

# "Weddings with a View"<sub>TM</sub>- Guidelines and Contract - 2020



Rose's Berry Farm, LLC (RBF) hosts "on the deck" covered outdoor Weddings/Receptions for up to 110 guests.

Larger outdoor weddings can be hosted for up to 300 guests using a rented tent (additional \$\$) on the Farm.

Wedding dates may be booked from Mid-May through mid-October.

#### **Other Information**

- The Deck is available any day for weddings from mid-May-October (except Sundays mid-June-Oct)
- *Parking is in our large lower lot down the hill (just below the restaurant)*
- Handicapped parking is next to the Deck with space for 10 cars Drop off is allowed for anyone who needs it
- Restrooms are Port-O-Lets at the end of the parking area near the Playground and just below the deck
- There are no "public" rest rooms on the Deck/restaurant level
- *Rental of Trailer Restrooms is an option if you would like "fancier" accommodations*
- *Receptions must end by 11:00 pm due to local noise regulations*
- Group rates available for out-of-town guests, with Hilton Garden Inn, Glastonbury, CT
- RBF can refer you to a Wedding Planner/Coordinator Required as we do not provide this service (minimal help)
- RBF can refer you to Catering services we partner with several local catering companies that can meet your needs. Sample menus can be made available for your review.
- RBF can refer you to a Celebrant/Justice of the Peace if you plan a Civil Ceremony
- RBF can refer you to a Florist



#### Wedding Facilities & Venue Fees

Wedding Venue Fees	Deck - Capacity 110	Tent - Capacity 110-300
Saturdays	\$2750	\$3500 + tent rental
Friday & Sundays (Sunday after 3pm)	\$2500	\$3000 + tent rental
Monday-Thursday	\$1800	\$2500 + tent rental
Refundable Damage Deposit	\$500	\$500

#### **Optional Additional Costs**

Rehearsal Dinner	\$500 with a Wedding, \$750 Dinner only up to six hrs	
Onsite Ceremony (Wedding area near ponds/Gazebo)	\$350 (potted flowers, Lower deck and The Pond House	
	use) – included with Tent Weddings	
Use of Upper Deck in addition to Lower area (when	\$500	
renting Tent)		
Chair/Table removal (from Deck if you BYO tables, etc.)	\$350	
Restroom Trailer Rental (we have free Port-o-lets)	\$800-1500	
Bridal Shower (Deck)	\$300 with Wedding	
Marriage Official/Minister	\$250	
PA System Rental (Music)	\$100	

#### **Rental Deposits, Refunds and Cancellations**

- A deposit of \$1200.00 will be payable by cash, check, or credit card to hold the agreed upon date the amount is refundable for the first 15 days of the contract
- If the reception is cancelled, 180 days or more in advance fifty (50%) per cent of deposit wil be refunded
- Any cancellations within 180 days of the event result in forfeiting the entire deposit
- A guaranteed number of people is requested seven days prior to the wedding reception or group function
- Final payment by **check** is expected at least 30 days prior to the event



#### What is provided for the Venue Fee?

- One of the most beautiful farm locations in Connecticut, in the "Tuscany-like" hills of South Glastonbury
- Reception on our covered Deck or a Tent located on the Farm
- Access to Commercial Kitchen Facilities for you or your Caterer
- Access to approved local vendors who will work with you to create a special day
- Parking for all guests, with parking lot attendants if needed
- Signage for your special day to direct guests
- Clean Port-a-let restrooms Trailers available for additional rental fee
- Private use of the farm if wedding is outside business hours/before season

#### Rentals, Food, Vendors and Set-up (see attached list)

- RBF can refer rental companies for equipment (tables, dishware, tents) if required Caterers will handle this in most cases
- Any changes to our picnic tables/deck setup to be handled by RBF staff is subject to a \$350 set-up/knockdown fee
- Kitchen use/access by the Caterer must be cleared in advance, as our kitchen may be in use.
- The Caterer is also responsible for clean-up of kitchen, food serving/dining areas and trash removal if caterer is not staying on site (drop food off), the Wedding Organizer is responsible for trash barrels removal from Deck
- Damage to any part of RBF's physical plant, kitchen or grounds, rental equipment or other property of RBF or its subcontractors will be the responsibility of the person signing the Catering Agreement
- The Caterer will be required to add Rose's Berry Farm LLC as an additionally insured to their insurance to cover the serving of food and Alcoholic beverages. Caterer or wedding party are responsible for providing the alcoholic beverages plus a certified bartender. If the bartender is a not part of the catering staff, they will need to also provide a Ceriticate of Insurance (COI) with Rose's Berry Farm LLC listed as an additionally insured.
- Smaller weddings (under 50) may be allowed to BYOB You will also need a COI with Rose's Berry Farm LLC listed as a additionally insured.
- Decoration time is included for "day of" the ceremony possible day before if no other events are scheduled
- Children under the age of twelve must be supervised always
- Pets are not allowed, except for Service Dogs or if arrangements are made in advance
- Professional Photography services are available by <u>Mark Sanderson</u>, a member of our staff
- Celebrant services are available by Mark Sanderson (Ordained by American Marriage Ministries -legal in CT)
- You may reach Mark at 860-833-9369 Mark's website

