

# Flora Corner Farm, LLC

## CONTRACT DOCUMENT AND PAYMENT GUIDELINES

This agreement is made effective as of \_\_\_\_\_ between **Flora Corner Farm, LLC** and \_\_\_\_\_  
 \_\_\_\_\_ and \_\_\_\_\_  
 (Name of client) (Name of client or representative)

The client(s) and/or representatives named above desires to hold a wedding and/or reception on \_\_\_\_\_ (date) at Flora Corner Farm, LLC.

The client or representative for the client agrees to pay the Wedding Ceremony Package fee directly to the assigned wedding coordinator no later than 90 days prior to the date of the wedding. The client or representative for the client agrees to pay a *non-refundable* deposit at the time of contract that is deducted from the total cost of the Basic or Premier Reception Package, which includes appropriate tax required by the state of Maryland. This deposit serves to reserve the venue for the specified date of the wedding and/or reception. The client further agrees to pay a refundable damage/cleaning deposit to be refunded to the client two weeks after the event has been held, once the property has been inspected for any damages or problems resulting from the event, wedding, or reception.

Therefore, the parties agree to the following payment schedule and terms as follows:

Package details	Amount due:	Date due:	Written to*:
Wedding Ceremony Package	\$1,500		
Reception Package	Basic Package: \$6,890 (6% tax incl.) Premier Package: \$7,950 (6% tax incl.) <i>see payment timeline below</i>		
Non-refundable deposit	\$2,500	Upon signature	Flora Corner Farm, LLC
Reception Balance	Basic Package: \$4,390 Premier Package: \$5,450		Flora Corner Farm, LLC
Damage deposit	\$500		Flora Corner Farm, LLC

*\*Credit Cards payments are accepted with a 4% processing charge that is paid by the client*

**EVENT INSURANCE**

It is recommended that the client obtain general liability insurance covering the day of the event in the minimum amount of one million dollars in a form and amount satisfactory to **Flora Corner Farm, LLC**. A certificate of insurance and a policy endorsement shall be provided to **Flora Corner Farm, LLC** at least three business days before the day of the event.

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**DATE CHANGES**

In the event the client is forced to change the date of the event, every effort will be made by **Flora Corner Farm, LLC** to transfer reservations to a new date. The client or representative for the client agrees that, in the event of a date change, any expenses including but not limited to deposit and fees are non-refundable and non-transferable. The client or representative for the client further understands that last minute changes can impact the quality of the event and that **Flora Corner Farm, LLC** is not responsible for these compromises in quality.

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**CANCELLATIONS**

In the event of a cancellation of an event, wedding, or reception, all payments made to date are **non-refundable**.

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**ACCOMODATIONS**

Smoking Limitations

- A **NO SMOKING** policy is in effect throughout the barn and house.
- Smoking is permitted only in the designated area by the fence and ash cans are provided
- The use of vaporizers is also not permitted throughout the barn and house. They must also use the designated smoking area.

- A deductions of \$50.00 from the security deposit will be made for the cleanup of remaining cigarette/cigar butts

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### The Yellow Barn

- 130 Guests or less w/dance floor inside barn
- 150 guests or less with option of outdoor dance floor or renting a tent (additional rental of tent provided by couple)
- Twinkle lights fill the ceiling along with chandeliers.
- The groom's retreat, located upstairs in the barn, is an area that the men may use to get ready for the ceremony if it is held at Flora Corner Farm. Mirrors and a refrigerator are available for their convenience.
- The dressing area is permitted for the wedding party only. The door will be locked throughout the reception. All personal items and trash must be removed after the reception to avoid additional charges for clean- up.

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### The Farm House

- A wedding day can be a bit of a whirlwind, but you couldn't ask for anything better than to have a secluded place large enough for the bride and her ladies-in-waiting to unwind together while getting dressed and pampered before the ceremony
- A private bathroom, lounging area, and plenty of mirrors are provided
- Access to the main house is **not permitted**.
- The dressing room is permitted for the wedding party only. The door will be locked during the reception and **access is provided with a staff escort**.

