



Dear Guest,

Thank you for considering our barn as your event venue. We are excited to host this special occasion. I have attached a rental contract that outlines the pricing for your event.

Please sign the attached agreement and return the rental rules outlined below, along with your deposit made payable to Highgarden Farms LLC to reserve your date. For details, please see the attached rental agreement. If you have any questions, please do not hesitate to contact us.

Thank you and we wish you all the best on your big day!

-The BBF Team



## ...2023 Weddings...

### BBF BASE WEDDING PACKAGE

January, February, June, July, August, December -\$4500

March, April, May, September, October, November -\$5000

Includes access to the Barn for your Rehearsal and Rehearsal Dinner, as well as all day access to the Barn on your wedding day. Both packages include 31 tables (12 60" rounds/ 10 30" highboys/9 6 ft rectangular), 16-foot farm table, wooden arbor & cross, 200 white resin chairs, 60 cedar benches (for outside use only), 3 whiskey barrels, 3 silver troughs (for water/soda, etc.), one vintage couch, 2 vintage chairs, 8 wooden farm tables (9x3), and 5 additional tables/buffet of various sizes and colors for gifts/cake/etc. We also provide a décor document with items you may use from our collection and enough WHITE linens to go on all round/rectangular tables, set up and take down of chairs, tables, linens and benches for ceremony and reception. Parking attendant, golf cart & wedding director services included. We empty trash throughout reception, and aid in clean-up post-reception.

### No Overnight Stay:

Barn House for day of the wedding -\$500

Grooms Cabin for the day of the wedding -\$350

### One Night Stay:

Barn House -\$1,000

Grooms Cabin -\$700

### Two Night Stay:

Barn House -\$1,500

Grooms Cabin -\$1,000

\*\*Barn Package and No Overnight Stay will be charged 4% tax\*\*

\*\* One- & Two-Night Stays will be charged 11.5% tax\*\*



## ...2024 Weddings...

January, February, June, July, August, December -\$5000

March, April, May, September, October, November -\$5500

Includes access to the Barn for your Rehearsal and Rehearsal Dinner, as well as all day access to the Barn on your wedding day. Both packages include 31 tables (12 60" rounds/ 10 30" highboys/9 6 ft rectangular), 16-foot farm table, wooden arbor & cross, 200 white resin chairs, 60 cedar benches (for outside use only), 3 whiskey barrels, 3 silver troughs (for water/soda, etc.), one vintage couch, 2 vintage chairs, 8 wooden farm tables (9x3), and 5 additional tables/buffet of various sizes and colors for gifts/cake/etc. We also provide a décor document with items you may use from our collection and enough WHITE linens to go on any and all round/rectangular tables, set up and take down of chairs, tables, linens and benches for ceremony and reception. Parking attendant, golf cart & wedding director services included. We empty trash throughout reception, and aid in clean up post-reception.

### No Overnight Stay:

Barn House for day of the wedding -\$500

Grooms Cabin for the day of the wedding -\$350

### One Night Stay:

Barn House -\$1,000

Grooms Cabin -\$700

### Two Night Stay:

Barn House -\$1,500

Grooms Cabin -\$1,000

\*\*Barn Package and No Overnight Stay will be charged 4% tax\*\*

\*\* One & Two Night Stays will be charged 11.5% tax\*\*

## .....Discounts.....

(Applies to Barn Packages)

Active Military Discount.....10% off

Less than 100 guests discount (guest count strictly enforced) ...10% off

Weekday wedding.....\$500 off

\*Discounts may not be combined

\*Check in: 3pm Friday/8am Saturday

\*Check out: 11pm Saturday, 10am Sunday

## BARN RENTAL AGREEMENT

Renters Names: \_\_\_\_\_  
Contact Name (if different from above): \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ Alt. Phone: \_\_\_\_\_  
Email: \_\_\_\_\_  
Description of Event: \_\_\_\_\_  
Date of Event: \_\_\_\_\_ Date of Rehearsal: \_\_\_\_\_

