



NEW BRANCH  
WEDDING & EVENT VENUE *farms*



ENGAGEMENT;

*The trail head*

*To a magical walk through life*

*Together*



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*A Welcome from New Branch Farms*

CONGRATULATIONS!

W

e are so excited for your big day and feel honored that you are considering New Branch Farms as the perfect location to host your wedding!



New Branch Farms is a modern farmhouse event venue located on 23 acres in Smithfield, Virginia. Designed, built and tailored to host weddings, we offer the perfect backdrop for the casual bride and groom looking for a relaxed wedding experience. You and your guests will feel welcome and at home in our spacious venue with wide, open-air views and modern amenities. Everything needed to make your day unforgettable.

Again, congratulations! We wish you a lifetime of happiness together (and some awesome wedding memories)!

Warmly,

*Sam & Wendy*



# MEET THE TEAM

## AT THEIR HAPPY PLACE



*Wendy Mills* Owner and Venue Director

My happy place is sitting on the front porch chatting with family and friends, a cup of coffee (sweet tea or white wine) in hand, surrounded by all of our various fur/feather babies. What would make that even better? Having you sitting with us, sharing your love story. I seriously want to hear all about how you met and all of the proposal details!



*Sam Mills* Owner and Jack of All Trades

My happy place is being with Wendy, my wife of 35 years. My favorite place to relax is cutting the fields on the tractor with my ear buds in, listening to Jeremy Camp or Toby Mac but you can usually find me building the next crazy thing that Wendy has designed in her head or getting the property ready for the next big event. She keeps me busy!



*Chelsea Mills* Social Media Guru

My happy place is spending time with my family and the growing number of critters on the farm. I absolutely love giving tours of the farm and introducing brides and grooms to Goober (everyone's favorite goat). If you are looking for a family farm to host your wedding, come for a visit - and if you bring Goober a carrot - he will love you forever!

*Come join us on the porch*



## VENUE AND PHOTOGRAPHY PRICING

### Prices valid through December, 2023

**\$1,000-\$2,000 off all remaining 2024 dates (excluding Sept-Nov)**

SATURDAY  
(AND HOLIDAYS)

**\$8,000**

\$10,800  
with Photography Package

FRIDAY OR SUNDAY

**\$7,000**

\$9,800  
with Photography Package

WEEKDAY

**\$5,000**

\$7,800  
with Photography Package

FRIDAY - SUNDAY

**\$20,000**

\$22,800  
with Photography Package

WINTER WEDDING

*\$2,000 off Friday-Sunday packages  
\$1,000 off Weekday*

*December - March*

READY, SET, WED

*Want us to plan everything for you?  
Ask about our all-inclusive  
**Ready, Set, Wed Package***



## RENTAL PACKAGES INCLUDE

- 14 hours of venue access for single day rentals
- 1 hour of venue access for rehearsal (weekday prior to wedding)
- Exclusive use of property on the wedding day (no other wedding)
- Use of Bridal Suite with private bathroom for duration of rental
- Use of Groom Room for duration of rental
- Designated parking spaces for Bride and Groom
- ADA bathrooms for your guests
- Multiple indoor/outdoor ceremony locations
- Ceremony chairs for 150 guests
- Farmhouse tables and chairs for 150 guests
- Banquet tables/cake table/gift table
- Adequate parking for wedding party, guests and vendors
- Caterer's kitchen with ice machine
- Wrap around veranda with cocktail seating and use of firepit
- Venue Manager onsite entire wedding day

## PHOTOGRAPHY PACKAGES INCLUDE

- Additional 2 hours of venue access on day of wedding
- 2 New Branch Farms Photographers for full day coverage
- Rehearsal coverage with additional hour of venue access
- 2 hour engagement session
- High Resolution Digital Images
- On-line Photo Gallery



**ARE YOU READY TO GET MARRIED BUT DON'T HAVE THE TIME OR  
DON'T WANT THE STRESS OF PLANNING THE PERFECT WEDDING?  
THEN THIS PACKAGE MIGHT BE FOR YOU!**