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### The Grounds

- Outdoor seating is provided throughout the grounds
- A large, spacious lawn area is available for lawn games
- Guests can stroll around the designated areas on the grounds or sit under the pergola and sip their favorite beverage

- Tents may be placed on the lawn, if desired (not provided by **Flora Corner Farm, LLC**)

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### **DECORATIONS**

Clients may decorate the venue on the day before the wedding at a time agreed upon by Flora Corner Farm and the Clients. Any items that need to be hung on the wall must be done by the Flora Corner Farm employees. All decorations and personal items must be removed from the venue at the conclusion of the event. A \$150.00 fee will be charged each day after the event. Open flamed candles are not permitted with the exception of the unity candle that would be used during the wedding ceremony. Unity candles must have a protective holder underneath and must be extinguished at the end of the ceremony. Flower petals, birdseed, or lavender seed are permitted. Silk flower petals must be raked up. No fireworks or confetti are allowed inside the building or on the grounds. Sparklers are permitted if handed out and lit by a Flora Corner employee. Flora Corner Farm is not liable for any damages that may occur.

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### **COMMUNICATIONS**

All invitations, announcements, or other communications must refer to the venue as “**Flora Corner Farm**”.

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### **HOURS OF USE**

Rental hours must be confirmed with the event coordinator and indicated on the rental contract. All guests must vacate the grounds at the conclusion of the event. All vehicles must be removed from the site at this time, unless permission is granted ahead of time by Flora Corner Farm, LLC.

Reception Only (5.5 Hours):

- Four and one-half (4.5) hours for the reception
- One (1) hour for cleanup, gathering and packing items and saying goodbye to guests.

Wedding and Reception (8 Hours):

- Two (2) hours for preparing/dressing,
- One-half (1/2) hour for ceremony,
- Four and one-half (4.5) hours for the reception, and
- One (1) hour for cleanup.

All activities must end by 11:00pm. The latest your event can start in order to use all of the hours is 6:00pm.

Permission must be granted to leave a vehicle overnight and Flora Corner Farm is not liable for any damages that may occur to the vehicle if left overnight.

All catering and vendor equipment/supplies must be delivered and picked up on the day of the event during the contracted rental hours. The caterer must leave the premises in the same condition as originally found. **Caterers are responsible for providing their own linens, trash bags, cooking and serving utensils.**

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### **SET UP INFORMATION**

All tables and chairs are provided by **Flora Corner Farm, LLC** and are set up according to a seating plan layout agreed upon no later than ten days prior to the event date. **Flora Corner Farm, LLC** provides the following:

- Deluxe white padded chairs available for the ceremony and cream chiavari for the reception
- Five foot and Five and a half foot round tables and rectangular banquet tables with seating for 150 guests
- All décor items that are included
- Set-up and take-down of the above items

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### **VENDORS**

Clients are welcomed to use any vendors of their choosing. Clients must furnish the Wedding Coordinator with a list of all vendors and their contact information no later than 90 days prior to the event.

All vendors must coordinate arrangements for delivery and staging of materials and equipment with the Wedding Coordinator in advance and are required to check in with Flora Corner Farm staff upon arrival for delivery or set up.

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### **CATERING SERVICES**

Clients are welcome to use any full service caterer of their choosing. If not, then they must complete the vendor guideline sheet to insure distribution of duties. Clients must provide **Flora Corner Farm, LLC** with a list of all their event vendors and their contact information no later than ninety days prior to the event. All caterers are required to provide a current business license, Certificate of Insurance (minimum of \$1 million coverage including Workman's Compensation, Bodily Injury, Property Damage, and Food and Products Liability), and a signed caterer's agreement. Caterers who have not previously worked at **Flora Corner Farm, LLC** are required to schedule a site visit prior to the event in order to familiarize themselves with the site and appropriate procedures.

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### **LIQUOR SERVICES**

Clients must adhere to all state and local laws governing alcohol use. Clients assume liability for alcohol service and consumption. Clients are responsible for providing all of the alcohol for the event, either purchasing it themselves or having their caterer/bartender provide it. **Open bars where guests serve themselves is not allowed.** Shots, shooters and shotguns are not permitted during your event. There must be a TIPS/TAMS licensed bartender present behind the bar to serve and oversee alcohol consumption at all times. A licensed bartender with an established LLC is preferred. Alcohol may be consumed on the grounds, with the exception of the parking lot or in vehicles. There is no alcohol service to minors. At any time, if the bartender or venue owner deems alcohol consumption to be excessive, the staff has the right to close down all alcohol service and/or evict any inebriated guest from the premises. Alcohol service must conclude a half hour before the end of the event. **Flora Corner Farm, LLC** assumes no liability for alcohol service or consumption. Guests bringing their own liquor is prohibited and will be confiscated. Clients are advised to check with their insurance agent to ensure they have adequate coverage for the event.

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### **MUSIC ENTERTAINMENT**

DJs, live bands, and dancing are allowed both indoors and outdoors. Amplified music must be maintained at a reasonable volume. Flora Corner Farm, LLC staff are authorized to lower sound provided by Band or DJ if deemed too loud.