**Weddings** (please circle your choice)

Jan, Feb, June, July, Aug, Dec. .... \$5,000

Mar, April, May, Sept, Oct, Nov..... \$5,500

**House packages** (fill in as necessary)

Barn House: \_\_\_\_\_

Grooms Cabin: \_\_\_\_\_

**Amount Due (including tax):** \_\_\_\_\_

**Deposit Received: \$** \_\_\_\_\_

**Balance due 2 months prior to your event: \$** \_\_\_\_\_

**Security deposit (due week of event, separate payment): \$** \_\_\_\_\_

**Renter:**

Sign: \_\_\_\_\_

Date: \_\_\_\_\_

Sign: \_\_\_\_\_

Date: \_\_\_\_\_

## FAQ

### *What's included?*

12 60" Round tables, 10 30" high boy tables, 200 white resin chairs (inside use only), one 16 foot farm table, 60 cedar benches (outside ceremony use only), 10 6 ft. rectangular tables that can be used for cake, gifts, etc., 1 wooden arbor, 1 wooden cross, and 3 water troughs, 4 whiskey barrels, cake buffet, draping (interior and exterior), 8 wooden farm tables (9x3), 1 vintage couch and 2 matching vintage chairs

### *Is a **security** deposit required?*

Yes! We require a \$500 deposit on the barn, and \$500 on each house. The security deposits are refundable based upon the details outlined in our contract. The security deposit is due one week prior to your date, and if applicable, will be returned to you within 7 days after your event

### *Is alcohol allowed?*

Yes, we allow alcohol, but we do require event insurance for your event. It can be purchased online or through your local insurance agent! (Typically the price is \$150-\$250) You must present your event insurance certificate the week before your event. Here is a link for more information.

<https://www.kandkinsurance.com/sites/events/Pages/Short-Term-Special-Events.aspx>

### *How do I reserve my date?*

A \$1,000 deposit is required to reserve your date; the deposit is non-refundable.

### *Do you charge tax?*

Yes, we charge 4% rental tax on any rental portions of the barn. We charge 11.5% lodging tax on any overnight portions rented at the house.

### *What payment methods do you accept?*

We accept Venmo & Quickbooks invoice (small fees apply) & cash or check.

\*no additional fee for cash or check

### *Site visits for further planning?*

We allow 2 visits to the Barn at Bennett Flats prior to your wedding day, each lasting no longer than 1.5 hours and scheduled by appointment only. Your vendors and/or any family members assisting with the planning of your wedding may be present at your appointments.

### *Am I required to have any vendors?*

Yes, we no longer allow caterers to drop off food and leave, a caterer must be on site throughout the entire reception. Moving forward we require a DJ and/or band for ceremonies and receptions!

Highgarden LLC DBA *The Barn at Bennett Flats*

\*Return the following pages signed to BBF

### **DAMAGES**

- No damage is done to property or its contents, beyond normal wear and tear. Wear and tear does NOT include the following: Vomit, Feces, or Urine, dip spit/debris, cigarette butts in places they don't belong.
- All debris, rubbish and discards are bagged and placed in the provided trashcans, and soiled dishes are placed in the dishwasher and cleaned.

No guests smoking indoors, cigarette/cigar stubs or dip debris/spit left on the grounds surrounding the buildings and in the parking areas, vandalism, or damage anywhere on the property buildings and surrounding grounds.

- No linens are lost or damaged and No fire extinguishers are discharged inappropriately.
- The renter is not evicted by the owner (or representative of the owner) or the local law enforcement.

**No necessary surplus cleanup (i.e. vomit, feces, urine, dip debris, excessive garbage, confetti, nails, or holes left from decorations inside or outside the Barn for the event other than pre-approved items.)**

**The determination of whether a charge is warranted of all or a portion of the security deposit is within the sole and absolute discretion of Highgarden Farms LLC.** In the event Highgarden Farms LLC determines that all or a portion of the security deposit will be retained, Highgarden Farms LLC will provide an itemized statement of the amounts charged.

**CANCELLATIONS – Deposits are NON-REFUNDABLE.** Cancellation or early departure does not warrant any refund of rent.

**INCLUSIVE FEES –** Rates include set-up, take down and clean-up of events. It also includes 12 60" tables, 10 30-inch-high boy tables, 225 chairs, one 15-foot farm table, 3 rectangular tables, 3 water troughs, 1 arbor, mason jars, etc.

**RATE CHANGES –** Until Highgarden Farms LLC receives an executed version of this agreement, rates are subject to change without notice.

**FALSIFIED RESERVATIONS** – Any reservation obtained under false pretense will be subject to forfeiture of advance payment, deposit and/or rental money, and the party will not be permitted to check in.