# READY... SET... *Wed*

## **WHAT'S INCLUDED:**

- 14 HOURS OF VENUE ACCESS AT ONE OF VIRGINIA'S TOP WEDDING VENUES
- 2 HOURS OF VENUE ACCESS FOR CEREMONY REHEARSAL WITH COORDINATOR
- ALL TABLES INCLUDING 10 FARMHOUSE TABLES AND A MATCHING SWEETHEART TABLE, BUFFET TABLES, COCKTAIL TABLES, CAKE TABLE, WELCOME TABLE, ETC.
- CEREMONY CHAIRS AND CROSSBACK RECEPTION CHAIRS WITH COMFY CUSHION
- ALL TABLE LINENS, TABLE RUNNERS AND NAPKINS IN YOUR CHOICE OF COLOR
- FULL PLACE SETTINGS INCLUDING CHARGER, PLATES, SILVERWARE & GLASSWARE
- FLORAL TABLE CENTERPIECES & CHOICE OF A HUGE VARIETY OF DECOR
- ALL SIGNAGE INCLUDING WELCOME TO OUR WEDDING, TABLE NUMBERS, SEATING CHART, CARDS & GIFTS, UNPLUGGED, DESSERT TABLE, MEMORY TABLE, BAR, ETC.
- CARD BOX, GUEST BOOK AND FLOWERS/DECOR FOR WELCOME TABLE
- BOUQUETS & BOUTONNIERES FOR BRIDE, GROOM AND UP TO 4 ATTENDANTS
- CHOICE OF A VARIETY OF ARCHES, FLOWER PIECES FOR ARCH AND AISLE DECOR
- CATERED FOOD & BEVERAGE - CHOOSE FROM SOME OF OUR FAVORITE CATERERS
- DJ FOR CEREMONY AND RECEPTION INCLUDING DANCE FLOOR LIGHTING
- PHOTOGRAPHER WITH 10 HOURS OF COVERAGE AND ENGAGEMENT SESSION
- WEDDING CAKE & A VARIETY OF BUNTINIS FROM NOTHING BUNDT CAKES
- HAIR & MAKEUP FOR BRIDE & UP TO 4 ATTENDANTS INCLUDING BRIDAL TRIALS
- OFFICIANT IN INCLUDED BUT YOU CAN CHOOSE YOUR OWN
- BAR SERVICE & OFFICER COVERAGE (ALCOHOL/ABC PERMIT NOT INCLUDED)
- SPARKLERS OR BUBBLES FOR THE EXIT
- DESIGNER, PLANNER, DAY-OF COORDINATOR & EVENT STAFF
- ALL SETUP/BREAKDOWN AND CLEANING



**New Branch Farms** all-inclusive wedding packages are carefully curated to provide unparalleled value for your special day. Our experienced team will customize your day to your unique style and preferences. We will work with you to ensure every detail is executed flawlessly leaving you with nothing to worry about except showing up and celebrating your future together!

**SATURDAY:**

UP TO 75 GUESTS - \$26,300  
100 GUESTS - \$28,400  
125 GUESTS - \$29,300  
150 GUESTS - \$31,200

*\$4,000 DISCOUNT IF BOOKED  
WITHIN 90 DAYS OF EVENT OR  
\$2,000 DISCOUNT IF BOOKED  
WITHIN 180 DAYS OF EVENT*

**FRIDAY OR SUNDAY:**

UP TO 75 GUESTS - \$25,200  
100 GUESTS - \$27,300  
125 GUESTS - \$28,200  
150 GUESTS - \$30,100

*\$3,000 DISCOUNT IF BOOKED  
WITHIN 90 DAYS OF EVENT  
\$1,500 DISCOUNT IF BOOKED  
WITHIN 180 DAYS OF EVENT*

**WEEKDAY:**

UP TO 75 GUESTS - \$22,600  
100 GUESTS - \$24,700  
125 GUESTS - \$25,800  
150 GUESTS - \$27,800

*\$2,000 DISCOUNT IF BOOKED  
WITHIN 90 DAYS OF EVENT  
\$1,000 DISCOUNT IF BOOKED  
WITHIN 180 DAYS OF EVENT*

**Rates good through December 31, 2023**

**Based on availability of venue**

**SCHEDULE A**

**CONSULTATION TODAY!**



**OPTIONAL COORDINATION  
& DESIGN PACKAGES FROM**  
*the main event* By Emily

[www.themaineventbyemily.com](http://www.themaineventbyemily.com)

50 GUESTS

*Design Package:*  
*\$3,500.00*  
*includes up to 4*  
*attendants on each side*

100 GUESTS

*Design Package:*  
*\$4,175*  
*includes up to 6*  
*attendants on each side*

125 GUESTS

*Design Package:*  
*\$4,355.00*  
*includes up to 6*  
*attendants on each side*

150 GUESTS

*Design Package:*  
*\$4,625.00*  
*includes up to 6*  
*attendants on each side*

***60-Day Coordination Package:***  
***\$2,300.00***  
***\$300.00 off if combined with Design Package***

See the following page for what is included in the packages  
This Special Pricing is only for New Branch Farms Events

**Prices valid through December 31, 2023**

Prices are subject to change due to ongoing low flower availability and shipping delays. Selection of any additional floral and design elements outside of the package may incur additional costs.



