



Because Shepherd's Hill Farm is such a small & unique venue, we strictly uphold our policies. If you decide to book with Shepherd's Hill Farm please read and submit initials for each item.

Site Charge: The site charge varies according to the number of guests and their proposed use of the barn and grounds. Minimum charge is \$500.00/day unless other arrangements are made. Use of bed linens is restricted depending on arranged charges.

The site fee includes the use of the barn and lodging for 12 in beds or 24 "off the floor." The basic site fee includes the use of a fully equipped kitchen, a large dining room with seating and dishes/silverware for up to 50 people. A variety of tables: 6 5-ft. round tables, 12 4-ft. rectangular tables, 12 5-foot rectangular tables, 8 6-foot rectangular tables, 150 wood folding chairs in a mahogany finish, and fifty upholstered folding chairs allows you to set up the dining space according to your individual needs.

An additional \$250 is added to events booked on holidays or holiday weekends.

We provide: bath towels, kitchen towels, washcloths, dishes, cookware, bakeware, utensils, dish soap, dishwasher detergent, hand soap, bed linens, pillows, blankets, toilet paper, paper towels, 2 coffee makers, (a 12-cup, and a 55-cup Farberware).

Renters provide: All food and drink, paper napkins, paper plates, plastic ware, table linens.

House Rental

The 4 bedrooms of our home are available for an additional \$500/night and includes 4 bedrooms, living rooms, 2 full baths, a half bath and sauna. The house sleeps up to 8 between the 4 bedrooms arranged: 1 king, 1 queen and 4 twin beds divided between 2 bedrooms. The kitchen of the house is NOT to be used at any time. Items in the house are not to be moved into the barn during the weekend.

Time Restrictions

The latest an event may run is until midnight on Friday or Saturday, and until 11:00 p.m. Sunday through Thursday.

Set Up/Tear Down

SHF reserves the right to charge a set up and/or cleaning charge if the condition of the property requires an unusual or additional amount of labor before or after the event. The minimum charge is \$50.00/hour.

Cancellations

In the event this contract is cancelled, 50% of the payment received is refundable. In the event that the date must be moved, the deposit may be transferred to a new date and will incur a \$100.00 administration fee.

Moving furniture from the barn is prohibited. Nor can the sofas be moved from the upper level. If the single beds are put up into bunks during your rental they must be taken down and left as they were upon arrival.

Gas Grill

A gas grill is available for your use on the deck of the house. Do not remove the grill from the deck. Grilling tools are located in a drawer in the barn kitchen.

Bathroom Accommodations

The barn's plumbing system operates on a septic system, and it can accommodate up to 50 people. We therefore require the rental of a portable toilet for each additional group of fifty guests. That is, a guest list of 135 will require the rental of 2 portable toilets. SHF can recommend vendors. Bathroom facilities in the house are reserved exclusively for those renting the house.

Parking

Parking is available for approximately 150 guests down a scenic lane just to the south of the barn. Smaller groups may use the parking lot to the south of the barn.

Lost and Found

Shepherd's Hill Farm is not responsible for lost or stolen items. No place on Shepherd's Hill Farm should be considered secure, and valuables should not be left unattended.

Tents

Shepherd's Hill Farm allows the set up of outdoor tents for your event. The site manager must approve the use of any tents for your event at least 30 days in advance of your event. Tent size cannot exceed 30' X 50'.

Audio

Shepherd's Hill Farm reserves the right to inspect and control all functions held on the premises. All audio requirements must be discussed with the site manager and approved prior to the event. Audio or electric cords may only be run along the perimeter of the barn and may not be secured with tape, other than electric tape appropriate for wood flooring.

Event Insurance/Liability

The client assumes all risks for themselves and their guests. Shepherd's Hill Farm is not responsible for inclement weather, lost or stolen items, and other circumstances beyond our control. SHF is a working farm with animals on pasture. Electric fences are in place; you should assume they are on. Shepherd's Hill Farm requires clients to purchase and present a copy of a certificate of special event insurance in the amount of one million dollars, 30 days before your event. Insurance can be purchased from your own agent, or can be purchased online from www.WedSafe.com.

Garbage Disposal

Four garbage bins and one recycling bin are provided for your use. If garbage exceeds the capacity of our bins you must take the remaining trash with you. Any garbage left on the property that exceeds the volume available will incur an additional fee that will be deducted from your damage deposit.

Damage

The client is responsible for any and all damage to the event space and its contents which occurs during the client's function unless a Shepherd's Hill Farm staff member is directly responsible. We require an additional \$500.00 damage deposit which will be returned to you in part or in full based on the condition of the property after your event.

Smoking

The barn is highly flammable and we do not have a sprinkler system. No smoking is allowed inside or around the barn, and is only allowed in our designated smoking area at the limestone fire-pit overlooking the pasture and at the northeast corner of the pole barn. If evidence of smoking is found outside of these designated areas, \$250.00 will be deducted from your damage deposit.

Site Tours

On occasion SHF may need to conduct a tour of the space during your scheduled retreat. If this is the case you will be notified with at least 3 days advance notice. We will work with you to find an agreeable time for your group schedule.

Liquor

Shepherd's Hill Farm is not licensed to sell alcoholic beverages. If you want alcohol during your visit at Shepherd's Hill Farm, it must be purchased from a vendor of your choice. The only alcohol allowed on SHF is beer, wine and champagne. If evidence of prohibited alcohol is found, SHF will withhold the full amount of the damage deposit. All alcoholic beverages must be dispensed by you or by your appointed agent. All alcoholic beverages must be served in compliance with all laws and regulations established by appropriate governmental units (including no service to underage or intoxicated guests). The dispensing of alcoholic beverages must terminate at 11:30 p.m. You are responsible for compliance with restrictions of serving of alcohol and for the consequences of alcohol consumption, including but not limited to, adverse health reactions, property damage and 3-party liability claims. You agree to indemnify Shepherd's Hill Farm, its owners and agents, from any and all liabilities, which may arise from the serving of alcoholic beverages.

I have read, understand, and fully agree to the policies outlined above.

Renters Signature _____

Date _____

Please return this signed form with your final payment, damage deposit, and certificate of insurance 30 days prior to the event.