

**Holly Farm – Venue & Kitchen Rules**

**RENTAL PERIOD:**

Your 10-hour (or 4-hour) venue rental period includes your time for set up and clean-up. If caterers or other vendors arrive prior to or leave after the designated contract time frame, hourly fees will be charged (or taken out of the damage deposit). Holly Farm closes promptly at 11pm to comply with our good neighbor policy and local noise ordinances.

**PROPERTY WAIVER:**

A Holly Farm property waiver must be signed and sent to the Farm office via email or hard copy 30 days prior to your load in. No load in permitted without this waiver on file.

**VENDORS:**

All caterers, florists, decorators, registrars, musicians, photogs, DJ, videographers, talent, bands, names and contact information must be provided to the Farm office via email or hard copy 30 days prior to your load in.

**KITCHEN:**

The kitchen is for your convenience. It is a prep kitchen only for staging and completion of dishes before serving. NO food production may be done in the kitchen at Holly Farm.

Your caterers; catering license, proof of insurance and proof of certification under DOH must be on file 30 days prior to your load in. Everything you, your vendors; and your guests bring in must be taken out before the last person to leave the property. If it is left you will be charged a cleanup fee of up to $250 at the facility discretion. Every hour will be charged by 15-minute increments at $35per hour per person.

If you chose self-catering you may bring store packaged food. To bring store packaged food, you are also required to hire our front of the house manager. We charge a flat rate of $250 to engage our kitchen manager to ensure you are comfortable with legal requirements and our kitchen rules. Our kitchen manager will oversee your kitchen usage and assist if appropriate. Our kitchen manager however does not fill the role of your catering point person nor your clean up person.

**KITCHEN CLEAN UP:**

The kitchen will be offered to you in clean operational conditions. It is required that the kitchen must be left in the same conditions you found it

\_\_\_\_\_\_\_All personal belongings must be removed.

\_\_\_\_\_\_\_All refrigerators (inside and out) must be emptied, cleaned and sanitized.

\_\_\_\_\_\_\_All cupboards must be cleared, wiped, cleaned and sanitized.

\_\_\_\_\_\_\_All counters must be cleared, wiped, cleaned and sanitized.

\_\_\_\_\_\_\_All tables must be cleared, wiped, cleaned and sanitized.

\_\_\_\_\_\_\_All sinks must be emptied, cleaned and sanitized.

\_\_\_\_\_\_\_All walls adjacent to sinks and countertops must be cleaned and sanitized.

\_\_\_\_\_\_\_All floors must be swept, mopped and free of debris.

\_\_\_\_\_\_\_All rental equipment must be removed off of property.

\_\_\_\_\_\_\_Collect and bag all garbage and put in the proper dumpster and replace with new garbage bags. There should be no garbage in any garbage cans upon your departure. (please be aware of recycles and garbage separation marked on each dumpster).

**SERVICE WARE OWNED BY THE BARN:**

The service ware, utensils, napkins, glassware, are not available for private events. If they are used, your damage deposit will be assessed a fee at the end of your evening.

**REFUSE**

Garbage cans are for your use however all waste must be placed in our dumpster as you leave or a dumping fee of up to $100 will be assessed at the facility discretion.

**SMOKING**

Smoking is allowed in designated area ONLY per Washington State LCCB code. The only designated smoking area on the farm is by the front fence line at the South end of the property near the South gate. Butts must be extinguished in the large white bucket located in the area of the smoking tree.

Marijuana is strictly forbidden. Holly Farm is a drug-free property. **No use** of Marijuana, or other smoked, eaten or injected drugs is allowed on Holly Farm and is cause for event cancellation, eviction and sacrifice of your entire rental and security deposit.

**ALCOHOL PRACTICES**:

Your alcohol service allowance is a 3-hour period designated by the contract signatures’. All alcohol service must be closed down by 9:30pm or 90 minutes prior to event ending time, whichever comes first.