**FIREARMS** - The use of firearms is strictly prohibited on the property.

**WRITTEN EXCEPTIONS** – Any exceptions to the above-mentioned policies must be approved in writing in advance by a representative of Highgarden Farms LLC.

**PARKING** – Vehicles are to be parked in designated parking areas only.

**WATER AND SEPTIC** – These buildings are on wells and septic systems. The mineral content in the water is high. The septic system is very effective; however, it will clog up if improper material is flushed. **DO NOT FLUSH** anything other than toilet paper. No feminine products should be flushed at any time. If it is found that feminine products have been flushed and clog the septic system, an amount of up to two hundred dollars (\$200) shall be charged against the security deposit.

### **EVENT RENTAL TERMS AND CONDITIONS**

#### **Catering/Entertainment/Third Party Servicers**

All arrangements and contracts for catering, third party servicers, entertainment, etc., must be made by the Renter. A list of all third-party servicers shall be provided to Highgarden Farms LLC no later than thirty (30 days) prior to event.

All third-party servicers, including caterers, **MUST** provide a certificate of insurance no later than thirty (30) days prior to the event to Highgarden Farms LLC with the minimum of coverage as noted: 1) Workers Compensation, 2) General liability, including product liability and full liquor liability (as applicable), and 3) at least \$1,000,000 limit of coverage. Highgarden Farms LLC, its officers, employees, agents, and directors, shall be named as additional insured.

Highgarden Farms LLC reserves the right to approve all third-party servicers, including but not limited to, Caterers, Valets, Florists, Lighting and AV companies, Photographers and Entertainers, Highgarden Farms assumes no liability for loss or theft resulting from these third-party services. **THE ATTACHED INDEMNIFICATION AGREEMENT MUST BE EXECUTED BY THE RENTER AND ALL THIRD-PARTY SERVICERS THIRTY (30) DAYS PRIOR TO THE EVENT. IN THE EVENT THE EXECUTED INDEMNIFICATION FORMS AND CERTIFICATES OF INSURANCE ARE NOT EXECUTED**



BY ALL PARTIES BY THIS TIME, HIGHGARDEN FARMS LLC WILL HAVE THE OPTION, IN ITS SOLE AND ABSOLUTE DISCRETION, TO REFUND ALL SUMS AND CANCEL THE EVENT

Renter must provide Highgarden Farms LLC with written descriptions and/or set-up diagrams of all arrangements with third party servicers not later than two weeks (earlier if possible) prior to the event to ensure proper staffing and approval of arrangements. No changes to final arrangements may be made to any aspect of the event within less than three business days of the event unless with the authorization of Highgarden Farms LLC.

Scheduling for set-up and take down of event, as well as deliveries, decoration arrangements, etc., are the responsibility of the Renter and must be coordinated and confirmed with Highgarden Farms LLC. The caterer and all affiliated third-party participants will remove ALL event decorations, equipment, tables, chairs, lighting, etc., the night of the event. No exceptions will be made without prior approval of Highgarden Farms LLC. Should the third party servicers fail to remove event related items following the end of the event; an additional fee of \$100 per day will be charged against the security deposit. Highgarden Farms LLC is not responsible for loss of or damage to rental items. Food and beverage are permitted in designated areas only. Caterers must supply and have available for use fire extinguishers immediately adjacent to or within fifteen feet of any open flame. Pick-up trays must be provided by the Renter or Caterer and used throughout the event.

All rented equipment contracted by the Renter will be delivered at the pre-arranged times and to the approved locations; any changes require Highgarden Farms LLC approval no less than three business days prior to the event. Highgarden Farms LLC will not provide ladders or other equipment necessary to complete Renter's set up or decorating; Renter and/or the third-party servicer's must provide all items necessary for the staging of the event. No changes shall be made to any structure on the premises without the written authorization of Highgarden Farms LLC. A request must be made no later than two weeks prior to the event.

SMOKING IS NOT PERMITTED INSIDE THE BARN Renter and the third-party servicers are responsible for clean-up of the facilities and grounds. The Renter is responsible for scheduling walkthroughs with Highgarden Farms LLC staff as close to the event date as possible so there is no misunderstanding regarding arrangements and needs. The Renter agrees to hold Highgarden Farms LLC harmless for those previously requested items not provided by Highgarden Farms LLC due to the Renter's failure to schedule a walkthrough.

