

# RED ACRE BARN

## Special Events Agreement Form

### General Information

Red Acre Barn is available for rent from 8 am-12 midnight and includes use of the barn and surrounding area. The barn will accommodate up to 300 people.

### RENTAL FEE

*Price includes: set up, tear down, bartenders, professional cleaning afterwards, and security.*

#### May-October:

Saturday: \$5,900, plus tax

Friday: \$4,500, plus tax

Sunday-Thursday: \$4,000, plus tax

Weekend (Friday-Sunday): \$8,500, plus tax

Holiday Weekend (Friday-Sunday): \$10,500, plus tax

#### November-April:

Saturday: \$4,900, plus tax

Friday: \$4,500, plus tax

Sunday-Thursday: \$4,000, plus tax

Weekend (Friday-Sunday): \$7,500, plus tax

#### Holidays:

Memorial Day, Independence Day, Labor Day, Thanksgiving, Christmas Eve, Christmas, New Year's Eve: \$5,900, plus tax

*\*Teacher Discount: 5% off booking if bride and/or groom is a teacher.*

*\*Military/Veteran Discount: 5% off booking if bride and/or groom is serving in the military or a Veteran.*

*\*Law Enforcement Discount: 5% off booking if bride and/or groom is serving in law enforcement.*

### DINNER REHEARSAL

The Red Acre Barn rental fee for rehearsal/dinner is \$500, plus tax for the day before your wedding (9am-9pm) or \$150, plus tax for 1 hour

Monday-Thursday (5pm-9pm), if booked within 90 days of your wedding depending on availability. Wedding rehearsal and rehearsal dinner rentals will be required to work around Friday and Saturday rentals in regard to availability.

### Inclusions

- Country setting venue
- 2 acre vineyard
- 7,616 square feet
- Seats 300 guests
- Heating and Air Conditioning
- Use of indoor space and outdoor grounds
- Open year round
- Inventory of available decor to use
- Rental hours from 8 AM-midnight
- Rehearsal/dinner rental
- Bridal suite and groom's lounge
- Kitchen is available, BBQ/grill & roaster use allowed
- Any licensed catering service may be used
- Fully stocked bar with trained bar staff, non-alcoholic drinks may be brought in
- Large loft space
- Accommodations for band/DJ/speaker

### Set Up

Facility rental includes round and rectangle tables and chairs to be used indoors during the event.

- 350 white resin folding chairs and 20 lime wash x-back chairs
- 35 – 60" round tables (seats 8 people)
- 20 – 6' (30"x72") rectangle tables (seats 5-8 people)
- 10 cocktail tables
- Outdoor benches for ceremony pad
- 7 – 8' (30"x90") rectangle tables (seats 8-10)
- 4 large farmhouse tables for head table use

### Decorating

Decorating must be performed during the rental agreement times agreed upon. No decorations are allowed that leave any kind of residue; this includes confetti, glitter, silly string, feathers, tacks, staples, and all types of tape or other potentially damaging adhesives inside or outside Red Acre Barn. Helium balloons are not allowed. No candles are allowed, unless battery operated. No water gel beads for floral arrangements/vases. No gum or unwrapped small candy is allowed to be scattered on tables as decorations. No fake flower petals outdoors. All decorations must be removed at the end of the event. Anything hung from the ceiling must be done by an insured decorator.

### Food

Any outside licensed catering service may be used. It is suggested they visit our facility prior to the event. The caterer may use the kitchen for prepping the food. BBQ/grill and/or roasters may be used on the premises. Caterer is responsible for arranging the delivery, preparation, presentation/set-up (including serving and/or replenishing as needed) and pick up of food, plate and dinnerware for hosts, as well as, arranging for the appropriate wait staff if applicable. Caterer is responsible for clearing their trash to the dumpster, cleaning the kitchen, and any other areas used by the caterer. Non-alcoholic beverages may be brought in, but all alcoholic beverages must be provided by Red Acre Barn.

### Music and Entertainment

All musicians and/or DJs must cease playing by 11:00 pm. This will allow time for musicians and/or DJs to dismantle their equipment and be off the premises by 12 midnight. Bubble machines, fog machines, pyrotechnics, dance wax, or any other compound or substance spread on the floor is not allowed.

### Alcohol

All alcohol must be purchased through Red Acre Barn (refer to [www.redacrebarn.com](http://www.redacrebarn.com) for pricing). Alcohol will not be served after 11 pm. No outside alcohol may be brought onto the premises; if any is found, it will be confiscated. An off-duty police officer, who Red Acre Barn contacts and lines up on your behalf, must be present if you have more than 50 people and alcohol, for the last 4 hours of your event. Payment for any hosted beverages will be due at the end of your event before you leave. A service charge of 18% will be added to the final bill on any hosted alcoholic beverages served. You are not allowed to take any leftover kegs with you and you will not get a refund for any untapped kegs that you purchased.

### Retainer and Payment

To confirm the date of your weekend event, a retainer of \$1,000 is required along with this signed contract. Within 90 days of the first retainer installation, another \$1,000 is due (or you can pay your \$2,000 deposit upfront if you choose). The full payment of the rental fee is due two weeks prior to the date of your event. To confirm the date of your weekday (or special low rate event) event, a retainer of \$500 is required along with this signed contract. The full payment of the rental fee is due two weeks prior to the date of your event. Any payment that is overdue will result in cancellation of your confirmed rental date. All retainers will go towards your final bill. THE RETAINER/ANY PAYMENTS MADE ARE NOT REFUNDABLE UPON CANCELLATION OF THE EVENT. If the date is changed, the party is subject to a \$500 fee unless the original date is booked by another party. If using a credit card for payment, you will be charged an additional 3% fee for processing purposes. A credit card number is required on file for any additional charges that may occur. Red Acre Barn cannot and will not be

