



## **Keddie Farms' Outdoor Wedding Venue Package - \$3750**

*(Saturdays only. Up to 100 people. Limited to 6 weddings a year.)*

The venue is available to the Wedding Party Saturday from 9:00 am to 9:00 pm\*.

As part of the Outdoor Wedding Venue Package, complimentary hours include:

Wedding Rehearsal and Vendor/Supply Drop Off - Limited to 3 hours on Friday from 4:00 pm to 7:00 pm\* (Excludes Rehearsal Dinner.)

Vendor Clean Up and Clear Out, Saturday from 9:00 pm to 10:00 pm\*

Vendor Pick Up, Sunday from 8:00 am to 10:00 am\*

*\* Additional hours before or after these time frames will be billed at \$150 an hour, rounded up to the nearest hour.*

Keddie Farms' Standard Wedding Venue Package includes the use of **The Kitchen** and **its grounds**, **The Magnolia Room**, plus **The Pavilion** if necessary. Our venue also includes the use of:

**100 – Birchwood folding chairs**

**5 – 72” Round Tables, plus white tablecloths**

**5 – 60” Round Tables, plus white tablecloths**

**3 – 48” Round Tables, plus white tablecloths**

**3 – 30” round Tall Round Bar Tables, plus white tablecloths**

**2 - 8ft Tables, plus white tablecloths**

**6 – 6ft Tables, plus white tablecloths**

**1 – 2 Speaker Sound system, Bluetooth compatible with Microphone**

## **Keddie Farms' Outdoor Wedding Venue**

### ***Expectations, Rules, Regulations, and Agreement***

***Important note:*** *Keddie Farms requires all weddings to use a professional Wedding Planner or a professional Day of Event Planner. We are happy to provide recommendations if you do not have one already. The planner must be involved when the agreement with Keddie Farms is signed.*

***Due to the current COVID19 Rules:*** All food and beverages must be supplied by and served by caterers. The Kitchen's main indoor area will be reserved for caterers and staff only during the event. Guests are permitted in The Kitchen hallway and restrooms. The Kitchen Main area will be screened off for catering staff.

During your event, Keddie Farms' venue staff will empty and reline all garbage cans throughout the event, and keep The Kitchen restrooms stocked and straightened. Keddie Farms' venue staff will also set up and tear down tables, chairs, and linen owned by Keddie Farms only.

Setting up of centerpieces, display items, arbors, and other rented pieces and decor is not included in the Keddie Farms' venue staff responsibilities.

The use of staples, tacks, nails, commando, and duct tape must receive prior approval to avoid any temporary or permanent damage

The Magnolia Room is a 12x16 space included in your package for "get ready" use prior to the wedding. The bathrooms at The Kitchen will be cleaned and ready for event guests and must remain in that condition for the start of the wedding for guests. If bathrooms are used prior to the wedding, those using the space must have them cleaned and cleared before guests arrive. Rented, Professional "Get Ready" Trailers are allowed on the property and we can suggest a few vendors to consider. Hours of stay must be pre-authorized by Keddie Farms. No personal trailers permitted.

"First Looks" and "Pre-Wedding" photos are welcomed and encouraged. We have many beautiful settings we can recommend.

Parking is limited to 60 cars. Guests are not allowed to bring boats, buses or trailers of any kind without 48 hours notice and permission from Keddie Farms. *Note: This number may be reduced if the use of a Porta-Potty, or any other form of the trailer is rented for the day. We'll work to limit the number of spaces lost.* All attendees must park in designated areas. **There is no street parking.**

Keddie Farms is an organic farm. No chemical and non-organic sprays, powder, or materials can be used in any areas which include all grounds and structures.

All attendees must stay out of the barns, farm operation structures, and fields.

Unless part of the event and pre-discussed with Keddie Farms, all attendees must ask permission to tour/visit The Forest at Keddie Farms.

Renter is obligated to share with their guests and vendors all rules and information and make sure guests know they are coming to a working farm.

Keddie Farms is set at the end of a long gravel road that is surrounded by homes of other farms. Please make sure all vehicles drive 10 mph to not kick up dust and rocks into neighbors' homes. Please inform your guests to drive slowly.

Children at the event will need to be closely monitored. Children are also required to follow these rules.

**No animals or pets are allowed on Keddie Farms.** This includes animals or pets kept in vehicles. There is no exception to this rule. Those bringing pets and animals on to Keddie Farms will immediately be asked to leave.

No fires or open flames allowed on the grounds or in the buildings without prior arrangements. No sprinklers or large water pools allowed on the grounds or in the buildings without prior arrangements.

No firearms or weapons allowed on-premise.

