

March Farm Wedding Contract

Date of wedding _____ Name of clients _____

Contact Number(s) _____

Email Address(es) _____

Venue Site (Pond Side Pines or Hill Top Orchard) _____

Security Deposit & Payment Policy

- A \$250 non-refundable deposit is required to reserve a date and is in addition to the site fee. An additional \$500 refundable damage deposit is required upon reserving your date and is in addition to the site fee (these fees can be combined as one payment). The damage deposit will be returned within 30 days after the event or when all accounts are settled, if there is no infraction of the contract. A cancellation will result in the forfeiture of the security deposit.
- Payment is made by cash, check (made payable to March Farm) or credit card (3.5% administrative fee applies). Please mail payments to: March Farm, 160 Munger Lane, Bethlehem, CT 06751. Please denote name and date of function when sending payments.
- Full payment of remaining site fee is required 30 days prior to the date of the event.

Venues & Site Fees

- The site fee for either venue space is \$2000. This fee includes 4 days of access to either site (2 days for set up/walk throughs, 1 day for event & 1 day for clean-up/breakdown), bon fire pit with firewood & adirondack chair seating, decorative hay bales for seating or display and one standard portable toilet unit (additional units and upgrades available upon request at additional charge). The Pond Side Pines can accommodate a maximum guest count of 200 while the Hill Top Orchard can accommodate 300+ persons.
- Use of the surrounding grounds for wedding ceremonies and photography by a photographer hired by renter are included in site fee.
- Not included in the site fee are catering and rental items such as tents, tables, chairs, dance floor, etc. We recommend Durkin's Awning & Tent Rental of Danbury or Tents Unlimited of Torrington to assist in coordinating the rental of tents, linens, table settings and any additional needs for your event. Catering may be provided by a vendor of your choosing.
- March Farm will provide event planning assistance and on-site management on the day of your event.

Conditions for Use of March Farm's Venue Sites

- Venue liability insurance of at least \$1,000,000, including liquor liability, is required and must be on file with March Farm thirty (30) days prior to the event. The certificate of insurance must show March Farm as an additional insured. See web site: www.wedsafe.com for information regarding this insurance.
- March Farm reserves the right to approve all vendors prior to the event. A list of vendors must be submitted for review and approved prior to date of the event.
- Liquor service and music must be over by 10:00 pm and all guests and contractors off the property by 11:00 pm.
- Amplified sounds and voices must be reasonable, not to exceed 63 decibels at closest property line. March Farm reserves the right to limit the volume of musical entertainment.
- Swimming and fishing in the pond at the Pond Side Pines venue is not permitted. Clients assume responsibility for their personal safety and that of their guests with regard to the pond and agree to indemnify and hold harmless March Farm and its management and staff from any liability.
- If you would like peach or apple picking to be part of your event, arrange in advance to purchase bags from us to distribute to your guests (August – October only).
- Absolutely no fireworks or sparklers of any kind are allowed on the premises.
- Smoking is permitted in designated areas only – around bon fire pits of both venues. Guests are requested to dispose of cigarette butts directly into fire when finished.
- Client must designate an event liaison that will be present and available for consultation during the event.
- March Farm reserves the right to charge you for any damages to the venue sites/grounds caused by you, your guests, or contractors. Damage deposit also applies to any disruptive behavior (abuse of alcohol and sound policies) which may be caused by you, your guests, or contractors. Barring any damages and provided venue sites/grounds are left in good condition, this deposit will be returned to you within 30 days following the event. Additional cleaning fees will be charged at \$50 per hour.
- March Farm will not be held responsible for any items left in the facility or on the grounds after the rental period.
- March Farm will supply electrical needs up to 120 amps.

Catering Regulations

- A copy of caterer's food dispensing and catering license (as issued by the State Health Department) as well as local license, and certificate of insurance must be on file at March Farm thirty (30) days prior to the event. If these documents are not received within 30 days of the event, contract will be considered null and void and March Farm will be released of any responsibilities outlined in the contractual agreement.

The certificate of insurance must show:

- March Farm as additional insured.
- Limits of insurance must be at least \$500,000 for bodily injury and property, including coverage for premises liability as well as products and completed operations. Automobile liability must show \$500,000 limits per accident.
- Caterer must source at least 50% of the produce needed for event menu from March Farm. A list of seasonally available produce items will be provided to approved caterers.
- Caterer must provide total bill for services along with a 15% commission payment to March Farm thirty (30) days prior to the event. The same payment policies for venue fees apply to caterer.
- Caterer will have access to walk in refrigeration for cooling/chilling food items per request.
- Silver, dishes, napkins, glassware and utensils are not provided with venue rental. Cookware and other service needs are not provided.
- Venues should be restored to proper order. Caterers are responsible for clean-up of their respective areas after the event. This includes assistance with table and chair breakdown when requested.
- All garbage and trash pertaining to the event must be removed the day of the event. March Farm will not remove trash and/or garbage during and after event unless agreed upon prior to the event. Charges for this service will be billed by March Farm following the event.

Alcohol Policy

- Alcohol must be served by a licensed and insured vendor. If service is provided by caterer they must carry \$1,000,000 liquor liability insurance in addition to the limits listed above with March Farm listed as additionally insured.
- If an independent bartender is hired they must provide a certificate of insurance showing \$1,000,000 liquor liability with March Farm as additional insured thirty (30) days prior to the event.
- Independent bartenders must provide total bill for services along with a 15% commission payment to March Farm thirty (30) days prior to the event. The same payment policies for venue fees apply to independent bartenders.

Contract

March farm is not liable to the client or the client's guests for any personal injury or property damage in or about the venues. The client shall indemnify and hold March Farm harmless from and against all liabilities, claims and judgements, including costs, attorney's fees and expenses related thereto, for personal injury to and death of any persons or for damage to any property arising out of or in any way connected with the client's use of March Farm's venue sites. March Farm shall not be responsible for any loss of material, equipment or personal belongings.

March Farm is not liable for the failure to complete this contract due to strikes, accidents, interruption in utilities, adverse weather, or other causes beyond its control.

The above terms and conditions have been outlined to help you plan your event at March Farm. If you have any questions regarding our terms, please contact the Event Coordinator with your concerns. To ensure you understand and are fully aware of the terms and conditions outlined above, we ask you to please sign and date where indicated below. The signed contract and deposits must be sent to March Farm no later than two weeks after reserving your function.

As contract signatory, I have read, understand, and agree to abide by the foregoing conditions for the use of March Farm's venue sites.

Client (signature): _____ Date: _____

Name (please print): _____ Phone: _____

Email Address: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Photography Release

I give March Farm permission to use photographs of my wedding on their web site, and on any other promotional sites such as The Knot, Instagram, etc. I also give my permission that my wedding photographs may be used in the advertising or promotion of March Farm and as a sales tool to show potential clients the beauty of weddings at March Farm.

Signed: _____