

**Arbor**

The Arbor on the pond-side patio cannot be moved.

**Bar Service**

Bar service begins at the start of your reception and concludes four hours and forty-five minutes later. Alcohol must stop being served 15 minutes before the end of your five-hour reception. Non-alcoholic beverage service will remain available throughout.

**Barista Fee**

The coffee bar is an add-on with a \$150 barista fee for events less than 150 guests, \$225 barista fee for events 150 guests or more.

**Ceremony Location Policy**

Four hours before your ceremony begins Harrington Farm requires you to call and confirm the location of your ceremony. Please call the sales office and speak to Traci or Jess, or leave a message on extension 221 with your name, ceremony location choice and a phone number we can reach you at. Five days' notice is required if you would like to have your ceremony under the tent (cocktail hour is hosted in the barn if you choose this option).

**Decorations**

All decorations must be approved by Harrington Farm.

**Early Arrival**

The bridal party may arrive as early as 9 a.m. by advance reservation at a charge of \$100 per hour if there is no event scheduled before your event. Food and beverage will be billed separately.

**Favors**

Alcoholic Favors are not permitted.

**Final Counts**

Final guest counts are due 14 days prior to your wedding date.

**Fireplace**

The fireplace is lit and maintained by Harrington Farm staff for four hours at a cost of \$100.

**Outside Food and Beverage**

Except for your wedding cake, no outside food or beverage is allowed to be brought into the venue before, during, or after your event.

**Payments**

All deposits and payments MUST be made via check, cashier's check or money order. Credit cards are accepted for your initial deposit only. Scheduled progress payments can be made via, personal check or cashier's check. Final payment must be in the form of a bank cashier's check.

**Piano**

The Steinway piano is not for public use. Our house pianist may be hired to play for one hour at a cost of \$300.

### **Rehearsal Policy**

There is no charge for your rehearsal. We will book your rehearsal tentatively at your detail meeting but will not be able to confirm the date and time until two weeks before. Your drop-off will take place ½ hour before your rehearsal. Rehearsals are booked for 45 minutes and may begin as late as 5:00 p.m.

### **Security**

A medical and security trained first responder is required for the duration of your event. This individual is trained to immediately address any medical emergencies or security related issues should they arise. The client portion of the cost is \$200.00.

### **Sperry Tent**

Hosting cocktail hour under our Sperry tent is included in our Classic and Signature packages May – October. The Sperry tent may be rented for cocktail hour when using the Changing Seasons package in May for \$900 or using the Monday-Thursday package May-October for \$450. The tent is furnished with lounge seating, hightop cocktail tables, low cocktail tables, garden chairs, ivory Signature Cott'n linen, and rice paper lanterns.

### **Tables and Seating**

All packages include the following tables in standard sizes determined by Harrington Farm: Three entryway tables, stationary hors d'oeuvre table, gift table, cake table, DJ table, one 66" round guest table per ten guests plus one extra table, two low cocktail tables. Additional tables, styles and sizes may be rented through Harrington Farm for an additional charge.

### **Tastings**

All of our booked couples are invited to a complimentary tasting at Harrington Farm. You may bring up to four guests at a per person cost. The tastings are held bi-annually and you will be invited to a tasting based on your wedding date and availability at these scheduled events. The tasting is an integrity tasting designed to give you a "taste" of what you have to look forward to when you choose Harrington Farm to host your wedding.

### **Vendors**

We will provide our preferred vendor list to any booked client. These are recommendations and not requirements. All outside vendors must be licensed, properly insured and able to provide a certificate of liability insurance naming Harrington Farm as additionally insured.

### **Wedding Planner, Event Manager**

A Harrington Farm wedding planner will be present at your event through cocktail hour. Your wedding planner will turn your event over to a professional Event Manager two hours before your event begins. The Event Manager coordinates staff and food service ensuring a seamless reception.