

Sandy Creek Farms LLC

Venue Event Contract

Attachment C

Event Rules and Guidelines

- 1.** Sandy Creek Farms Event Center sits within a 430+ acre working cattle farm. The farm has many gravel roads and trails throughout the property providing access to pastures, hay fields, farm buildings, and the Event Center. Clients and their visitors may travel the gravel roads marked for visitors. Certain gravel roads and trails are not suitable for normal vehicle operation and require 4-wheel drive or ATV vehicles. These gravel roads will be marked “no access” and visitors to the event venue may not drive on these gravel roads or trails. Walking is permitted anywhere on the property except in cattle pastures. Children must be responsibly supervised. For the safety of all, children and others may not play in, or around the edges of the lake or ponds, climb on fences, or enter fenced fields.
- 2.** Each event scheduled has designated hours of use. Set up, vendor arrival, decoration, removal of decoration, vendor departure, and client clean up requirements are part of the designated hours. Client should allow a minimum of 2-hours for set up and decoration for the event, and a minimum of 1-hour for removal of decorations and clean up at the end of the event. For example, if your designated hours are 8am – midnight, you may begin set up at 8am and you must be done with clean up and exit the premises by midnight.
- 3.** Any event exceeding the designated end time will be charged \$500 per hour for every hour or partial hour over the designated end time. The fee is set high to discourage going over the allotted time. Sandy Creek Farms must prepare the venue for the next event. Clients who exceed the designated time may cause us delays in completing this task in the proper manner. Payment of this additional hourly fee must be made within 5 business days after the date the Event has ended. Failure to pay the additional hourly fee by this date shall result in the assessment of late fees of 5% of the amount assessed
- 4.** Vendors must adhere to the designated hours of your event for set up and clean up. The Client will be charged \$50 for each vendor that requires access to the venue for set up outside of the designated hours of the event. Separate access is subject to availability. Clean up times are firm. The vendor is not permitted to return at a later date for clean-up. It must be done at the end of your event. Please make sure your vendors are aware they must exit the venue by your designated end time in order to avoid additional hourly fees.
- 5.** Sandy Creek Farms will set up tables and chairs for your event as provided in the seating layout. Any other required set up, including decorations, are the responsibility of the Client.

6. CLIENT must leave the property in the same condition it was found. While our staff will do the “heavy” cleaning after your event, you are responsible for basic clean up. At the end of your event, all tables must be cleared off, all garbage placed in the proper containers, all personal decorations removed, and all personal property removed. This applies to all buildings/structures you use. All grounds must be free of litter. All cigarette butts in designated smoking areas must be in the disposal container. A cleaning/damage deposit of \$500.00 is required 60 days prior to your event, and will be refunded within 10 business days upon satisfactory inspection of the venue after your event.

7. Decorations must be affixed in a manner that does not damage the structures or landscaping. Under no circumstances shall decorations be nailed, tacked, or stapled to any wall, wood, or structure. No decorations may be affixed to chandeliers, light fixtures or ceiling fans. Ladders may be used for decorating at your own risk. You may not stand on table tops. No glitter or confetti allowed – inside or outside. Please consult the on-site SCF employee for any questions or concerns related to your decorating of the venue. Client is responsible for the selection and procurement of decorations for the event at Client’s expense. Client is responsible for decorating the event and removal of said decorations at the end of the event.

8. Use of candles must be approved by the venue facility. All candles must be contained or enclosed in glass. The flame of the candle must not reach higher than 2 inches from the top of the glass container.

9. Bubbles and balloons for the couples’ sendoff are allowed outside the event barn only.

10. The client will provide a list of all vendors for the event 60 days prior to the event to info@sandycreekfarms.com. The Client is responsible for all vendors at the client’s event and must provide a copy of these Rules and Guidelines to each vendor, including wedding planners and coordinators.

11. All vendors, including bartenders, must provide copies of licensing/permits and insurance if applicable, 30 days prior to the event. Copies can be submitted via email to info@sandycreekfarms.com.

12. There are 2 kitchens provided for your caterer. The main kitchen contains a walk-in cooler, refrigerator, oven, warmers, dishwasher, three sinks and stainless-steel counters. The second kitchen contains a refrigerator, oven, warmers, and stainless-steel counters. The kitchens are not stocked. Client/caterer must provide all items and supplies needed to serve your guests. You or your caterer are responsible for staffing your food service. Sandy Creek Farms does not provide wait staff. You or your caterer are responsible for the cleanup of the kitchen. All counters must be cleared off, all items removed from walk-in cooler, refrigerator, oven warmers, sinks and dishwasher. All personal belongings must be removed.

13. Any entertainment you have scheduled for your event must end 1-hour prior to your designated event end time. Sandy Creek Farms provides a sound system. Your entertainment is responsible for providing any additional equipment they may need, including extension cords and/or power strips.

14. Alcoholic beverages are permitted on the property. Beer may not be served in glass bottles. As the host of a private party, the Client acknowledges responsibility for the proper and lawful consumption of alcoholic beverages at the venue during the duration of the event. Client will ensure that all vendors, consultants, employees, agents and guests at the event comply with all applicable laws in the service

and consumption of alcoholic beverages. Sandy Creek Farm does not provide alcoholic beverage services.

15. Smoking is permitted in designated areas of the event venue. These locations will be clearly marked. All butts must be placed in the provided disposal containers. Client is responsible for insuring these areas are clean and free of butts at the end of the event. Absolutely no smoking in any buildings, structures or farm/venue owned vehicles.

16. Sandy Creek Farms is committed to providing a safe and comfortable environment for you and your guests. Sandy Creek Farm reserves the right to request any person or group of people acting unruly, causing harm to others, or causing damage to leave the event property. Assistance from law enforcement agencies may be obtained should conditions require. Use of illegal drugs will result in immediate removal from the property.

17. The client understands and agrees to the use of photographs from the event by Sandy Creek Farms. Sandy Creek Farms will post pictures to our website or other social media for events held on our property for marketing purposes.

18. Sandy Creek Farms is an indoor/outdoor venue. Client understands that inclement weather is a possibility and therefore could affect some or all features at the event venue. Sandy Creek Farms will make every effort to re-arrange its resources to accommodate your event should the weather not cooperate.

19. Sandy Creek Farms is not responsible for the organization of your event or the outcome of your event. We provide the venue, tables and chairs. We provide one venue representative the day of your event to assist with any issues related directly to the venue, and we clean the facility after your event. The organization of your event and management thereof is your responsibility. Sandy Creek Farms can provide day of coordination/management of your event for an additional fee.

20. Sandy Creek Farms is not responsible for any damage to, or loss of, any articles or property left at the venue prior to, during, or after the event by Client, Client's guests, vendors or any other person associated with Client's event.

21. All rules and guidelines must be adhered to by all parties involved in the event. This includes the client, client guests, event planners, wedding coordinators, vendors and any other persons involved in the planning and execution of the event on the premises of Sandy Creek Farms.