

southFARMS

We ask that you please read the Event Rental Agreement and this document carefully before booking the space, and review it again before your wedding or event. Thank you!

Frequently Asked Questions

What is the capacity of the White Barn at South Farms for weddings/events? The maximum standing capacity of The White Barn at South Farms is 289 people for the Hayloft and Parlor, 49 people for the Bull Room, and 150 people for the lower ceremony barn. Capacity will not exceed these limits. Reasonable capacity for weddings/events involving a seated dinner, dancing and cocktails is 175 guests maximum. Additional exterior tenting may be required by South Farms to accommodate certain event configurations.

What is the venue fee at South Farms? For 2018, the venue fee ranges from \$7500-\$9500 for Saturdays in Peak season (May 1 through Nov 1), and goes down 20%-25% for off-season events. 2019 Rates will be going up but will include rain/insurance tenting. Friday and Sunday rates are discounted but the number of guests is capped at 125 guests. Saturday rentals take priority for tenting and other installs. After you visit the space but before you book, your South Farms liaison will create a custom proposal for you taking into consideration the day/date, number of guests, and property usage for your specific event. This proposal will include accurate pricing and instructions for submitting your deposit and further payments.

What is included in the Venue Fee? Full use of the venue including the parlor, hayloft, bull room, courtyards, ceremony barn, grounds, green room, and cook area. No competing events will occur during your event. Photography in the fields or hops yard is allowed with permission. Planning guidance and vendor referrals, as well as layout and schedule suggestions, a rehearsal and walk-through the week of your event is included. Parking, restrooms, heat/AC, use of coat closets, and an on-site emergency staff personnel for your event are included in the site fee.

Do I need a wedding planner? Our in-house events team can help guide you with referrals and suggestions for planning your big day. However, we do allow outside event planners and encourage them for larger weddings and more complex events. Many of our clients opt to work with a full-service wedding planner. We are happy to make suggestions if this is something you are interested in. We do require that each wedding has a dedicated event coordinator for the day of the wedding. If you do not have someone lined up, we can provide someone from our events team at an additional fee.

Can I bring in my own vendors at South Farms? Yes, we allow our clients to bring in vendors of their choice with certain restrictions. We must approve all caterers and reserve the right to decline a caterer or charge a fee for first-time caterers who are not on our preferred list. Tenting, staging and lighting companies must also be approved, and should come from our preferred list. Please refer to our Farm Partners list for our Approved Vendors. We highly recommend working with our Farm Partners because we have spent considerable time vetting them and trust they will provide you with a top-level experience.

How much does catering cost? South Farms does NOT provide in-house catering but will provide you with a list of our preferred caterers and/or make a custom referral specifically for your event/budget. We suggest budgeting in the range of \$150 per person on average for catering/staffing of your event. South Farms will handle the liquor in-house in 2018, and you should anticipate a cost of \$30-50 per person for full bar set-up/service. Beer/wine only packages start at around \$20 per person.

Can I bring in my own alcohol? Beginning in 2018, clients will not be authorized to bring in their own alcohol. South Farms has a liquor permit and will offer Beverage Service or match you with a preferred beverage provider. Our beverage program includes the use of our bars and bartenders. It ranges in price and is customizable to meet your needs. Your South Farms liaison will be happy to discuss available beverage options with you when the time comes.

How long do we have to set-up if we decide to host an event at South Farms? Typically, rentals are booked in 12-hour periods because we understand you/your planner/caterer need to get in to the space to set-up. If you need additional hours before/after the scheduled event, we will work to accommodate your needs but reserve the right to bill at \$500/hour as necessary. Most events run for 5-6 hours from roughly 5 pm to 11pm (therefore the space rental would run from 11am-11pm for example). We do our best to be flexible to accommodate early set-up times and advanced drop-offs.

Do I need to install additional lighting at South Farms? No. We have adequate lighting in our interior and exterior spaces with most lights on dimmers. If you wish to install additional decorative lighting like lanterns, chandeliers or additional bistro lighting for example, it must be installed by a preferred professional on our list. The cost of additional lighting is the responsibility of the renter.

Do I need tenting to accommodate my wedding? It depends on the number of guests, and the weather! To accommodate weddings over 140 guests and standing events over 250 guests, additional tenting is required. For events planning on utilizing our exterior space(s), a rain plan is required and may involve insurance tenting (see the document "Understanding Insurance Tenting"). As a general rule, if expecting 140+ Guests, insurance tenting is required for rain/inclement weather only if your wedding relies on an outdoor ceremony and/or cocktails. Our interior ceremony space can accommodate fewer than 150 guests in rain. Please discuss tenting with your South Farms liaison to make sure you have your bases covered. Keep in mind if you are having a fall wedding it may be chilly and heaters for the ceremony barn and/or tenting may be needed.

Does South Farms have Heat and Air-Conditioning? Yes! The main parlor space and hayloft where your dinner and dancing will most likely happen DOES have heat and AC. The back bull room and adjoining outdoor courtyards do not have heat/AC. The lower ceremony space does not have Heat/AC. Either of these spaces can be heated at an additional fee by renting tent heaters.

Some of my guests are handicapped, how do they attend the ceremony and reception? The White Barn at South Farms is handicapped accessible. The parking lot has marked parking spaces, entrances have handicapped access, and restrooms are handicapped accessible. The upper

mezzanine level is not handicapped accessible, and we recommend a vehicle drop handicapped guests to the lower level for a ceremony bypassing the grassy hill and cobblestones.

