



Shepherd's Hill  
— F A R M —

Because Shepherd's Hill Farm is such a small & unique venue, we must strictly uphold our policies. If you decide to book with Shepherd's Hill Farm carefully read this document and submit initials from the bride, groom and a representative of the couple. If any changes are made to these policies after booking we will contact you prior to your wedding.

**Site Charge**

The site fee for a wedding between the months of May through October, '19 is \$7000.00 plus tax. This includes the use of the barn for two and a half days and accommodates up to 150 guests. The barn includes lodging for 12 in beds or 24 "off the floor". That includes a day to set up, a day for your event, and half a day to clean up. The barn will be available as early as 8 AM on Friday and check out must be wrapped up by 1 pm on Sunday. This unique arrangement allows you the option of using the barn for your rehearsal dinner, bridal luncheon or gift opening party at no extra charge.

The site fee includes the use of 6 5-foot 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. We also provide wedding destination signs, a rustic chuppah or arbor, café lights strung in the barn, table numbers, assigned seating name holders, and mason jars.

An additional \$250.00 is added to events booked on holidays or holiday weekends.

**House Rental** The lower level of our home is available for an additional \$400/night and includes 3 bedrooms, living room, a full bath, and sauna. The house sleeps up to 6 in 3 bedrooms arranged: 1 queen and 4 twin beds divided between 2 bedrooms. The upstairs of the house is NOT to be accessed at any time. Entry to the lower level is accessible only through the downstairs entrance. Items in the house are not available for use during the weekend.

**Catering**

You are welcome to use the caterer of your choice. We are happy to make recommendations if needed.

**Time Restrictions**

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

**Site Manager**

A site manager will be available to you on the day of your event from noon until midnight to assist with questions, greet and work with your vendors and your guests. Specific duties will be outlined in a forthcoming email.

**Set Up/Tear Down**

SHF reserves the right to charge an appropriate 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.

**Site Deposit/ Payment Plan**

A non--refundable deposit of \$2000.00 is required to confirm a reservation, which is applied to the site fee. Your date will remain open for other reservations until the deposit is received. Full and final payment is due 30 days prior to your event along with the signed and dated rental contract. (See the last page of this document.) A 10% late fee will be applied if payment is not received on time.

**Damage Deposit**

The client is responsible for any and all damage to the event space and its contents which occur during the client's function unless a Shepherd's Hill Farm staff member is directly responsible. Please refrain from removing religious décor or storing decorative items during your stay. If damage costs exceed the \$500.00 damage deposit, full payment will be requested within 3 days following the event.

**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 Shepherd's Hill Farm's 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](http://www.WedSafe.com).

### **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.

**Spraying pesticides** is absolutely not allowed. We recommend mosquito repellent lawn granules.

**Moving furniture** from the barn is absolutely not allowed, nor can the sofas be moved from the upper level.

**Floating lanterns, or pyrotechnics** are absolutely not allowed on the property at any time. Sparklers may be used pending approval one week prior to the event.

**Gas Grill** A gas grill is available for your use on the deck of the house. Under no circumstances can it be moved from the deck.

### **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 is happy to 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. We ask that you provide 2 parking attendants to direct traffic and valet cars for the elderly or infirm.

### **Décor**

Shepherd's Hill Farm is a beautiful unique setting, and we encourage you to let the site decorate itself. Flowers are really the only decorations needed at Shepherd's Hill Farm, however, we encourage you to personalize to your unique tastes. Not allowed in the barn: taper candles (other than for your Unity Candle), uncovered candles, fog machine, helium balloons, bubbles, tape, glue, nails, tacks (adhesives must be approved by site manager). Items not allowed inside or outside the Barn: rice, birdseed, glitter, confetti, potpourri, and candelabras. Violation of this policy will incur a \$250.000 clean-up fee. With the exception of rental items (which are usually picked up on Monday), no items may be left beyond the day after the event, and the client or their vendor must remove all decorations.

### **Lost and Found**

Shepherd's Hill Farm will not be held 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.

## **Garbage/Recycling 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.

## **Smoking**

Smoking is only allowed in our designated smoking areas at the limestone fire-pit overlooking the pasture and at the northeast corner of the pole barn. To help communicate our policy to your guests our site coordinator will greet guests with a welcome pamphlet from SHF that directs them to our approved locations and welcomes them to the property.

If evidence of smoking is found outside these designated areas, \$250.00 will be deducted from your damage deposit.

## **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.

Bride Signature \_\_\_\_\_ Date \_\_\_\_\_

Groom Signature \_\_\_\_\_ Date \_\_\_\_\_

DOC Signature \_\_\_\_\_ Date \_\_\_\_\_

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

Ruthie Beahrs  
Sales & Events