

## POLICIES & GUIDELINES

The following is a list of policies and guidelines to be upheld by clients. This includes all event planners, wedding coordinators, vendors, service providers and attendees who are involved in the planning, execution or attendance of an event on the property of Sweet Clover Farm.

### **Reserving a date**

Reserving a date is based on a first requested basis. Whomever has requested by email to start the booking process will be first in line. Rates apply as of the date you book when you sign the contract and include your non-refundable deposit of \$1000 and a separate check for the security/damage deposit of \$500. Once those items are complete, we will reserve the date of your choice.

### **Cancellation policy**

In the event of a cancellation within 90 days of a scheduled event, all payments made to date are non-refundable and all outstanding payments will be due immediately. For cancellations made more than 90 days out, payments made will be refunded except the \$1,000 non-refundable deposit initially made to reserve the date.

### **Decorations**

If you are borrowing décor from Sweet Clover Farm from our inventory, please only choose items that you know you will use. Since our décor is located offsite, we physically bring the items to the event barn so they are ready for you when you decorate. Please keep SCF décor separated from your personal belongings so that you can ensure at the end of the night that you will not incur additional charges due to missing SCF items. SCF items have a colored sticker on the bottom of the item except for greenery. There is also a list of the borrowed décor items in the kitchen area on the metal shelving. If you do not know who's it is, please refer to this list. No hot glue guns or superglue inside buildings. For your convenience, hooks are placed along the walls for additional decorating so there is no need for screws, staples or nails. Command hooks are fine to use. The use of glitter, confetti, silk flower petals, rice and birdseed are not permitted.

### **Parking**

Please use the guest parking lot upon entering the Sweet Clover Farm property on **Friday evening** for all guests including wedding party for your rehearsal and **all day on Saturday**. If you are a parent of the bride/groom or someone with physical needs or a vendor, you are welcome to park in the gravel lot behind the reception building. **Please do not block any of the barn entrances as we will be moving benches and possibly other equipment to set up or take down for your event.** If you need to drop someone off or unload your car at the venue, please do so and then return your vehicle as soon as possible to the guest parking lot. **Wedding party, including bridal party getting ready that morning in the bridal cottage should make arrangements to drop off their belongings for the day and then return the vehicle to the guest parking lot.** (This is so we do not have to disrupt you later to move your vehicles)

### **Loading and Unloading**

All loading and unloading must be done around back of the event building through the double doors (vendor entrance). This entrance will be off limits to everyone including the wedding party, except staff of SCF, once the cater arrives. **Please do not drive or park on the concrete patio in front of the venue or block the driveway to unload from your vehicle in front.** All D.J.'s must unload from the back of the

building at all times. Make sure all parties involved including vendors know of this policy before they arrive.

### **Supervision**

Since we are a working farm and have live animals on property and farming equipment in areas restricted, we require children to be supervised at all times for their safety. **Please do not let children roam the property without adult supervision and please do not feed the animals or put hands through the fencing to try to pet the animals.**

### **Smoking**

Although we do allow smoking in the designated smoking area at the picnic tables, smoking or vaping is prohibited inside or around any of the buildings, including bridal cottage, porches and patios or barns. Smoking in areas other than the designated smoking area will not be tolerated and you may be charged additional charges and/or forfeit your security deposit. This includes guests and all wedding party. Please respect our beautiful farm and property. Clients are responsible for any cleanup of trash in smoking area. Illegal substances are not allowed on property and will not be tolerated.

**Sweet Clover Farm reserves the right to not allow any tobacco use due to extreme dry weather conditions.**

### **Alcohol**

If using a third - party vendor for your alcohol please have your vendor submit all copies of applicable liquor license and/or permits, Certificate of Incorporation and Certificate of Insurance of a minimum of \$1,000,000 General Liability insurance coverage and host liquor liability insurance coverage to Sweet Clover Farm LLC 60 days prior to the event.

Sweet Clover Farm operates without a liquor license so if a client wishes to provide their own alcohol and **charge a fee per drink**, their bartender must have a liquor license and provide a copy to Sweet Clover Farm LLC within 60 days prior to the event. Client must also provide a copy of the COI (Certificate of Insurance) of a minimum of \$1,000,000 General liability insurance coverage with Host liquor Liability insurance coverage 60 days prior to event.

Clients who wish to provide their own alcohol and bartender, **without charge**, do not require a liquor license. All mixed drinks including wine or champagne must be served from the bar areas by a bartender over the age of 21 (**No Shots allowed**). Client must provide a copy of the COI (Certificate of Insurance) with Host Liquor Liability coverage included and a minimum of \$1,000,000 General liability insurance coverage 60 days prior to event.

No one other than the bartender should be behind the bar. Your bartender reserves the right to oversee alcohol consumption and may refuse to serve alcohol to anyone they consider intoxicated. Illegal, disrespectful or destructive behavior will result in immediate removal from the property.

