

**Willow Haven Farm**  
**3570 W. Smithville Western Road**  
**Wooster, OH 44691**  
**330-466-6484 or 330-988-0639**

## Event Policies

THANK YOU for choosing Willow Haven for your wedding. This agreement is to provide you information about the use of Willow Haven Farm and our Safety Rules and considerations. Our aim is for you, your wedding party and your guests to have a wonderful and safe experience. As outlined in this agreement many things are included with our facilities including the services of our on-staff officiant, if needed.

### **LAKEVIEW PAVILION & PERGOLA \$1400 per event**

1. Occupancy starts and ends at the agreed upon time in the Event Contract. The Lakeview Pavilion includes multiple 115V outlets, lighting and overhead fans. It includes bale bench seating for up to 160 people.
2. 6 trash cans with extra liners are provided. Trash will be removed by Willow Haven Farm.
3. Bathroom facilities are in the basement of the main house and are available to all guests.
4. Willow Haven Farm is responsible for all cleanup. We encourage keeping the area as clean as possible during the event for the safety and cleanliness of your guests. We request a designated party be assigned to remove any important items. Any items left will become the property of Willow Haven Farm.
5. Tent setup or delivery is allowed prior to the agreed event time with prior approval given by Willow Haven Farm. We will make every effort to accommodate, but please be mindful that our facilities are available for other rental use before and after your event. Plan Accordingly!
6. Willow Haven Farm is a smoke free property except for specifically marked designated areas. This rule is strictly enforced for the safety of our employees and animals, your guests and to keep the grounds clean and litter free.
7. All music must end by 11 pm and all guests should depart the grounds by midnight.
8. Parking for guests will be in the field beside the play area, and we will provide signage. Special parking for the bride and her party beside the house is included and will be clearly marked.

### **THE HOMESTEAD BARN & WOODSIDE PERGOLA \$4500 per event**

1. Occupancy starts and ends at the agreed upon time in the Event Contract. The Homestead Barn includes multiple 115V outlets, multiple modes of lighting, bar area and a DJ booth. It includes tables and chairs for up to 200 people. Tablecloths in black, white and cream are also included. Other colors of tablecloths can be rented for \$3.50 per linen. Two styles of dinnerware settings are also included. The Homestead Barn is fully insulated and has central heat and air conditioning. It is also fully ADA compliant.
2. There is a prep kitchen on the main barn floor and in the basement. It includes a 3 bay commercial sink, a commercial warmer and large side by side commercial cooler, multiple countertops/tables and bar area. There is also an ice chest located at the main entrance behind the barn, ice for your event is provided by Willow Haven Farm.
3. Bridal Suite and Groomsman Suites are intended for exclusive use of the Renters and their wedding party. Guests are asked not to use Bridal Suite stairs and bathrooms for safety reasons.

4. 12 trash cans with extra liners are provided. Trash will be removed by Willow Haven Farm.
5. Commercial bathroom facilities on the main barn floor and basement are fully ADA compliant.
6. Willow Haven Farm is responsible for ALL cleanup. We encourage keeping the area as clean as possible during the event for the safety and cleanliness of your guests. We request a designated party be assigned to remove any important items. Any items left will become the property of Willow Haven Farm.
7. Alcohol/Caterer: Willow Haven Farm does not provide nor sell alcoholic beverages for events. The renters may bring in any alcohol including kegs at their own expense. For insurance reasons, when alcohol is being served -Willow Haven will provide a bartender and security person. The cost of the bartender, security person and up to 5 wait staff will be paid for by Willow Haven Farm. Renters can use any caterer they choose at their own expense. Willow Haven can serve the food buffet style in chafing dishes at no extra charge.
8. Willow Haven Farm is a smoke free property except for specifically marked designated areas. This rule is strictly enforced for the safety of our employees and animals, your guests and to keep the grounds clean and litter free.
9. Tent setup or delivery is allowed prior to the agreed event time with prior approval given by Willow Haven Farm. We will make every effort to accommodate, but please be mindful that our facilities are available for other rental use before and after your event. Plan Accordingly!
10. All music must end by 11 pm and all guests should depart the grounds by midnight.
11. Parking for guests will be in the parking lot at the top of the drive with additional parking as needed in the lower field beside the entrance, and we will provide signage. Special parking for the bride and her party behind the main barn is included and will be clearly marked.

## **TERMS AND CONDITIONS**

Cancellation Policy: 50% of rental fee will be refunded to the Renters if cancelled more than 9 months prior to event date.\* 25% of rental fee refunded if cancelled within 9 months of event date and date is re-rented. No refund if cancelled within 9 months of event date and date is not re-rented. \*The 50% initial deposit to Save the Date is non-Refundable.

Willow Haven agrees to provide the Renters with access to the area listed in the Event Contract during their event. The Renters will have access to the specified area from the agreed upon date and times outlined in the Event Contract.

## **SAFETY RULES AND CONSIDERATIONS**

-Fire Hazard: Absolutely no flame or candles of any kind may be used during any event in the Homestead Barn.

-Children must be supervised and be in attendance of a responsible adult at all times. Bridal party should designate an adult for this responsibility.

-Dekjo Inc. dba: Willow Haven Farm will not assume any responsibility for damage or loss of property of the Renters, the wedding party, their guests or any service companies contracted by the Renters.

-The following are examples of events beyond our control for which we have no responsibility: weather, blackouts, road closure, terrorist act, national security events, other government regulations and restrictions and acts of God.

# WILLOW HAVEN FARM EVENT CONTRACT

THIS AGREEMENT entered into between the Bride and Groom and/or responsible party (hereby referred to as the RENTERS) and DEKJO INC. dba Willow Haven Farms shall be effective upon all parties accepting the conditions and considerations as listed below.

A deposit of 50% is required to hold your reservation and is subject to the cancellation policy.

Payment Schedule: Payment in full is due 1 month prior to event. The Renters are welcome to make installment payments. Willow Haven accepts cash or checks. Credit cards are accepted with a 2% fee.

I/We \_\_\_\_\_ agree to rent the Willow Haven Farm facilities under the terms and conditions described in this contract, on \_\_\_\_\_

for a \_\_\_\_\_ at \_\_\_\_\_ AM PM

The facilities included for this event are the \_\_\_\_\_

and the facilities will be available for the Renters use from \_\_\_\_\_ to \_\_\_\_\_

Renters also agree to acquire Event Rental Insurance at their expense and provide proof of insurance before the event to Willow Haven Farm.

\_\_\_\_\_  
Renters Signature(s) (Date)

\_\_\_\_\_  
Willow Haven Signature (Date)

Deposit Received \_\_\_\_\_

Bride's Name/Number \_\_\_\_\_

Groom's Name/Number \_\_\_\_\_

Address: \_\_\_\_\_

Expected Number of Guests: \_\_\_\_\_

Willow Haven Rental Rate: \_\_\_\_\_

By initialing, the Renters agree that Willow Haven has permission to use photographs taken during the event on the Willow Haven website and all social media pages. \_\_\_\_\_

By Initialing, Renters agree if they provide the food or use an unlicensed caterer then they are fully responsible for the food and its edibility for consumption. \_\_\_\_\_