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**CLEAN-UP INFORMATION**

Arrangements for trash removal are the responsibility of the client. All trash must be bagged and removed from the property at the end of the event. A \$300.00 fee will be assessed and deducted from the security deposit for the clean up of any trash left on site after a private event. Most caterers and bartenders take the responsibility of removing their own trash. Clients should check with their particular vendors to see what their policies are. **Flora Corner Farm, LLC** must be made aware of these arrangements no later than a week prior to your event. IF caterers do not stay for the duration of the event, a \$300.00 charge will be deducted from the security deposit for FCF staff to clear the tables.

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**PARKING GUIDELINES**

**Flora Corner Farm, LLC** is a privately-owned property and residence. Parking attendants are provided. For that reason, your cooperation with the following is requested:

- Parking is permitted only in the defined parking area
- **Parking in front of the barn is limited to drop-off and pick-up only**
- There will be no parking on the grass along the driveway unless specifically instructed to do so by the staff of **Flora Corner Farm, LLC**

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**BUILDING SECURITY –LOCKUP PROCEDURES**

A staff member will be on the property at all times during the event. For the security of the wedding party, access to the groom’s retreat and to the bridal suite will not be permitted until after the reception ends.

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**IMPOSSIBILITY OF PERFORMANCE**

**Flora Corner Farm, LLC** shall be released of its obligation to perform under this agreement in the event of an Act of God, war, terrorist act, riots, disaster, government regulations, or other events, including flooding, fire or other casualty, or other cause beyond reasonable control of **Flora Corner Farm, LLC**. **Flora Corner Farm, LLC** is not responsible or liable for any injuries sustained to persons or personal property during your event.

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**JURISDICTION**

This agreement shall be deemed to have been entered into St. Mary's County, Maryland and construed in accordance with the laws of the State of Maryland. The parties agree that any controversy or claim arising out of or relating to this agreement shall be settled by arbitration with St. Mary's County as the venue.

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**90 DAY APPOINTMENT**

In preparation for the wedding day, clients will meet with the Wedding Coordinator approximately 90 days prior to the wedding date to discuss itinerary, decorations, ceremony site and additional venue details. This appointment is scheduled for 3 hours. Any additional appointment time needed will be charged at \$100 per hour.

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**CONTACT INFORMATION**

**Flora Corner Farm, LLC** will be in contact with the primary contact person listed below regarding 90 day appointments, payment questions, etc. Please provide complete information below:

Primary Contact Name: \_\_\_\_\_

Relationship to client: \_\_\_\_\_

Phone number: \_\_\_\_\_ E-mail: \_\_\_\_\_

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



The client or representative of the client understands that they and their guests will abide by these requirements while on the property of **Flora Corner Farm, LLC**. The client or representative of the client understands that by signing this agreement, they are bound to the terms set forth above and acknowledge that they understand each portion that they initialed.

**Signatures:**

Party providing services: \_\_\_\_\_, member  
Flora Corner Farm, LLC                      Date \_\_\_\_\_

Party receiving services: Client(s) or representative of the clients who is financially responsible for all of the above

_____	_____
(Client)	(Date)
_____	_____
(Client)	(Date)
_____	_____
(Representative for Client)	(Date)

## **REMINDER OF CONTRACT RENTAL SPECIFICS:**

- Reception Package: Total package fee (including 6% taxes): \$7,950
- Non-refundable Deposit \$2,500
- Remaining balance of package fee: \$4,450
- A La Carte fees will be invoiced after the 90 day appointment (Written to Flora Corner Farm upon receipt of invoice)
- Ceremony/Coordinator Fee: \$1,500 (Written to the Wedding Coordinator 90 days prior to event)
- Damage Deposit: \$500 (Written to Flora Corner Farm 90 days prior to event)
- Credit Cards payments are accepted with a 4% processing charge that is paid by the client

Within 90 days of your event, our Wedding Coordinator will assist you in determining all of the layout and set-up details of your event. Included in your basic rental fee is the set-up and break down of white ceremony chairs and the number of required round or banquet tables with selected linens for your guests, up to 150. Any additional rental items must be planned with **Flora Corner Farm, LLC** in advance and additional rental fees paid no later than 90 days prior to the event date.

Signed contracts and payment of fees (checks payable to **Flora Corner Farm, LLC**) are to be sent to:

### **Flora Corner Farm, LLC**

Attn. Diane Burroughs, member

28385 Flora Corner Road

Mechanicsville, MD 20659