

Harrington Farm Planning Guidelines 2019

CONGRATULATIONS ON SELECTING HARRINGTON FARM TO HOST YOUR WEDDING!

We are thrilled you have chosen Harrington Farm to host your wedding day! The months, weeks and days leading up to your wedding will be very busy as you make decisions and plan all of the details. It is our pleasure to assist you in making this as stress-free as possible. **To provide you with the best service, please follow the below guidelines and provide the required information at the specified times.**

THE BEST WAY TO CONTACT US

We are so successful at Harrington Farm largely because we work as a team. There is someone in the sales office every day except for Tuesdays. Please feel free to contact the sales office anytime at 978.464.5600 or via email at traci@harringtonfarm.com or jess@harringtonfarm.com. We understand you will have several detailed questions as you plan your wedding and encourage you to email us with those questions as you think of them. We do our very best to get back to you on the same day; however, sometimes due to the demands of the current week's events or days off it may not be possible. Since we do not work normal business hours and often our days off are during the week we have found it works well to schedule a phone conference if you have a list of questions you would like to discuss.

CORRESPONDENCE

We ask that you use the same email address as you correspond with us throughout the planning process and also keep us updated with any address or phone number changes. Of course, we are available to answer any questions your fiance or parents have and are available via phone or their emails, but it is a good idea to make sure the main booking contact is cc'd on all emails sent from others. **For us to correspond with anyone regarding your event, we must have them listed in our catering system as an approved contact. This includes parents.**

PRIVACY

Our clients and their privacy are very important to us, so it is our strict policy not to give out any information (including confirmation of the timing of your event or confirmation that your event is taking place at Harrington Farm) over the telephone to individuals claiming to be guests or vendors at your event.

VENDORS

ALL outside vendors must be licensed, properly insured and able to provide a certificate of liability insurance as well as be approved by Harrington Farm before you enter into a contract with them for your Wedding/Reception.

All outside vendors must sign our policies and procedures form no later than 30 days before the event.

[Harrington Farm Preferred Vendor List](#)

PAYMENT SCHEDULE

30 Days After Booking Your Event

Payment of the Catering Deposit of \$2,000.00 is due. We accept a personal check, bank check or wire transfer for this payment. We **do not** accept credit cards. Your payment should be made out to Harrington Farm and mailed to:

178 Westminster Road
Princeton, MA 01541
Attention: Traci Swenson

Nine Months Before Your Wedding

Payment of $\frac{1}{3}$ your estimated event minimum is due. We accept a personal check, bank check or wire transfer for this payment. We **do not** accept credit cards. Your payment should be made out to Harrington Farm and mailed to:

Harrington Farm
178 Westminster Road
Princeton, MA 01541
Attention: Traci Swenson

Six Months Before Your Wedding

Payment of $\frac{1}{3}$ your estimated event minimum is due. We accept a personal check, bank check or wire transfer for this payment. We **do not** accept credit cards. Your payment should be made out to Harrington Farm and mailed to:

Harrington Farm

178 Westminster Road

Princeton, MA 01541

Attention: Traci Swenson

One Week Before Your Wedding

Your Final payment is due in the form of a bank or certified check made out to Harrington Farm. **Personal Checks and Credit Cards are not accepted.** We strongly recommend you hand deliver or use FED EX or UPS to send your final payment to:

Harrington Farm

178 Westminster Road

Princeton, MA 01541

Attention: Traci Swenson

COMPLIMENTARY TASTING

When you will attend a tasting

We host two large group tastings every year; usually, there is one in March/April and one in July/August. The date will depend on our event schedule. The date will be set for the winter/spring tasting sometime in December and invitations will be sent out via email before the end of the year. The summer tasting invitations will be sent out via email sometime in April. Please keep in mind if you are booking between tastings you may be attending a tasting up to two months before your wedding. If you are planning on having a plated dinner at your wedding, it is not necessary to come to a tasting before you send out your invitations with your entree selections because we do not prepare everything on all of our menus for the tasting.

What to expect at the tasting

Our Executive Chef Steve Sprague and culinary team will prepare the most popular dishes as well as some of their favorites based on the season. The tasting is an integrity tasting designed to give you an idea of the flavors, quality, and presentation of our food. We provide stationary hors-d'oeuvres, passed hors-d'oeuvres, a selection of entrees and carved items, a chocolate fountain, late night bite, coffee bar and signature drink samples.

You are also able to view several linen styles and colors, our charger plates, and Chiavari chairs.

You will receive an informational packet when you arrive that will include the menu for the night, information on things that are included in your specific package as well as information on upgrades.

The tasting is complimentary for the soon-to-be newlyweds, and you may bring up to four guests at a per person cost.

