



Wedding GUIDE

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2018





WEDDING + RECEPTION *Package:*

- Use of the Wedding Garden or the Arbor Wedding site
- Use of the Event Barn from 10 a.m. to 11 p.m.
- 200 chairs for the wedding (*Chairs for Wedding Garden only*)
- 200 chairs for the reception
- 20 60-inch round tables
- 4 6-foot-long rectangular tables

Catering:

Off-site catering is allowed. All parties involved and caterer must sign a Hold Harmless Agreement. You are completely responsible for clean up. Cleaning schedule and charges may apply. Caterer must provide proof of insurance. Caterer must be interviewed and approved by Orr Family Farm.

Decorating:

You may bring in any decorations you wish except for confetti, flame candles, real flower petals or non-biodegradable items.

Linens:

We have floor length linen table cloths that are included with the wedding and reception package. You will be responsible for any other linens.

- 4 8-foot-long rectangular tables
- 2 dressing rooms for the bridal parties
- Sound system available in both areas, but DJ must provide their own equipment
- Wedding coordinator to assist with rehearsal, loading the train and the wedding ceremony (*Wedding Garden Package only*)

Alcohol:

Only canned beer, wine and champagne are allowed. No kegs. You must hire one security guard for every 100 guests at your expense.

Sound System:

The Wedding Garden and Event Barn are both equipped with a high-quality sound system for your use. Both sound systems include iPod and laptop hook ups.

Rehearsal :

You will be allowed a one-hour rehearsal time the week of your wedding. Additional time will be charged at \$100 per hour, with a \$100 minimum. Time and date of rehearsal to be agreed upon 30 days before the wedding. Rehearsals typically take place the Thursday before your wedding.



WEDDING + RECEPTION *Package Pricing:*

Wedding Garden + Reception Package

Includes round trip train ride from the Event Barn to the Wedding Garden.

Friday, Saturday or Sunday
\$3,995

Monday through Thursday
\$2,995

Wedding Only
\$2,500

Reception Only
\$2,500

Arbor Wedding + Reception Package **\$2,500**

Includes being delivered to ceremony by a horse drawn carriage.

One-hour ceremony included, \$50 for each additional 15 minutes.

Additional Charges

Non-refundable booking fee \$750

This deposit is applied toward your final balance.

Additional time in the Event Barn \$275/hour

Cleaning and damage deposit* \$500

Wedding must be paid in full 30 days before the wedding date.

A credit card must be kept on file for any additional hours, additional rentals, etc.

**Cleaning and damage deposit will be held until after your event. Management will assess any damage or excessive cleaning required. An itemized bill with any applicable refund will be mailed within 10 business days of the event. If damages and/or cleaning cost exceeds deposit amount, your credit card on file will be charged for the outstanding balance.*

All deposits are non-transferable.

THANK YOU FOR LETTING ORR FAMILY FARM *host your wedding!*



The Wedding Garden and Event Barn reception area will be available for decorations as early as 10 a.m. on the day of the wedding. We will have the tables, chairs and linens available and ready. You will be responsible for placement.

A Hold Harmless Agreement will be signed by responsible parties releasing Orr Family Farm from any judgment, loss, claim, suit, demand, settlement or action caused by catering or alcohol.

Alcohol can only be served in the reception area and can only be served between the hours of 7 and 10 p.m. If you choose to serve alcohol you will take full responsibility for purchasing, distributing and disposing of all alcohol and containers. You also take responsibility for taking precautions to keep guests from over drinking. The bride and groom take full responsibility of the behavior and actions of their guests. They will be responsible for hiring and paying for one certified security guard for every 100 guests.

The bride, groom and their guests are responsible for all setup and cleanup. Please remove all food and decorations from both areas by 11 p.m. the evening of the wedding. Orr Family Farm will

provide additional trash bags for trash cans. These can be found in the drawer in the kitchenette. When removing trash bags, please be careful of liquid leaking from the bottom of the bag. All full trash bags can be tied up and put on the back porch of the Event Barn. Orr Family Farm will dispose of all trash. The Event Barn must be cleaned and vacated by 11 p.m.

We are open to the public from 10 a.m. to 6 p.m. Please respect our patrons while setting up and decorating for your event. Vehicles may only be driven on the Farm premises when the Farm is closed to the public. All vehicles must be parked in the parking lot except when unloading or loading. No parking or driving on the black top, walkways or sidewalks.