The galvanized tubs must remain outdoors and not brought inside the venue. Please empty ice from coolers and tubs at the end of the night.

While you may serve alcohol that you provide, guests are not permitted to bring in alcohol. **NO (BYOB)** Please remember it is illegal to serve alcohol to persons under 21 and failure to this law will not be tolerated.

Sweet Clover Farm assumes no responsibility for alcohol consumption or designated driver arrangements. The contractual party is responsible for assuring the safety of their intoxicated guests upon leaving.

### **Glass**

All glass bottles are prohibited such as beer bottles or any other alcoholic beverage in glass. If you wish to serve wine or champagne, we recommend your bartender serving in plasticware.

### **Candles**

All candles must be battery operated. No open flame

### **For Sendoffs**

Only real flower petals. No silk!!!

### **Music**

Music and other amplified sounds must end at 10:30 pm on Saturday to ensure that you, all your personal items and all your guests and vendors do not exceed curfew of 11 pm.

### **Garage Doors**

The garage doors are not to be opened without approval from the venue manager. If the client wishes to have them open, then all heat or air conditioning will be turned off.

### **Curfew**

Guests and vendors are expected to adhere strictly to the curfew times by vacating the property as follows: Friday @ 9pm, Saturday @11pm and Sunday @12pm. SCF staff will turn off all lights and lock up at the end of each night. If you are exiting the property earlier than curfew, please notify the venue manager by text or call. Final cleanup of spaces must be completed before your curfew time. Failure to vacate the premises by curfew may result in additional charges and/or forfeiture of the security deposit.

### **Bridal Cottage**

You will have access to the bridal cottage when you arrive on Friday to bring in dresses and personal items and the cottage will be locked when you leave that evening. Access to the cottage the day of the wedding is 8 am.

### **Pet friendly**

We are pet friendly but with a couple of stipulations. You are allowed to include your pet in your ceremony with **prior approval**. Animals, other than service animals, are NOT allowed inside the buildings or near food. Since we are a working farm with cattle, pets must be on a leash or tie out and someone responsible for them at all times. (Please use doggie bags for removal of pet waste)

## **Cleanup**

Cleanup is the client's responsibility. Should you choose to do your cleanup on Saturday rather than coming back on Sunday, please begin at a time in order not to exceed 11pm to avoid additional charges. Please do not take down tables or chairs, SCF staff will take care of that. Tables must be cleared of all personal items and trash. If you are renting SCF linens, please leave the linens on the table for stain removal by venue manager. If you are borrowing SCF décor, please place all items on one table for SCF staff to inspect the next day. Please refer to the borrowed décor list from the metal shelving in the kitchen area to avoid forfeiture of security items due to missing SCF decorations.

The floors must be swept of debris and trash. Sweet Clover Farm staff will mop more thoroughly after the event. Coolers must be emptied of ice and beverages from all bar areas and kitchen sink and counter and beverage chiller wiped down. **Please do not put food down the sink.** Brides cottage must be cleared of all personal items and floors swept and trash taken to dumpster. Outdoor grooms room/bar area must be cleared of all personal items and trash taken to the dumpster. All trash must be taken to the dumpster located in the back of the event barn. SCF will take care of the trash for cans. Please do not dump cans in the dumpster as SCF recycles them. Cleanup of all spaces, including bridal cottage and indoor/outdoor spaces used for the event must be done thoroughly to avoid a cleanup fee. (\$100/hour with a minimum charge of \$100).

**PLEASE REFER TO THE SPECIFIC CLEANUP PROCEDURES POSTED IN THE KITCHEN AREA TO AVOID ANY ADDITIONAL CHARGES.**

## **Trash**

Sweet Clover Farm will provide trash bags. The client is responsible for placing trash from all areas in the dumpster located behind the event barn except the blue trash cans labeled "Cans Only". SCF staff will recycle and dispose of the cans. Please empty all liquids from cans and place in the cans only trash.

## **Liability and damages**

The client is responsible for payment of all damages to Sweet Clover Farm decorations, linens, property and buildings caused by you or any of your guests. This includes payment of reasonable attorney fees. You agree to hold harmless Sweet Clover Farm and its employees of any damage, liability or injury suffered by you or any guest while on the property. In cases where property and/or buildings have been damaged or abused beyond normal wear, the client will forfeit the security deposit and may result in additional cost to be determined by Sweet Clover Farm LLC.

## **Miscellaneous policies**

Sweet Clover Farm LLC prohibits carrying firearms onto any of its property. Sweet Clover Farm LLC will not be responsible for items left behind, before, during and after the event. Sweet Clover Farm LLC reserves the right to take photographs of events for its own use in advertising or promotions.

**Please do not place permanent markers on tables with linens**