## *the main event* By Emily

### DESIGN PACKAGES INCLUDE:

- Personalized Design Consultation
- Design walk through at New Branch Farms
- Bridal Flowers (Bridal Bouquet, Bridesmaid Bouquets, Groom/Groomsmen/Ring Bearer Boutonnieres, Flower girl petals)
- Choice of a variety of arches
- Flowers/greenery/sheers for altar area or arch
- Linens - Choice of color
- Centerpiece decor and flowers for tables (large selection to choose from)
- Wedding and Reception Signage
- Send off package

### 60-DAY COORDINATION PACKAGE INCLUDES

- Two 1-hour planning sessions
- Final venue walk-through
- Contact via email upon booking & via Coordinator personal phone at 60 days out
- Event timeline to include all event information
- Individualized timelines for your wedding party and vendors
- Vendor management before and during your event
- Lead Coordinator to run your rehearsal
- Two Coordinators on site during your event (maximum of 12 hours)
- Access to our helpful wedding FAQ and day-of emergency kit
- And so much more!

Design and Coordination Packages provided by *the main event* By Emily  
**Pricing is at a discounted rate for New Branch Farms clients only**



# *FAQ's*

Here are the answers to some  
Frequently Asked Questions.

Of course, you can always  
reach out to us by phone or  
email if you have a question.

We would love to chat!



## *Frequently Asked Questions*

### Can I schedule a tour?

Absolutely! We would love to show you around the venue and hear all about your wedding vision. Bonus if you share your proposal story! The easiest way to schedule a tour is visit [Schedule a Tour](#). There you can pick a date and time that is the most convenient for you. We look forward to meeting you!

### Does New Branch Farms offer a getting ready space?

Yes we do. Included in the rental is a bridal suite with a private bathroom and a groom room with bathroom access.

### How many hours are covered in the rental?

Rental includes 14 hours (16 hours with Photography Package) on the day of the event for setup, getting ready, ceremony, reception and break down.

### Is a rehearsal included?

Yes. 1 hour (2 hours with Photography Package) is included for rehearsal during the week prior to the wedding. The day will be based on availability.

### Can we have our rehearsal dinner at the venue?

Yes, as long as the date has not been reserved you can book the venue. The rate will be based on the day of the week and how far in advance you book.

### Can I hire a vendor not on the preferred vendor list?

Yes. If you have a specific vendor you want to work with, that is fine with us. **The only stipulation is that they must be licensed and insured.**

### How do we secure our date?

You can secure your date with a 50% retainer/deposit.



## *Frequently Asked Questions*

**Is table and chair set-up and break down included?**

Yes. We make it easy peasy.

**Is there adequate parking space?**

Absolutely! We have plenty of open parking for over 200 vehicles.

**What is your policy on alcohol?**

We do allow you to bring in your own alcohol. You must have an ABC Banquet license and you must hire a licensed and insured company to serve.

**Is there security on premises?**

County law states an off-duty police officer must be on the premises during the reception for guest count of 100 or more or if alcohol is served. **Cost is \$50.00/hour** payable to the officer.

**Is there lodging nearby?**

Yes, there is. There is a Hampton Inn, Econo Lodge and The Smithfield Station within 15 miles of New Branch Farms.





# *Policies & Procedures*





## Venue Use

The client may have access to New Branch Farms for 14 hours (16 hours with Photography Package) on the designated Event day beginning as early as 9:00 am (7:00 am with Photography Package). The rental period must conclude by midnight. All music, food and beverage service must stop by 11:00 pm.

## Services

The items listed in the New Branch Farms contract are the extent of the services provided by New Branch Farms. All other services are to be provided by Client or Client's third party vendors. Should the Client choose a third party vendor NOT listed on New Branch Farms Suggested Vendors List, then said third party must be approved by New Branch Farms and must hold any required permits, licenses, certifications and satisfactory insurance.

## Venue Manager

An On-site Venue Manager is included in the rental fee to assist with venue functionality. The Venue Manager is not responsible for wedding and/or vendor coordination. A professional wedding coordinator, (or designated individual) is required for coordinating day-of services. A professional wedding coordinator is highly recommended for full planning.

## Event Plan

The Client/Wedding Coordinator must provide a final Event Plan 3 days prior to Client's event date. The Event Plan must include the time-line for the day-of, floor plan, vendor contact form provided by New Branch Farms for any third party vendors, arrival and departure times. Client/Wedding Coordinator must not modify the Event Plan within 3 days of event without written approval from New Branch Farms. Client/Wedding Coordinator must provide a final guest count to New Branch Farms 14 days prior to Client's event date.



## Vendors

Third Party Vendors must be licensed and insured and adhere to all rules and regulations set forth by New Branch Farms. Client is responsible for all Third Party Vendor activities. Complete vendor list must be provided 4 weeks prior to event.

## Catering

Should Client choose a caterer NOT on New Branch Farms Suggested Vendors List, then said Caterer must be approved by New Branch Farms and meet the following requirements.

