

QUAILCREST FARM

2810 Armstrong Rd.
Wooster, Ohio 44691
330-345-6722
qcrest@bright.net

2018 EVENT POLICY

Quailcrest Farm offers 200 acres of beauty and serenity of which approximately 35 acres, plus our picnic pavilion, Tracy Barn and Gallery are available for weddings, receptions, reunions or special occasions. **Please check with us first for available dates.** It is, however, best to keep in mind that Quailcrest Farm is a retail operation open to the public, when considering your choice of location and time.

You may view our location Tues. – Sat. between 9am and 4pm by appointment only, 330-345-6722. Please remember if coming on a Saturday you must come before 11am as the Event Center will be in use most Saturdays.

PRICING

**TRACY BARN RECEPTION: \$1,600.00 plus \$250.00 refundable damage deposit
(occupancy 9am until midnight on day of rental only)**

WEDDING CEREMONY ALONG WITH A RECEPTION: \$400.00

5 HOUR, DAY BEFORE, SET UP RENTAL: \$375.00

OUTDOOR RECEPTION: \$850.00 plus \$250.00 refundable damage deposit

A 50% payment of the fees is required to hold your reservation and is not refundable. We will not hold a date or reserve a date until payment and a signed contract is received. Payment can be made in cash, check or credit card. Balance and security deposit is due 30 days prior to the function. In the event of inclement or extreme weather, acts of God or natural disasters Quailcrest Farm cannot be held responsible.

TRACY BARN RECEPTION

1. Occupancy starting at 9:00 am on the day of the event until midnight. All your supplies must be removed by midnight.
Quailcrest Farm offers a 'Day Before' set up rental of 5 consecutive hours for \$375.00. The five consecutive hours must fall between the hours of 9am and 4pm. No day before rental is available for Sunday events.
2. The Tracy Barn seats 152 and includes 5' round tables and gray banquet style upholstered chairs. No Tracy Barn tables or chairs are allowed outside. The renter is responsible for linens, catering, table service, centerpieces, etc.
3. Two 48" round tables are also provided as well as two 6' rectangular tables. The room includes a 12' built in buffet with electric as well as a bar/sink area with electric. Some type of covering or protection must be used under serving pieces on the buffet.
4. There is a 30' X 15' hardwood dance floor, air conditioning/heat and restrooms.

5. Alcohol is permitted and the renter is responsible for the condition of their guests. Absolutely NO KEGS are allowed inside the Tracy Barn.
6. Nothing can be hung on the walls and no nails, sticky tac, removable adhesive, etc. is allowed to be used on walls, beams, supports, doors or buffet.
7. No candles, votives or any type of flammable lighting devices may be used inside the Tracy Barn. No smoke/fogger machines allowed.
8. The catering area includes a deep sink, small hot water heater, refrigerator/freezer, chest freezer and outlets for 4-6 roasters.
9. **The Tracy Barn and surrounding premises must be vacated by midnight**, you must have your cleanup completed and all articles removed. Any rental equipment that cannot be removed that night must be set outside the catering entrance for pickup.
10. Quailcrest will provide 6 large trash containers with extra liners. Renters are responsible for trash disposal. Quailcrest provides a dumpster for disposal of all trash bags. The dumpster is located behind the greenhouse and is the only place where trash can be placed. We encourage you to recycle glass, plastic and cans.
11. Parking for guests will be in one of the two front fields, we will provide parking signage. **Our retail lot cannot be used during business hours in the months of April, May and June.** Handicapped parking can be accommodated in our retail parking area.
12. The Tracy Barn is a non smoking establishment.

WEDDING CEREMONY IN CONJUNCTION WITH A RECEPTION

1. Quailcrest will provide a well groomed area of your choice among our twenty-five display gardens for your ceremony. We do not rent our grounds for ceremonies only. Please let us know two weeks before your date of your location. No silk, paper or artificial petals allowed.
2. The Gallery Building is included for the bridal party to prepare. No facility is available for the male attendants.
3. A restroom is available along the outside of the main house, located down the brick path. **PLEASE NOTE: THE MAIN HOUSE ADJACENT TO THE GALLERY IS A PRIVATE RESIDENCE WHICH INCLUDES THE PATIO & FURNITURE.**
4. The building will be available from 9:00 am on the ceremony day. All personal items and trash must be removed after the ceremony.
5. Wedding ceremony seating is the renters responsibility, chairs may be delivered and stored in the small shed adjacent to the driveway. Chairs must be removed from the grass and stored following the ceremony. Quailcrest has wood school chairs to rent (approx. 120) @ \$2.00 per chair.
6. Parking for guests will be in one of the two front fields, we will provide parking signage. **Our retail lot cannot be used during business hours in the months of April, May & June.** Handicapped parking can be accommodated in our retail parking area.
7. Please schedule your rehearsal time with us as soon as possible as we have many Friday and Sunday events.