Alcohol service requires a MAST certified permit from the State of WA. All alcohol must be served by Holly Farm MAST server(s). NO OUTSIDE SERVERS ARE ALLOWED TO SERVE ALCOHOL at Holly Farm. Alcohol that people are self-serving (including in rooms, lawn or personal vehicles) will be confiscated and retuned at the end of the event upon check out.

Beer, Wine and Champaign are all permitted in The Barn at Holly Farm. No spirits are allowed. You must have an alcohol permit for your event filed with Holly Farm 30 days prior to your event. All alcohol must be served by MAST certified pourers provided by Holly Farm. (See contract for cost of servers) No-one under 21 may serve or be served at Holly Farm. We enforce this rule because we care.

\_\_\_\_\_\_\_\_\_\_\_ A banquet permit. [Banquet Permit #](https://liq.wa.gov/licensing/online-banquet-permit) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

\_\_\_\_\_\_\_\_\_\_\_\_A Washington Liquor Control Board Banquet Permit. Or Host Liquor Liability Insurance.

\_\_\_\_\_\_\_\_\_\_\_\_A copy must be received by Lessor 30 days prior to your event.  (Insert date: \_\_\_\_\_\_\_\_)

**Safety First:** Don’t let guests drink and drive. Cars may be left overnight and must be picked up by 10am or it will be towed. We will provide you a ‘car form’ for your wind shield for any car left on site.

**DECOR:**

No rice, confetti, glitter, fake petals (real ones ok), water marbles or single wrapped candy, nails or wall attachments, adhesive, and no open flames

**USE OF LADDERS:**

No use of ladders with more than 3 steps are permitted to be used at Holly Farm for the purpose of decorating and design at Holly Farm by a guest or client. If there are approved décor that requires a higher staging location a request must be made in writing 30 days prior to your event so that Holly Farm can assign labor to assist in your design. A labor charge quoted when requested will be charged.

**CHILDREN:**

Children are welcome at Holly Farm but must be supervised at all times. Damage caused by children will be assessed at the facility discretion.

**PETS**:

Holly Farm is a working farm. Household pets do not mix well with farm animals.

No Pets allowed on the property.

**FIRE PIT:**

A Fire Patio Kit will be provided with the rental of the fire pit at $50.00. It will be included in your contract when you include the fire pit in your areas of usage. Management of the pit and the fire is your responsibly. Directions are included in your contract package and also posted by the Fire patio.

If a burn ban is in place no fires will be permitted and your Fire Patio Kit fees will be returned with your security deposit. A fire waiver of liability must be signed to use the Fire Patio for lighted fires.

**LOST AND FOUND:**

We do not hold items as a lost and found. All items left onsite will be donated to Helping Hands.

**FIRST AID:**

We carry basic first aid supplies in a stocked kit in the kitchen. Your event host or caterer will have access to those supplies.

**AGRITOURISM – CIVIL IMMUNITY:**

**Your event is hosted at a working farm location at a Washington State Historic Farm and Barn covered under Substitute Senate Bill 5808 Agritourism – Civil Immunity. The bill 5808 protects all farms, farm owners and employees from liability in the case of injury of a guest or general public on a farm. Like all farms we have animals, spiders and rough wood surfaces. We have uneven surfaces including grass and gravel, uneven cement and rough edges from one surface to another. If there is something that you are concerned with, please bring it to our attention and we will try to accommodate your needs. Due to the nature of a farm we may not be able to accommodate all requests.**

**CLIENT AND VENDOR ACKNOWLEDGEMENT OF FARM RULES:**

**Client Printed Name**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Guarantee Printed Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Guarantee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**CLIENT AND VENDOR ACKNOWLEDGEMENT OF FARM RULES continued:**

**Caterer Printed Name**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Caterer Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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License #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Florist Printed Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Florist Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Designer Printed Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Designer / Decorator Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Company:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Event Planner Printed Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Event Planner Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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