Do we have to clean up after the event? Yes, you should instruct your caterer on proper clean-up procedures as per the Rental Agreement. Decorations, gifts, flowers, and other decor should be packed-up and organized the same night as your event and removed from the space at the end of the evening. If we do not have an event the following day, we may permit you to come back to the space to retrieve items but please have a plan in place, and speak with any rental companies/florists about retrieving their items.

Do we need Event Insurance? As per the Rental Agreement, hosts are required to provide a one-day host liability insurance policy at their own cost. Even though all your vendors will be insured, this is an added layer of protection for you as the host. It is easy to purchase this type of insurance and we recommend budgeting roughly \$150.00. See the rental agreement for specific requirements.

The White Barn House Rules and Regulations

Booking: Your Event Date is not reserved until the Hold Deposit and the signed Contract is received by South Farms. Please refer to the Rental Agreement for Deposit and Refund policies.

Capacity: Room capacity and use must comply with State Fire Marshal regulations. All marked egress locations must remain accessible and unblocked at all times.

Damages: Note that any cleaning or repairs deemed necessary beyond normal use will be charged and deducted from your Security Deposit. If the building or any part of the premises or its historic contents, including furniture or artwork, is damaged during the event, renter will be solely responsible for such damage.

Cleaning: Your caterer must clean the premises within two (2) hours following the event leaving it in the same condition and working order as at the start of the event setup.

Trash: All trash, recycling, and compost inside the building and on the event grounds must be bagged and moved to the appropriate dumpster receptacles behind the building. Failure to remove or clean will result in additional fees.

Alcohol: Service of alcoholic beverages is limited to parties licensed by the State of Connecticut Department of Consumer Protection Liquor Control Commission.

Insurance: Special Event liability insurance is required for both renters and caterers. Please refer to the Rental Agreement for insurance requirements and information about obtaining insurance.

Catering: Any caterers and/or outside vendors, companies, and/or institutions must provide a copy of their certificate of insurance and catering license to South Farms, listing the previously named entities as the certificate holders.

Furniture: Please do not move any South Farms furnishings, including artwork, lamps, antiques or seating without permission in advance.

Decoration: No nails, screws, staples or penetrating items should be used on our walls or fine wood without written permission. Any tape or gummed backing materials must be properly removed. Guests and/or their vendor's must remove any decorations both indoor and outdoor immediately following the event. Damage caused by decorations will result in a deduction from the Security Deposit.

Candles: No open flame candles are allowed unless they are well protected in glass, such as a votive or hurricane holder. South Farms at their discretion can determine what candle type is safe and acceptable. Wax from candles found on tables or floor may be subject to an additional cleaning fee.

Fire/Flame: Floating/Sky luminaries and sparklers are not allowed on the premises. South Farms can approve or reject at their full discretion the use of any other fire related outdoor decorations or attractions.

Lighting: DIY lighting is prohibited. Approved decorative lighting can be installed by licensed vendor partners.

On Site Ceremonies: Ceremonies conducted at South Farms must be conducted by a designated officiant and managed by a dedicated coordinator. This coordinator can be a third-party appointed by the the renter, provided by the catering team, or hired at an extra fee by South Farms.

Field Ceremonies: Field ceremonies require a transportation plan for guests with accessibility needs.

Rehearsals: Event rehearsals are limited to 1-hour and must be scheduled not to conflict with other functions hosted at the venue.

Rain Tenting: Rain tenting is required for events over 150 guests and a reasonable rain plan is required of all events. Please review the document "Understanding Insurance Tenting" or speak with your South Farms liaison about tenting. DIY tenting is prohibited.

Rental Equipment: Timing of rental drop-offs should be communicated to your South Farms liaison and catering company. Rental equipment must be removed prior to 10 am the following day unless special permission is granted.

First-time Caterers: All caterers must be approved by South Farms prior to working at the venue. Fees may apply for first time caterers, or caterers who are not on our approved list.

Cook Tents: Cook tenting may be required by your caterer and may add additional expense so please discuss this with your caterer prior to booking. Tents Unlimited can provide cook tenting if needed.

Staff/Vendor Meals: Check with your vendors about required Staff/Vendor Meals during your event and report this number to your caterer in advance of your event. South Farms on-site staff requires 2 staff meals.

Smoking: There is no smoking of any kind permitted within any building or within 25 feet of the entrances to the building. Any smoking that takes place must occur in a designated location and use an appropriate waste receptacle. There is absolutely no drug use tolerated on the premises.

Equipment: Golf carts or other hired equipment can be operated only by authorized South Farms or insured vendor staff.

Pets: Pets may be permitted at South Farms discretion onto the property with prior written consent. The renter assumes full responsibility of the pet relating to damages and cleanliness. Pets on the premises may not violate any safety or health code ordinances.

Climbing: Anyone climbing on areas of the building or equipment on the premises or acting in an unsafe manner anywhere on South Farms property will be asked to leave the premises immediately. Such conduct may serve as grounds to terminate the event

Sound Ordinance: Renters must comply with the Town of Morris' sound ordinance of no amplified sounds after 11pm.

Dismissal: South Farms reserves the right to request any person or group of people acting in an unsafe, inappropriate, unruly or disorderly manner to leave the premises. South Farms may request assistance from law enforcement agencies to deal with such individuals.