PETS -Pets are not permitted on property under any conditions.

This is a NON-SMOKING property.

ALCOHOL POLICY - The Renter acknowledges and agrees that Highgarden Farms LLC will not provide alcoholic beverages during the event, but should any the Renter, third party servicer, guest, invitee, licensee, visitor, or other person present on the premises listed above consume alcohol or allow or permit others to consume alcohol, the Renter agrees:

- a. That the Renter is solely responsible for the dispensing and consumption of alcohol, including the prudent and responsible dispensing and consumption of alcohol by all persons involved in the activity described above.
- b. To acknowledge by the signing of this Agreement that the Highgarden Farms LLC has no authority, control or participation in the dispensation or consumption of alcohol on the site and date listed above and that the Renter will take no steps, actions, or measures to convey the idea that Highgarden Farms LLC in any way has promoted, assisted, or participated in the dispensing and consumption of alcoholic beverages on the site and date listed above;
- c. That the Renter will not allow persons under the age of 21 to dispense or consume alcohol at the site during the activity to be held on the property.
- d. To comply with all local, state, and federal laws in relation to the consumption of alcoholic beverages, including but not limited to, obtaining any necessary permits from any governmental authorities.

Renter:

Sign\_\_\_\_\_ Date\_\_\_\_\_

Sign\_\_\_\_\_ Date\_\_\_\_\_

## Indemnity Agreement

(Renter)

Renter and all affiliated third party servicers shall indemnify, defend and hold harmless Highgarden Farms LLC, its owners, its management company, its respective affiliates, and all of its respective officers, directors, partners, members, and employees from and against all demands, suits, judgments, settlements, claims, damages to persons and/ or property, fines, liens, losses and other liabilities, including reasonable attorneys' fees arising out of or in any way related to your event, including claims for loss or damage to any property, or for death or injury to any individual. Highgarden Farms LLC will not be responsible for any accidents, injuries or illness that occurs while on the premises or its facilities. Highgarden Farms LLC is not responsible for the loss of personal belongings or valuables of the guest. It is agreed that all guests are expressly assuming the risk of any harm arising from their use of the premises or others whom they invite to use the premise. Highgarden Farms LLC will also not be responsible for the serving of alcohol on the premises and Renter and any Third Party Servicers responsible for the provision of alcohol, will indemnify and hold harmless Highgarden Farms LLC from all demands, suits, judgments, settlements, claims, damages to persons and/ or property, fines, liens, losses and other liabilities, including reasonable attorneys' fees arising out of or in any way related to your event, including claims for loss or damage to any property, or for death or injury to any individual, related to the service of alcohol on the property.

By Signing Below, I agree to all terms and conditions of this agreement.

Renter:

Sign\_\_\_\_\_ Date\_\_\_\_\_

Sign\_\_\_\_\_ Date\_\_\_\_\_

## Indemnity Agreement

(Cater or other vendor)

Renter and all affiliated third party servicers shall indemnify, defend and hold harmless Highgarden Farms LLC, its owners, its management company, its respective affiliates, and all of its respective officers, directors, partners, members, and employees from and against all demands, suits, judgments, settlements, claims, damages to persons and/ or property, fines, liens, losses and other liabilities, including reasonable attorneys' fees arising out of or in any way related to your event, including claims for loss or damage to any property, or for death or injury to any individual. Highgarden Farms LLC will not be responsible for any accidents, injuries or illness that occurs while on the premises or its facilities. Highgarden Farms LLC is not responsible for the loss of personal belongings or valuables of the guest. It is agreed that all guests are expressly assuming the risk of any harm arising from their use of the premises or others whom they invite to use the premise. Highgarden Farms LLC will also not be responsible for the serving of alcohol on the premises and Renter and any Third Party Servicers responsible for the provision of alcohol will indemnify and hold harmless Highgarden Farms LLC from all demands, suits, judgments, settlements, claims, damages to persons and/ or property, fines, liens, losses and other liabilities, including reasonable attorneys' fees arising out of or in any way related to your event, including claims for loss or damage to any property, or for death or injury to any individual, related to the service of alcohol on the property.

By Signing Below, I agree to all terms and conditions of this agreement.

Third Party Servicer:

Sign\_\_\_\_\_ Date\_\_\_\_\_