There is **one smoking area** at Keddie Farms. Legal tobacco and vape products may be smoked there and nowhere else including in personal vehicles. The use of marijuana is not allowed on Keddie Farms. Please do not dispose of cigarette butts in the gardens or parking area. All cigarette butts found must be picked up by your cleanup crew before the end of your event. Failure to do so will result in an additional cleanup charge. Guests not following these rules will be required to leave the property.

Attendees need to stay away and out of the private house, and the ground fenced off.

Tents and other large event rentals must be preauthorized and locations predetermined with Keddie Farms before the event.

Keddie Farms is a working farm that sits in agricultural land surrounded by lots of wildlife. The grounds can be holey and unlevel. Guests must be warned to watch their steps on all areas of ground and wear appropriate shoes.

Please leave all wildlife, domestic animals, and pets at Keddie Farms alone.

### **Visitations, Access, Timing**

Pre-event visitations, drop-offs, and earlier setups and later takedown must all be prearranged, scheduled, and authorized with Keddie Farms. No unscheduled visitations, drop-offs, setups, and post schedule takedowns are allowed without authorization.

Wedding Rehearsal will be scheduled for Friday night prior to the wedding day. Rehearsal will be scheduled starting 4:00 pm and not exceed 7:00 pm. During this 3 hour period limited vendor and event drop off may occur. *See rules about Vendors and Brought in Items.* Additional hours for Friday will be billed at \$150 an hour, rounded up to the nearest hour.

All event activities must end at 9:00 pm and guests must exit at this time.

The last call for alcohol must be announced at 8:30 pm.

All amplified sound must cease at 9:00 pm. At any time during the event, any noise complaints by neighbors will cease amplified sound immediately.

Vendors and clean up staff have from 9:00 pm to 10:00 pm to clean up and pack up. Any time past 10:00 pm will be billed at \$150/hour round up to the nearest hour.

### **Caterers, Vendors, and Rentals**

You may bring in your own supplies and rented supplies. All pieces brought on to Keddie Farms must be clearly marked as to whom they belong to.

Storage is limited. The main area of The Kitchen is for use of your caterers. If you need to store items for the event, please turn them over to your Wedding Planner to keep track of. Your Wedding Planner will be given limited space to store your belonging and/or wedding pieces.

Vendors must follow all the same rules of venue use, including driving 10mph on gravel road.

Keddie Farms must receive a list of vendors participating in your wedding, and any information specific to drop off times.

You, your vendors, and your Wedding Planner must be coordinating their actions.

Keddie Farms will not be coordinating your vendors during your event.

All vendors must be picked up, packed up, cleaned up, and off Keddie Farms by Saturday at 10:00 pm. Any additional hours vendors are here will be charged to renter at \$150/hour rounded up to the nearest hour. The two hours on Sunday morning between 8:00 am and 10:00 am is for picking up only, not clean up. All clean up must happen on Saturday.

Caterers are responsible for setup and clean up of all food and food items. The Kitchen main area must be returned to the condition it was found. All food must be removed from the area including the refrigerators and freezer.

The Kitchen has no microwave. Please inform those planning on cooking or warming up food.

Vendors with questions may and are welcome to contact Keddie Farms directly for answers.

All rentals not leaving by 10:00 pm Saturday evening, need to be staged for pick up. The final pick up is between 8:00 am and 10:00 am on Sunday morning. Any hours exceeding this time will be billed at \$150/hour rounded up to the nearest hour.

### **Clean-Up: *See the Clean-up Checklist for full details.* >>**

A clean-up list will be given to renter. Renter or the staff hired by the renter must follow the required clean-up or they will be charged by Keddie Farms to restore the venue to its original state. The event space rented must be picked up and left looking exactly as it was when setup began.

Everything you bring to Keddie Farms for your event must either be taken away or disposed of in garbage cans and recycling bins by the end of the day of your event. There is no glass recycling at Keddie Farms. All glass containers must be removed at the end of the event.

All grounds will need to be cleaned and cleared of event materials, such as stray garbage, confetti, or materials like straw that is brought in even if considered biodegradable.

If you use any of Keddie Farms dishes, serving ware, kitchen tools, containers, food preparing appliances, etc., you will need to fully clean them and return them to where you found them.

If you have any rentals that will be picked up by an outside vendor, please have them folded, stacked, and staged ready for easy removal by the vendor. Keddie Farms will not be moving them.

Caterers are responsible for setup and clean up of all food and food items. The Kitchen main area must be returned in the condition it was found. All food must be removed from the area including the refrigerators and freezer.

Any damage to the tables, chairs, dishes, serving utensils, or any other used item belonging to Keddie Farms, plus the grounds, plants, and structures will be charged to the renter. Any additional cleanup required to return it to its original state will be charged to the renter.

