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 www.postfamilyfarm.com

Post Family Farm Facility Rental Contract

Event Location: 1915 Barn Pavilion Day _____ Date _____ Time _____

Name _____ Type of Event _____ # of Guests _____

Phone _____ E-mail _____

Address _____

Reminder: Groups renting our facility for the afternoon must depart by 3:30pm. Groups renting our facility for the evening may not arrive before 4 pm and must depart by midnight.

Rental Price (Excludes peak season weekend nights—see below)
 Includes guest tables, 2 food tables, 1 display table, chairs, set-up, clean-up and use of our facilities for up to 4 hours. Sound system (with microphone and cd changer for background music) included with packages that provide seating for 150 people or more. All events are subject to a 10% service charge.

PLEASE INDICATE WHICH PACKAGE YOU WOULD LIKE TO RESERVE:

- | | | | |
|--|--|---|---|
| <input type="checkbox"/> 8' Banquet Table (includes plastic table coverings) or <input type="checkbox"/> 5' Round Table Style seating (no table covering included) | <input type="checkbox"/> Seating for 80 guests | <input type="checkbox"/> Seating for 150 guests | <input type="checkbox"/> Seating for 225 guests (pavilion only) |
| | \$275* | \$625 | \$825 |
| <input type="checkbox"/> Add \$50 for table linens | <input type="checkbox"/> Add \$80 for table linens | <input type="checkbox"/> Add \$125 for table linens | |

*Sound system available upon request for groups reserving seating for 80 guests for an additional \$150. DOES NOT INCLUDE DJ SERVICE. DJ service and sound system are available for \$350

Peak Season Weekend Rental (Memorial Day through October)

Seating for 150 guests.^

- | | |
|--|--|
| <input type="checkbox"/> Friday Evening | <input type="checkbox"/> Saturday Evening |
| \$1200 | \$1800 |

^If you require seating for more than 150 guests, there is an additional charge of \$100/50 guests.

Please indicate which, if any, of the following extras you would like to include for your event:

- \$80/1st hr, \$25/add'l hour Tractor-drawn wagon rides (2 wagons carrying 25-30 people each for 20-30 min.) # of hrs. ____
- \$150/1st hr, \$25/add'l half hour Horse-drawn wagon, sleigh or carriage rides # of hrs. ____
(Sleigh carries 14 guests, wagon carries 20, carriage carries 4)
- \$250 for the 1st hour, \$40/additional half hour Choose two of the above horse-drawn options # of hrs. ____
- \$75 for 1 horse for 1 hour **Pony Rides** \$50 for the 1st 30 min. or each add'l hour &/or horse # of hrs. ____ # of horses ____
- \$60/hour Pumpkin Train Rides \$40 for 1st 30 minutes # of hours ____
- \$50 Lawn Games (volleyball, horseshoes, croquet, bocce ball & badminton)
- \$2/person The Corn Maze! \$1/person The Post and Rope Maze
- \$150 for 1st hour, \$50/add'l hour Have a **Barn Dance!** We provide the caller. Line Dance Square Dance # of hrs ____
- \$300-\$550 Rent sidewalls for the pavilion (available in solid white or cathedral-window style)
- \$75 Broomball is available (winter time only, weather permitting)
- \$4/table We will provide & set seasonal **centerpieces** for your tables.
- \$5/table Rent additional tables for desserts, displays, etc. Choice of 3' or 5' round; 4', 6' or 8' banquet
- \$25/table Linen skirting is available for food tables. # of tables ____
- \$7.50/dozen Homemade Pumpkin Donuts—a favorite any time of year! (\$30 min. in the "off-season") # of dozens ____
- \$25 Rent our digital piano and hold a sing-a-long!
- \$100 Rent our **kitchen**. Includes use of 2 large coffee pots. \$50 may be refunded upon check-out.
- \$15/fire ring/hour **Bonfire & Marshmallows** with roasting forks. Approx. 20 people/ring, \$30 min. # of rings ____ # of hours ____
- \$15/30 cup pot of **Hot Chocolate** with cups. # of pots ____
- \$300/3 hrs. DJ Service by Michael Morales for groups reserving seating for 150 guests or more (See above for smaller grps)

Note: If you are having a dance and not using Michael Morales for your DJ, there will be a consulting and supervision fee of \$100. Because of the impact that music has both on events and on our neighborhood, we require Michael or another trained employee to be present during set-up and for consultation at all events involving amplified music even if Michael's equipment is not being used. The consulting fee for this service covers up to 3 hours of assistance.

Reservation & Deposit Agreement

By signing below I acknowledge that I have contracted with Post Family Farm to host my event on the date indicated above and I agree to their reservation terms and conditions. My deposit (equal to 50% of my selected package) is due with this reservation agreement and is non-refundable if my event is cancelled with less than 4 months notice. Cancellations made with more than 4 months notice will be refunded the deposit less \$50 for office handling fees. Final Payment is due on week before event.

Signature _____ Date _____ Deposit amt. _____ Rec'd _____

For office use only: deposit paid by cash _____ credit card _____ check _____ *Check name/#* _____

Estimated Final Bill: Cost of Package: _____ + Cost of Add-Ons: _____ + 10% Service Charge = _____

Caterer _____

Phone number _____

Liquor Caterer _____

Phone number _____

DJ _____

Phone number _____

Other _____