I have read this agreement and understand my responsibilities regarding organizing and conducting this event on the property of *Rose's Berry Farm, LLC*. (RBF)

Wedding Organizer:

Date:

I agree to all payment schedules and information deadlines and release RBF from any liability related to possible guest problems, personal injuries, food poisoning or other unforeseen problem.

Responsible Party:	Date:	
Special Requests/Questions/Conditions:	 	

Rose's Berry Farm will do our best to meet your needs and any special situations the best we can. We want to make your "Wedding with a View" the best experience it can be!



## **Rose's Berry Farm – Weddings with a View**

### Information Sheet – Required to be returned to RBF 90 days before Wedding

Number of Guests   Event Date     Event Date   Event Times     Planner Name	Type of Event (Cinele)	Deals Departion	Tont Decention	Rehearsal Dinner
Event Date   Event Times     Planner Name   Wedding Ceremony     Were?      Ceremony Location      (other)      Wedding Party / Vendor Information Sheet     Title     Wedding Party / Vendor Information Sheet     Title   Name     Cell/Home   Email     Planner/Organizer      Caterer      Bride      Groom      Bride's Parents      Groom's Parents      Best Man      Maid of Honor      Florist / Decorator      Celebrant/JP      Photographer      Videographer      Bartender/Service      Tent Rental Desired?   Fee     Charis/Tables rental   Fee     Dishes & Silverware   Fee     Trailer Restroom rental?   Fee	Type of Event (Circle)	Deck Reception	Tent Reception	Renearsal Dinner
Planner Name   Image: Second				
Wedding Ceremony Here?   Wedding Party / Vendor Information Sheet     Ceremony Location (other)   Wedding Party / Vendor Information Sheet     Title   Name   Cell/Home   Email     Planner/Organizer   Planner/Organizer   Planner/Organizer   Planner/Organizer     Gaterer   Planner/Organizer   Planner/Organizer   Planner/Organizer     Bride   Planner/Organizer   Planner/Organizer   Planner/Organizer     Gaterer   Planner/Organizer   Planner/Organizer   Planner/Organizer     Bride   Planner/Organizer   Planner/Organizer   Planner/Organizer     Groom   Bride's Parents   Planner/Organizer   Planner/Organizer     Groom's Parents   Planner/Organizer   Planner/Organizer   Planner/Organizer     Groom's Parents   Planner/Organizer   Planner/Organizer   Planner/Organizer     Groom's Parents   Planner/Organizer   Planner/Organizer   Planner/Organizer   Planner/Organizer     Groom's Parents   Planner/Organizer   Planner/Organizer   Planner/Organizer   Planner/Organizer     Maid of Honor   Planner/Organizer   Planner/Organizer   Planner/Organizer   Planner/Organizer   Planner/O			Event Times	
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GroomImage: Second	Caterer			
Bride's ParentsImage: constraint of the system	Bride			
Groom's ParentsImage: Constraint of the second	Groom			
Best ManImage: constraint of the system of the	Bride's Parents			
Maid of HonorImage: Construct of the second sec	Groom's Parents			
Florist / DecoratorImage: Second	Best Man			
Celebrant/JPImage: Celebrant/JPPhotographerImage: Celebrant/ServiceVideographerImage: Celebrant/ServiceBartender/ServiceImage: Celebrant/ServiceTent Rental Desired?FeeChairs/Tables rentalFeeDishes & SilverwareFeeTrailer Restroom rental?FeeTotal FeeDeposit Received	Maid of Honor			
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Trailer Restroom rental? Fee   Total Fee Deposit Received	Dishes & Silverware			
	Trailer Restroom rental?			
*	Total Fee		Deposit Received	
	Final Payment Received			

Please call with any questions - 860-633-6001 - Mark Sanderson (860-833-9269-cell)

Please return via mail / email or Fax: 860-657-3062

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email: salesrbf@gmail.com