

Barn House Village Event General Information

Event Deposits & Payment:

Your event will be considered confirmed upon receipt of the applicable deposit accompanied by signed contract.

The following deposit schedule will apply:

1. Initial Deposit is required to reserve the above space and is due upon signing of the contract. This deposit will be applied to your final invoice.
2. A 2nd deposit of 50% of the estimated contracted guest count is due in no later than 4 weeks prior to the event.
3. 3rd Deposit in the amount of the guaranteed attendance is due no later than 4 days prior to your event.
4. Final payment is due at the end of your event for all additional charges incurred that were not billed to Client prior to event.
5. All payments may be in the form of cash, check or credit card.
6. All deposits will be applied to your final invoice. All deposits are non-refundable.
7. All credit card charges will be subject to an additional 3% credit card fee. Any returned checks will be subject to a \$50 returned check fee and only cash, money order or certified check will be accepted thereafter.

BE ADVISED THAT ALL DEPOSITS ARE NON-REFUNDABLE AND NON-TRANSFERRABLE

Final Guarantee of Attendance:

1. A final guarantee of attendance is due no later than ten (10) days prior to scheduled event. As Barn House Village purchases and prepares its food and beverages for the guaranteed number of people attending, this will become the minimum charge for your event.
2. If no guarantee is received by Barn House Village prior to the ten (10) day deadline, the original estimated attendance as committed herein shall become the guaranteed minimum and will be the final billing amount, unless increased by agreement by the Client.
3. The count may be increased up to five (5) days before the function.
4. Final guarantee of attendance may not be reduced at any time.

Food and Beverage:

1. Barn House Village will provide all food and beverage.
2. All final menu selections and details are required no later than four (4) weeks prior to the event.
3. No outside food or beverage is permitted with the exception of pre-approved desserts by management. A dessert fee of \$1.00 per person will be applied to final invoice.
4. All food and beverages are sold based on their consumption on the Premises. Any and all leftover food and beverages are the property of Barn House Village and are not permitted to be removed from the Premises.
5. Event room is available for a maximum of four (4) hours from contracted arrival time.

6. Facility fee will be charged which is determined by day of week/event room booked.
7. Special meals can be accommodated for a maximum of five (5) guests for any event. Anytime there are more than five (5) special meals provided, there will be a \$3.00 per person charge for all guests across the invoice. Special meals include, but not limited to dietary needs, vegetarian, vegan, etc.
8. Children's meals/pricing is available for children age 2 – 10 years. Children do not count toward minimum guarantee required by contract.
9. A bartender is required to have any alcohol available to guests. Bartender(s) will be provided by Barn House Village for a fee per bartender as stated on the beverage menu.
10. Barn House Village, as a licensee, is responsible for the administration of the sale and service of all alcoholic beverages in accordance with the PA Liquor Control Board. Therefore, all beer, wine and liquor must be supplied and controlled by Barn House Village. In compliance with state law and insurance regulations, consumption of alcoholic beverages by persons less than 21 years of age is strictly prohibited. Government-issued photo identification must be provided by the guest upon request. Barn House Village reserves the right to discontinue all or any part of the service to any function in the event of disregard for the law on the part of the Client, event sponsor, group contact or any guest in attendance. Barn House Village is required by law to terminate liquor service to any guest who, in our judgment, appears to be intoxicated. Bartenders will ask for valid photo I.D. for any guest who looks under the age of 30 including bridal party. Any alcoholic beverages brought into Barn House Village will be confiscated.
11. All menu prices are subject to market fluctuations.
12. A 6% Sales Tax and 20% Service Charge will be applied.

Decorations/Decor:

1. Permission for any and all decorations, centerpieces or alterations to any areas of Barn House Village facilities or grounds must be approved by Barn House Village management.
2. Client will have access to event room 1 hour prior to guest arrival time.
3. Linens are provided in champagne tablecloths and cloth napkins. Additional colors are available for an up-charge.
4. Chair covers or Chiavari chairs will be provided by facility for an up-charge.
5. No glitter or confetti is permitted. Decorations requiring excessive cleanup are not permitted. Use of such decorations will result in a \$1,000 cleaning charge. Examples of such decorations include, but are not limited to, confetti, streamers, and glitter.
6. Fog or fog like machines, taper candles, wall, or ceiling hangings are not permitted.
7. All candles must be in a glass holder.
8. Barn House Village is not responsible for lost, stolen or items left after the reception.
9. Holiday decorations may be present during your event from November 15th through January 31st. Decorations may not be changed or removed by any Barn House Village Staff Member, the Client, or any other guests.

Outside Vendors/Contractors:

Client must fully disclose any and all outside vendors/contractors that Client hires for their event that shall need access to Barn House Village. They are responsible for establishing contact between their outside vendors/contractors and Barn House Village. Barn House Village reserves the right to approve all outside vendors/contractors hired by the Client who will be on the Premises. Barn House Village further requires the Client and/or outside vendor/contractor to provide proof of a commercial general liability insurance policy on file with Barn House Village prior to event. This includes but not limited to all disc jockey or disc jockey like person and/or bands. It is Client's responsibility to make sure certificate of insurance is on file in a timely manner. Failure of Client to provide document to Barn House Village within 48 hours prior to the event, will result in vendor being denied access to Premises. See event manager for details of requirements.

Motel Rooms:

Guests attending the event will receive a reduced rate for motel rooms on site. In order to receive the reduced rate, the Event Order Code (listed below) must be given at time of the motel reservation by the guest. Additional accommodations nearby are available, please see event manager for details. Motel rooms are on a first-come, first-serve basis.

Cancellation Policy:

In the unlikely event, Client should cancel for any and all reasons, written notice must be received. All required deposits are non-transferrable & non-refundable. Barn House Village shall have the right to terminate this contract if the Client fails to meet or violates any terms of the contract, in which case the provisions of this cancellation policy also apply.