

PARMELEE FARM EVENT AGREEMENT

Contact Person(s) _____

Address _____

Telephone Numbers _____

Email Address(s) _____

Appx. Number Attending

Date(s)

Time: From

To

PROPERTY USAGE: What are you planning for your event? (wedding ceremony, reception, large party or gathering?)

The venue rental fee is \$3000. The guest limit is 150, unless given prior approval.

THE RENTAL INCLUDES: Pavilion, Pond Room, Venue Manager, restroom building, parking attendants, garbage receptacles, dumpster use, refrigerator, café heaters (4, must provide own 20lb propane tanks) white tulle column curtains (must install), cedar arbor, WiFi. Water, multiple electrical outlets, and portable sink available at Pavilion.

SCHEDULE: Events are no more than 5 hours, not including set up and take down. Event activities must end by 10PM. Clean up must end by 11PM. Additional clean up must be completed by 11AM of the following day.

A rehearsal, or set up activities are allowed the day prior to the event, with approval. The serving of food or alcohol constitutes a separate event and should be booked as such.

VENUE MANGER HOURS: 8AM-11PM day of event; 2 hours day prior; 2 hours day after (prior to 11AM). Extra hours will be charged at a rate of \$75/hour and deducted from security deposit.

VENDORS: Licensed caterers, bartenders, food trucks, self-catered, pot luck options are all allowed with approval. Equipment rentals for dance floor, tables, chairs, heaters, fans, linens, etc. are acceptable with approval.

CURRENT PROPERTY RESTRICTIONS: PLEASE READ CAREFULLY

Please inform guests that the venue is a short walk from the parking area. There is no parking directly at the pavilion, **but drop off and pick up is allowed for loading and unloading, and those with special needs.** The farm golf cart (3 passenger) is available to rent for \$250. Only farm personnel are drivers.

Vehicles are NOT allowed to drive or park on the grass unless prior approval given. The renting group is responsible for notifying vendors of this policy. Parking on the access road should be limited to two vehicles.

All buildings, except the restroom building, and the gardens are **off limits.** The farm will remain open to the public during events. Parking and access to certain areas may be restricted.

No open flames, candles, bonfires, fire pits, or charcoal grills. Gas grills may be used for food preparation.

No alcohol or food may be left on the premises overnight. Smoking is prohibited everywhere on the property.

All decorations must be removed following the event. No nails, screws or other fasteners are to be used. No aerosol string (such as Silly String), rice, bird seed, oats, or confetti may be used for any event. Tables, benches, and any other farm property must be returned to their original location.

Any rocks on the property that are moved must be returned to their original location. **Do not remove stones from walls.** Keep off the stone walls.

Signage at the road front must be stand alone and not be affixed to any farm trees or signage .