If appliances are used, they must also be cleaned to the level they were found before use and put away where they were found.

All food and supplies brought in must be taken out. No food and supplies can be left in freezers, refrigerators, or shelves.

### **Alcohol Use**

Alcoholic beverages may be served. **We require that you have all alcoholic beverages served with a licensed server. All alcohol must be “served.”** No alcohol may be consumed in or near parking lots. The servers will be able to refuse to serve whomever they deem fit. If Keddie Farms feels this isn't being handled properly, they have the right to cease the serving of alcohol. Only legal forms of alcohol are permitted. No illegal alcohol is permitted, like moonshine.

**Self-serving of alcohol on-premise is not permitted, even in vehicles. This includes the wedding party.**

If you have hired a day of trailer that includes alcoholic beverages, that provider may serve alcohol to your party.

If you are supplying the alcohol for your event, it must be turned over immediately to your designated alcohol servers.

If your caterers are not supplying servers, Keddie Farms will supply licensed alcohol servers for you at an additional fee.

Events serving alcoholic beverages must provide proof of insurance with a minimum amount of \$1,000,000. This proof must be a certificate of insurance naming Keddie Farms as an additional insured for host liquor liability.

Any blatant violation of alcohol policies may result in the complete loss of damage/cleaning deposit.

## **Reservations and Fee Payments**

Reservations for a specific date can be held once for up to seven (7) days without a deposit payment. A confirmed booking will require a nonrefundable deposit of \$500, which is kept in reserve as also a Cleaning/Damage Deposit. One-half (50%) of the total rental balance is due 6 months before the rental date. The entire remaining balance is due one month before the rental date. If space is rented closer to the event date, fees will be adjusted accordingly.

All fees are payable to Keddie Farms. Failure to complete payments in accordance will result in cancellation of the event, forfeiture of the deposit, and any other payments that have been made. Keddie Farms has the right to refuse applications for reservations.

## **Cancellation Policy**

All cancellations will result in the forfeiture of your \$500 reservation deposit. If the cancellation is made less than four (4) months before the event, then one-half (50%) of the entire cost will be refunded. Cancellations made less than four (4) months before the event will result in forfeiture of all prepaid rental fees.

If Keddie Farms re-books the canceled date by another party paying equal or greater value, then all fees except the \$500 nonrefundable deposit will be refunded.

Keddie Farms has the right to cancel reservations based on 1) failure to follow signed Expectations, Rules, Regulations and Agreements, 2) if the party appears to be doing anything illegal, 3) if payments are not made on time, 4) paid proof of insurance has not been supplied to Keddie Farms four (4) weeks in advance of the event, 5) if any involved party is harassing anyone involved with Keddie Farms.

## **Damage/Cleaning Deposit**

A \$500 payment is collected to reserve the day and is used also as your Damage/Cleaning Deposit. It will be deposited. Providing there are no damages or excessive cleanup or your event is canceled four (4) months before your event, your damage deposit will be returned to you within 14 days following canceling your event.

Should there be a need for extra cleaning, repairs, or replacement of furnishings arising from your event, Keddie Farms will inform you of these costs. A refund check will be issued for the remaining balance if any.

Excess damage will be billed to the renter and due within 30 days.

## **Insurance**

Renter must take out event insurance and add Keddie Farm as an insurer. A copy of the paid proof of insurance needs to be submitted to Keddie Farms four (4) weeks before the event or the event may be canceled.

**COVID Regulations**

Renter acknowledges their awareness of the current COVID regulation in Marion County, Oregon. Renter takes full responsibility to follow the rules as a host of their event and waives all responsibilities of Keddie Farms and holds Keddie Farms harmless of any injury, illness, or loss of any kind do COVID contact.

**Hold-Harmless Agreement**

The Renter agrees to indemnify and hold Keddie Farms, its officers and employees harmless from and against any and all liability, claims, actions, demands, illnesses, or losses of any kind and nature that may occur or be claimed to arise during the activities described in this rental agreement. These may include but are not limited to accident, injury, illness, or damage to property arising from any act of the Renter or Renter's guest, whether intentional or negligent, which occur during use. Renter agrees to pay all costs incurred by Keddie Farms if any of the above-stated actions occur during the use of the facility.

*I, the renter, have read all the above statements the Event Rental Agreement for Keddie Farms, and agree to comply with the rules and regulations set forth therein and I will be personally responsible for the repair or replacement of any damage to the facility and/or contents and agree to the prompt and timely payments.*

RENTER SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

KEDDIE FARMS REPRESENTATIVE SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_