- Licensed and insured.
- Caterer must provide one staff member per every 50 guests.
- Caterer is responsible for bussing tables and refilling drinks and/or drink stations.
- At least one staff member must stay until the end of the night to fulfill above duties.
- Caterer is responsible for taking out trash.
- The use of any barbeques, grills, heaters or fryers are subject to the approval of New Branch Farms and local regulations.

It is strongly encouraged that Client get Caterer approved by New Branch Farms prior to signing Caterer's contract.

## Decorations

New Branch Farms prohibits the use of any decorations that may hinder the integrity of the facilities/tent original state. No nails, thumbtacks, hooks, tape or any other device(s) will be used on the interior/exterior of any buildings or structures on New Branch Farms/Vendor property that may cause alterations to the facilities original aesthetic. The following decorations are PROHIBITED by New Branch Farms; confetti, loose glitter, artificial rose petals, sky lanterns, or nonbiodegradable decor used for Client's exit/toss on the exterior of the property. The use of ladders are not permitted by Client or their guests. Should the installation of decorations require the use of a ladder a licensed and insured vendor must provide and use the ladder. Proof of adequate insurance must be provided prior to the vendor entering the facility and is subject to verification by New Branch Farms. All decorations must be removed within the designated rental period. Vendors are responsible for all equipment being removed at the end of Client's designated rental period.



## Personal Items

Equipment, personal items and vehicles are not allowed to be left overnight. Any equipment/personal belongings left overnight may be considered abandoned property and may be disposed of by New Branch Farms staff. New Branch Farms is not responsible for any lost, stolen or damaged items.

## Conduct

Client is responsible for the conduct and actions of guests, including children, third party vendors, and contractors. All children must be supervised by an adult at all times. Children are not permitted to touch or feed any of the animals on the farm without New Branch Farms staff present. New Branch Farms is not liable for any unfortunate events surrounding children on the property. Should New Branch Farms determine, in its sole discretion, that any person is endangering themselves or others, New Branch Farms reserves the right to remove that person from the Event or cancel the Event in its entirety.

## Photo Release

Clients hereby consent and agree that New Branch Farms has the right to take videos, photograph, or digital recordings of the event or those taken by the videographer or photographer and to use these in any or all media, now or hereafter known, and exclusively for the purpose of advertising. Clients further understand and agree that names and identity of the Clients may be revealed therein or by descriptive text or commentary. The Clients do hereby release to New Branch Farms rights to exhibit this work in print and electronic form privately and publicly after the images have been approved by the Client. The Clients waive any rights, claims, or interest they may have to control the use of our identity or likeness in whatever media used. The Clients understand that there will be no financial or other remuneration for recording or photographing the Clients, either for initial or subsequent transmission or playback.



## Cleaning

All trash must be picked up and placed in trash containers by Client/Caterer. New Branch Farms will provide trash containers and trash bags. New Branch Farms rental fee includes clean-up. The Bridal and Groom's suites must be completely cleared and all personal items removed. New Branch Farms will sweep and mop floors and remove restroom trash. Client is responsible for ensuring all third party vendors adhere to the cleaning policy. New Branch Farms is responsible for setting up and breaking down tables and chairs. Client **MUST PROVIDE** a floor plan which is due with the Event Plan 3 days prior to the Event date. Note: If Event requires extensive clean up, a fee will be removed from the security deposit at the discretion of New Branch Farms.

## Sparklers

Sparklers are allowed as long as a city-wide burn ban has not been issued. Client must provide tin bucket with sand for sparklers to be extinguished in. Client must provide lighters for sparklers.

## Event Insurance

Proof of event insurance must be provided within 14 days of event.

## Open Flames

New Branch Farms does not allow open flames on premises. Client may have real candles as long as the flame is enclosed.

## Firearms

No firearms are permitted on New Branch Farms property at any time.

## Smoking

Smoking is allowed in designated areas only. No smoking in or within 20 feet of tenting. Smoking related waste must be disposed of in designated containers.

## Illegal Substances

Illegal substances are not permitted. The use or possession of illegal substances by Client or Client's guests will result in immediate termination of Event without a refund.



# The Farm

## *You had me at Goat*



Goober



Puddin'



Olaf



Holly



Zoe



CoCo



Camper



Gracie



Swiss Roll



# The Farm

*the cute continues...*



Pumpkin



Coconut



Licorice



Pretzel



Frosted Flake  
Lucky Charm  
Cheerio  
Reese Puff  
Honey Bunch  
Corn Pop

t h a n k y o u

Thank You...

Thank you for your interest in New Branch Farms! Do not hesitate to reach out to us if you have any questions, comments or just want to chat about your big day!

Warmly,

The New Branch Farms Family



Contact  
Information

14509 Lawnes Drive  
Smithfield, VA 23430

Call: 757-903-5953

Text: 757-374-2964

Email: [info@newbranchfarms.com](mailto:info@newbranchfarms.com)

Website: [newbranchfarms.com](http://newbranchfarms.com)