OUTDOOR RECEPTION

1. Occupancy starting at 9:00 am on the day of the event until midnight. The Pavilion is included and contains four, 115V circuits, 10 picnic tables and seats approx. 60. This area is usually used by the caterer. If you would like the tables removed please let us know 48 hours in advance.
2. A rest room is located on the east side of the main house Business restroom facilities are off limits.
3. Six trash cans with extra liners are provided in the Pavilion.
4. Renters are responsible for cleanup and trash disposal. Quailcrest provides a dumpster for disposal of all trash bags. The dumpster is located behind the greenhouse and is the only place where trash can be placed. We encourage you to recycle glass, plastic and cans.
5. No tent set up to be delivered prior to the day before the wedding. All tents and supplies must be removed by the end of the business day following the event.
6. **Dance Floors cannot be down on the grass for more than 24 hours, so please plan accordingly.**
7. All music must end by 11:30 p.m. and guests should depart the grounds by midnight.
8. Parking for guests will be in one of the two front fields, we will provide parking signage. **Our retail lot cannot be used during business hours in the months of April, May and June.** Handicapped parking can be accommodated in our retail parking area.

ADDITIONAL RENTALS (5 Consecutive Hours Only)

1. **The Pavilion (5 hour rental)** with 10 picnic style tables seating approx. 60. **Single restroom is located on side of main house.** \$150.00/\$50.00 refundable damage deposit. An additional per hour rate of \$50.00 can be added with a maximum of 2 hours.
2. **The Gallery (5 hour rental)** seating approx 35, \$150.00/\$50.00 refundable damage deposit can be rented Between the hours of 10am and 5pm.. There is no water or kitchen facility. **Single restroom is located on side of main house.** An additional per hour rate of \$50.00 can be added with a maximum of 2 hours.
3. **Tracy Barn** can be rented for a consecutive 5 hour basis between the hours of 10am and 10pm only, from Sunday thru Thursday. Parties must vacate the building by 10pm. Cost for a 5 consecutive hour rental is \$375.00 with an additional \$250.00 refundable damage deposit.
(The 5 hour rental excludes Wedding Receptions)
An additional per hour rate of \$100.00 can be added with a maximum of 2 hours.
4. **OFF SEASON Tracy Barn Rental.** The Tracy Barn can be rented in the months of November, December and March on Friday and Saturday for \$100.00 per hour (a minimum of 5 hours), between 9am and 11pm only. Parties must vacate the building by 11pm. Rate applies from time of possession until departure. An additional \$250.00 refundable damage deposit is required.

(The off Season rate excludes Wedding Receptions)

5. 6ft. rectangular tables @ \$6.00 (3 available)
8ft. rectangular tables @ \$8.00 (4 available)
Wood School Chairs (approx. 120) \$2.00 per chair

Event Date _____

Event Contract

I _____ agree to rent the Quailcrest Farm facilities
(Name)

under the terms described in this contract, on the _____ for a
(Month/Date/Year of event)

_____ at _____ .A.M. P.M.
(Type of Event) (Time of Day)

(Signature) (Today's Date)
(Signature agrees to all conditions listed in the Event Contract)

Day Before 5 hr Rental 50% Rcvd. _____ Date _____

Remaining Day Before Rental Received _____ Date _____

Event 50% Deposit Received _____ Date _____

Remaining Event Received _____ Date _____

Security Deposit Received _____ Check Attached _____ Destroy

Client Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone _____ Cell Phone _____

Email: _____

Wedding Site _____ Attendance _____

Tracy Table Set up _____ (table/chair number needed 2 wks. before event or 15 tables will be set)

TRACY BURN
EVENT CENTER

Quincy Street
2610 Augusta Rd
Waverly, OH 46781
330-345-4136

Seating Arrangement
Sheet 1 of 100