Orr Family Farm is not responsible and/or liable for any lost, stolen or damaged personal items or for any injury incurred during any event on our premises. No smoking inside Farm premises. No tailgating.

Basic cleaning of linens is included with your contract price. Prices below are for excessive cleaning or replacement due to stains or damage.

Cleaning Prices

Round Table Cloth	\$15 each
Rectangular Table Cloth	\$20 each
Carpet Squares	\$5 per square

Replacement Prices

Round Table Cloth	\$25 each
Rectangular Table Cloth	\$40 each
Carpet Squares	\$25 each

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EVENT DATE/CEREMONY TIME

EXPECTED NUMBER OF GUESTS:

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REHEARSAL DATE/TIME

Bride's Information:

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BRIDE'S NAME

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BRIDE'S CELL PHONE NUMBER

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BRIDE'S ADDRESS

Groom's Information:

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GROOM'S NAME

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GROOM'S CELL PHONE NUMBER

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GROOM'S ADDRESS

We have read and understand the expectations, pricing and information sheets. We agree to all of these terms and conditions. We also agree to release any photos of our event to Orr Family Farm.

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BRIDE'S SIGNATURE

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GROOM'S SIGNATURE

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CATERER'S NAME, ADDRESS AND PHONE NUMBER

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CATERER'S SIGNATURE



CATERER INDEMNITY AND HOLD *Harmless Agreement*

It is the undersigned's plan to provide food and/or alcohol for the

to be held at the Orr Family Farm on In consideration of allowing us to provide food and alcohol for this event, WE AGREE to indemnify and hold the Orr Family Farm & RR, LLC, it's owners, agents, servants and employees, as well as all other entities owned or controlled by Orr Family Farm, harmless from judgment, loss, claim, suit, demand, settlement or action which may be brought or made against them by reason of the undersigned's furnishing of food and/or alcohol for the event, including attorney's fees.

We take full responsibility of purchasing, delivering, serving, disposing of and cleaning up all food, drinks or alcohol. We agree to take the following measures to keep our guests from over drinking.

- Have a person in charge of alcohol distribution and monitoring guest actions and consumption rate.
- Refuse to serve or allow guests to drink alcohol when they show signs of over drinking.
- Have one security guard on site for every 100 guests.
- Only offer canned beer, wine or champagne. No kegs or hard liquor.
- Refuse to allow under-age drinking.
- Not allow alcohol outside of the Event Barn.

Orr Family Farm reserves the right to ask any guests not abiding by Farm policies or intoxicated guests to refrain from drinking and /or to leave the property. We also reserve the right to ask that alcohol no longer be served during your event if misconduct is occurring.

Food and alcohol are to be served in the Event Barn only and only during reception hours. There is to be no alcohol in any other part of the Farm. There is to be no alcohol consumed before or after reception time. All alcohol must stopped being served and no longer be accessible to guests by 10 p.m.

BRIDE'S SIGNATURE

GROOM'S SIGNATURE

CATERER'S NAME, ADDRESS AND PHONE NUMBER

CATERER'S SIGNATURE



PHOTOGRAPHER INDEMNITY AND HOLD *Harmless Agreement*

It is the undersigned's plan to provide photography for the

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to be held at the Orr Family Farm on In consideration of allowing us to provide photography for this event, WE AGREE to indemnify and hold the Orr Family Farm & RR, LLC, it's owners, agents, servants and employees, as well as all other entities owned or controlled by Orr Family Farm, harmless from judgment, loss, claim, suit, demand, settlement or action which may be brought or made against them by reason of the undersigned, including attorney's fees.

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NAME, ADDRESS AND PHONE NUMBER OF BUSINESS

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OWNER OF BUSINESS SIGNATURE

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PHOTOGRAPHER'S NAME

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PHOTOGRAPHER'S SIGNATURE

CARDHOLDER'S NAME:

CC#:

SECURITY CODE: EXPIRATION DATE:

BILLING ADDRESS:

CITY: STATE: ZIP:

CONTACT PHONE NUMBER:

ALTERNATE CONTACT PHONE NUMBER:

By signing this form, I agree that all information provided is accurate and complete. I have been provided a copy of the Orr Family Farm wedding contract. I have fully read, understand and accept all terms of the contract. I also agree that I authorize Orr Family Farm to process the above credit card for full payment against any damages, additional rental times or excessive clean up fees incurred in association with renting the facility.

SIGNATURE OF CARDHOLDER:

DATE:

You will be notified prior to your credit card being charged.

Please advise us of any changes in status to this credit card.