by 10:00 p.m., however indoor reception and acoustic music can continue until 11:00 p.m.

Other information:

The House:

The house is a private residence. The bunkhouse wing, porches, yard, and gardens are available for pictures prior to the ceremony. The bunk house wing is available for the bride and bride’s attendants only. Guests are not allowed in the house without management approval and escort. The remaining portion of the house is off-limits.

Smoking: Smoking is not permitted in the building or on the premises. Guests must smoke inside their vehicles or off-site. You must work with Red Barn Farms if an exception is needed. Any clean up related to smoking on premises will be deducted from damage deposit.

Promotional Approval:

- Yes – Red Barn Farms has my permission to use pictures taken during my event in marketing materials or website.
- No – Red Barn Farms does not have permission to use pictures from my event in marketing materials or website.

Additional Services:

Day of Wedding Coordination Available:

It is highly recommended to designate a day-of, on-site wedding coordinator. This person can be a family member, friend, hired professional, or this service can be provided by Red Barn Farms. Designating someone in this capacity will ensure the bride and bridal party does not have to worry about setup, coordination of people, or troubleshooting issues that may arise. Service provided by Red Barn Farms includes:

- A one-hour meeting prior to the event to plan out the wedding day schedule based on start time of the ceremony, layout plan, and obtaining vendor and key wedding party contacts.
- Meeting during the rehearsal to define the ceremony events and order of processional and recessional.
- Create a detailed timeline of wedding day and manage timeline during your event.
- Greet vendors upon arrival and direct them to setup in defined area.
- Gathering family members/wedding party for photos.
- Assist wedding party, family members, guests as needed.
- Ensure all vendors are doing their job according to contracts.
- Ensure ceremony and reception are on schedule.
- Organization of processional and recessional, lining up and cuing wedding party (if ceremony on site).
- Make sure the marriage license is signed and given to the officiate (if ceremony onsite)
- Secure gifts and cards with person of your choice.
- Distribute final payments and tips to vendors on behalf of couple if necessary.
- Work with reception MC or DJ for successful transition from ceremony to reception.
- \$300 for 6 hours (1-hour consultation prior to event, 1 hour at rehearsal, and up to 4 hours day-of management), additional time needed is available at \$40 per hour.

60” Round Table Rental: \$9 per table

Table Linens: Rounds - \$6-9 per table - Buffet \$9-11

PA System: Includes input for ipod or laptop, mixer, 2 speakers, 3 mics and mic stands, setup & takedown, lesson for musician/dj prior to the ceremony - \$200 rental plus \$200 refundable deposit

Rates & Deposits:

Wedding Rate - \$2850

- 10:00 a.m. – 11:00 p.m. day of event
- Up to 2 hours prior to the event for rehearsal and setup (scheduled on a mutually agreed upon day and time that is coordinated with other events).

Deposit:

A non-refundable deposit of \$1000 is required to reserve your date and will not be reimbursed if you choose to cancel your booking. This payment will apply to the overall rate. The remaining payment is due at least five days prior to the event.

Damage Deposit:

A \$500 Damage Deposit is required with your final payment prior to the event. It is fully refundable after your event unless damage is caused or excess cleaning is required. Red Barn Farms will deduct the cost of the cleanup (at \$25/hour) and or repairs from the Damage Deposit and will provide an itemized list of costs with the balance (if any) within 10 days of the event.

RED FARMES

events, festivals and conferences with country flair

This agreement is made effective as of _____ by and between Red Barn Farms and _____, "Guest." Guest accepts the terms defined in this agreement.

Event Name: _____

Rental Date: _____ **Estimated Number of People:** _____

Rental Rate: _____ **Estimated Ceremony Time:** _____

Provisions and Additional Services:

Item	Cost	Quantity Reserved	Amount
Wedding Coordination	\$300 for 6 hours + \$40/hr		
Round Tables – 25	\$9/table		
Linens – As needed	\$6-9/round & \$9-11/banquet		
PA System – Mixer, 3 mics & mic stands, 2 speakers	\$200 + \$200 refundable deposit		
Mason Jars – 25 Quarts, 25 Pints, 2 1/2 Pints	\$0		
Beverage Dispensers – 2 4-gallon dispensers	\$0		
Plants Stands – 6	\$0		
Candelabras – 2	\$0		
Beverage Troughs – Metal Round, Green Washtub	\$0		
Antique Display Case	\$0		

Guest Acceptance of Terms:

Name: _____

Signature: _____

Date: _____

Address: _____

City, ST, Zip: _____

Phone: _____

Email: _____

Red Barn Farms:

Name Red Barn Farms Representative: _____

Signature: _____

Date: _____

Kay and Ty Meyer
 Red Barn Farms
 501 Wawawai RD
 Colton, WA 99113
 Phone: 509-995-6335
 Email: info@red-barn-farms.com

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Tracking:

Deposit	Due: Date Reserved	Date Received:		
Final Payment	Due: 5 Days Prior to Event	Date Due:		Date Received:
Damage Deposit	Due: 5 Days Prior to Event	Date Due:		Date Received:
Event Insurance	Due: 5 Days Prior to Event	Date Due:		Date Received:
Banquet Liquor Permit	Due: 5 Days Prior to Event	Date Due:		Date Received: