Stewart Family Farm

FAQ and NOTES for Wedding Coordinator

**Tables and chairs**: We have 32- 60” round tables and white garden chairs for up to 250 guests, included in the venue fees; 10- 8 foot buffet tables and 3 bistro tables. Table linens and napkins (see colors) are also included.

**Tent**: Our tent is 30’x50’, and holds 130 guests seated at tables; approximately 175+ seated in rows. Tables may also be arranged on the grass around the perimeter of the tent. The floor is permanent, so with a little rearrangement of chairs and tables, can easily be the **dance floor**.

**Time of ceremony:** We want the wedding party to have full use of the grounds and not feel rushed at the reception, so we *highly recommend choosing an afternoon time* (up to 5 pm) for the ceremony. The bar closes at 9 pm, and music shuts down by 9:30 pm, with all guests leaving the premises by 10 pm. Overages (prior to 10 am or later than 10 pm) are charged $100/hour, taken from the Security Deposit.

**Changing rooms**: Bride and bridesmaids are accommodated in two lovely rooms upstairs in our home. Groom and groomsmen will use the Groom’s Cottage; *all others in the wedding party*--ring bearers, flower girls, etc. *will use the cottage restroom changing booths*. **Our policy:** only mother of the bride and photographers upstairs with the Bride.

**Entertaining guests:** a variety of options included are boat rides for young and old, tree house and swings, bean bag toss, croquet set. Feel free to bring lawn games: Frisbee, bocce, *soft* horseshoes, etc.

**ASL interpreter**: We have a nationally certified interpreter available, if there are family members or guests attending the wedding who are Deaf and use ASL. Minimum: 2 hours, maximum: 4 hours at $50 per hour.

**Bartender**: Alcohol of any kind is allowed during the reception. If it is a warm day, we recommend having bottled water, lemonade, etc. available to guests before the ceremony. The client must use a bartender that Stewart Family Farm will hire who will be on duty at the **beginning of the reception, until the bar closes at 9 pm.** A liquor liability MUST be included on client’s liability insurance. Any use must be pre-approved by owners of Stewart Family Farm. **See alcohol policy.**

**Damages**: We do a complete walk through after each event; damages are noted and deducted from the security deposit. This includes garbage left behind (confetti, individual candy wrappers, etc.), landscape and tree damage, make-up spills or rug burns (curling irons, hair straighteners) upstairs, etc.

**Garbage**: bags and large garbage cans provided. We ask that the clean-up crew and/or caterer please bag the garbage and place it in our garbage bins. Any housekeeping left for Stewart Family Farm will be charged to client at a rate of $50/hour/staff person, deducted from Security Deposit.

**Clean up crew**:

Client must arrange for cleanup of décor, etc. and the stacking of chairs and tables, directed and assisted by SFF staff, UNLESS client has arranged and paid for a clean up service by SFF staff. Any other housekeeping left for Stewart Family Farm will be charged to client at a rate of $50/ hour/staff person, deducted from Security Deposit. We ask that everyone leave the premises by 10 pm, so if necessary, we are happy to accommodate picking up the décor, etc. the morning after the event. **Be sure to secure all garbage in cans, to keep critters from pawing through for goodies!**

**Rose Petals:** Please do not use artificial flower petals. We are trying to keep everything as “green” as possible, and the artificial ones do not compost.

**Leftover Food Service:** We provide containers for leftover food, if needed, and we donate to a local charity, such as the Eugene Mission, Food for Lane County, etc.

**SFF Policies**:

**~Only the mother of the bride, hair & makeup artists, and photographers upstairs with the Bride (no children, no male members of family)**

~**Certified service animals only**, on leash at all times, and owners are required to clean up after them; please inform guests. SFF reserves the right to ask guests to remove animals that are not pre-approved.

~No one, including vendors or staff, is allowed to drive on the lawn (irrigation pipes have been broken)

~**No outside food or drink allowed upstairs—only the provided Tea Lunch for Bride & attendants**; breaking this policy will be charged back against the security deposit

~Music must be kept at a volume that will not disturb the neighbors and will be monitored by SFF staff. All music must shut down by 9:30 pm

~Client needs to plan and inform guests to **vacate the premises by 10 pm; overages charged at $100/hour;** clean-up crew is allowed up to 30 minutes extra at no charge. Next morning clean-up crew=no charge.

~Children are NOT ALLOWED to climb any trees, including the large branch by the tree house.

**~Open flames are prohibited:** Tiki torches, unprotected candles (in trees or on tables), Chinese lanterns, etc. Candles may be used on tables if they are protected by glass globes, etc. A Unity Candle may be used in the ceremony, if desired.

**Alcohol Policy**

**Wedding Rehearsal Dinner—**

* Bottled or canned beer, 2 per person only
* No bartender required

**Day of the wedding/event--**

All alcohol products are allowed (beer, wine, champagne, hard liquor), with these stipulations:

A $600 Bar Package Fee will be paid by client

BAR PACKAGE--

* Bar rental
* 2 Stewart Family Farm bartenders (required)
* Bar supplies (no taps)
* Client supplies all alcoholic beverages
* No alcohol of any kind is to be open or consumed on our premises at any time prior to or during the event/wedding ceremony; this includes the bridal party as they are dressing.
* Bottles and cans ONLY; no kegs. Exception: kegerator or jockey box.
* If there is no cocktail hour, the Bar will open only at the beginning of reception when food is being served, and will close promptly at 9 pm (or a maximum of 4 hours, whichever comes first)
* Cocktail hour before the reception is allowed ONLY with prior approval by Stewart Family Farm, and MUST INCLUDE appetizers. The cocktail hour will be included in the 4 hour maximum.
* A liquor liability must be included on client’s Special Event Rider
* Any alcohol brought in by a guest(s) must be served from the bar
* Any alcohol use must be pre-approved by owners of Stewart Family Farm

Violations of any of these restrictions will result in loss of entire Security Deposit ($650)

Stewart Family Farm reserves the right to close the bar at any time for any violations, including the right to not open the bar at all. Unruly or disagreeable persons will be asked to leave our premises.

Venue Rental Includes—

* White garden chairs for up to 250 guests
* Round (60”) tables for up to 250 guests, table linens and napkins included
* Ten 8’ banquet tables, linens included/ 3 Bistro tables, linens included
* White party tent—30’x50’, set up, with permanent floor, chandeliers and twinkle lights
* Generator for lights and sound
* Vintage décor and props (ask for our list!)
* Access to Stewart Family Farm day before event, 6 pm–8 pm- rehearsal/dinner, etc.
* Bride, bridesmaids, Groom, groomsmen may bring dresses and tuxes on day before
* Exclusive use of Stewart Family Farm for day of event from 10 am - 10 pm
* Two air conditioned dressing rooms upstairs in main house for bride, bridesmaids, photographer, hair & makeup artists, moms (no children allowed without pre-approval from SFF)
* Wedding day lunch for bride and bridesmaids
* Groom’s cabin (air conditioned) for groom and groomsmen & snacks for groom and groomsmen on wedding day
* Cottage restrooms (permanent, flushing, wheelchair accessible) with dressing booths for guests
* Catering and food staging area
* Row boat, paddle boat for guest entertainment

Coordinator must be available to SFF host *on the day of the wedding* for questions and concerns, and follow through on all the policies noted above.

CHECK LIST FOR CLEAN UP CREW—

* Table top décor removed and re-packed into boxes (either bride’s or SFF boxes, depending on what was used)
* All garbage bagged – black bags and bins provided by SFF –and deposited in Allied Waste cans
* CANS and BOTTLES are to be deposited in marked recycle bins
* All boxes, buckets, floral debris, wine bottles, etc. from behind tent fence \*\* see note below
* All decorations belonging to bride and groom removed from trees, tent, etc.
* “Sweep” the grounds and pick up leftover cups, plates, plastic ware, ribbons, napkins, etc.
* Check the treehouse and garage, deck, and front porch of the house for left items
* Make sure bride and bridesmaids gather all their belongings from the bridal rooms in the house before 10 pm
* Have groom and groomsmen gather their belongings from the groom’s cabin
* Check the restrooms for guest’s left items
* If necessary, arrange for several clean-up crew members to return next day to finalize
* Tables stacked in middle of tent floor, chairs on trailer, directed and assisted by SFF staff, unless the client has paid for clean up

\*\*Client will be charged $50/hour/staff person if housekeeping is left for SFF staff to do.

Stewart Family Farm

Bride’s Timeline

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|  | Hair and Makeup/Getting ready |
|  | Vendors arrive for setup |
|  | Wedding party and family photos start |
|  | Guests begin to arrive/Pre-ceremony music starts |
|  | Invitation time |
|  | Ceremony starts |
|  | Ceremony ends |
|  | Cocktail hour starts |
|  | Move guests into dinner; Buffet opens/Dinner served |
|  | All guests have food |
|  | Toasts—yes, during dinner! |
|  | First dance |
|  | General dancing music starts |
|  | Cake cut by bride and groom, served |
|  | Sunset pictures |
|  | Last dance/ garter & bokay toss |
| 9:00 Pm | Bar closes |
| 9:30 PM | Music off/breakdown starts |
| 10:00 PM | Guests depart |
| 10:30 PM | Breakdown complete, all staff departs |
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