HARRINGTON FARM RECOMMENDATIONS REGARDING YOUR INVITATIONS

Your invitations should be mailed out at least 2-3 months in advance with an RSVP date of four or five weeks before the wedding. Your final counts are due two weeks in advance, so you want to be sure to allow at least one extra week to chase down those last minute guests.

If you have a plated meal and plan on offering a choice of entree, please indicate these selections on your response cards. You should also have space for your guests to indicate any dietary restrictions or allergies. There is a split entree fee of \$2 per person for a choice of two entrees and a \$3 per person split entree fee for a choice of three entrees.

We recommend you do not offer vegetarian meals or children's meals as an option to avoid an additional split entree fee. As long as vegetarian meals and children meals do not exceed 10% of your final count, they will not be considered another option and you will not incur additional charges.

If you choose to have a different meal service other than plated we recommend you let your guests know in advance.

THE DETAIL MEETING

Your detail meeting is when you will meet with your salesperson and go through all the details of your event. This will include everything from food choices, linens, vendor information, coordination and timing, beverage service, the floor plan of the room, etc.

It is best to come prepared with all of your menu choices and vendor information, along with a list of questions you have.

We will send you a questionnaire and some additional information regarding the detail when we set up your appointment.

We strongly recommend contacting us regarding all decorations you plan on bringing into Harrington Farm to make sure they are approved **before** purchasing anything.

If you have not done so before your detail meeting, please be sure to discuss this with us then.

Please note, your detail meeting will be 3-4 months before your wedding, but we may set up the appointment as much as 5-6 months in advance since dates for these meetings fill up quickly.

FOOD & BEVERAGE

It is the client's responsibility to inform your guests and vendors that all of our dishes may contain traces of nuts, nut oils, gluten, or other allergens.

We have a specific system in place for handling allergies; this will be discussed at your detail meeting. Our chef is available to answer any questions regarding specific ingredients and preparations. It is very important that we are made aware of any special dietary requests two weeks in advance of your wedding date.

Harrington Farm is happy to provide several options to you so that you may add a hosted bar to your celebration. We follow responsible alcohol service guidelines and do not make any exceptions to underage drinking, overconsumption, or outside alcohol brought onto the grounds or into the venue before, during, or after your event. Alcoholic favors are not permitted. Shots are not offered or allowed. If we find any of these things taking place, we reserve the right to close the bar. This is the only way we can control what is safely being consumed.

Please refer to your original contract regarding our alcohol service policies.

YOUR FLOOR PLAN

Shortly after your detail meeting, we will send you an updated SALES AND CATERING contract which will detail all the items discussed at your detail meeting along with a link to Social Tables which is where you will create your seating chart. It is imperative that you use this program for your seating assignments and meal choices, any seating or dietary notes, under 21's, etc. because we print several reports for each department from this program. You will no longer have access to Social Tables at noontime on the Saturday two weeks before your wedding. This is a strict deadline, and no changes can be made after this time without incurring additional charges.

Keep in mind that when we take away your ability to adjust your seating, decreases in your guest count cannot be credited. Increases up to 10% of your final count will be accepted up to two days prior but we cannot guarantee that we will be able to honor specific menu requests. We also cannot guarantee we can rent additional equipment such as tables, chairs, and linens to accommodate any increase in guest count.

FINAL DETAILS MEETING

At your detail meeting, we will schedule a final details meeting to go over your event and address any remaining outstanding details. This meeting usually takes about an hour, and we can conduct it over the phone or in person.

We will also go through all drop off items and your ceremony line up.

It is a good idea to bring a list of the items you plan on bringing in for your drop off such as guest book and favors.

There are usually a handful of decisions still to be made after your detail meeting. On the updated SALES AND CATERING contract these will be listed as TBD. It is a good idea at this time to go through these TBD's and send an email confirming your decisions on these items.

TWO WEEKS PRIOR

At this point all of your final decisions are due. We will send you an email with any outstanding items so that we may finalize your contract, finalize your floor plan, and reconcile your invoice. Your final payment is due one week before your wedding in the form of a bank check or wire transfer; we do not accept personal checks or credit cards.

Please have your vendors contact us one-two weeks before your wedding. This allows us to go over their arrival times, tell them where to set up and go over your timeline. Harrington Farm Preferred Vendors are not required to call.

Drop off and Rehearsal

We will confirm the date and time as well as your Harrington Farm contact for your drop off and rehearsal. Please be timely with your scheduled drop-off time; we can have up to five drop-offs scheduled in one day. At this time we will go through every item you are bringing into the venue. You are required to send us a list of everything you will bring to the drop-off. All items must be clearly labeled with your names and wedding date and time. Wedding dresses and other formal wear may not be left at Harrington Farm before or after your event. Rehearsals tend to be a day or two days before your wedding. This is based on our wedding schedule. We will tentatively schedule your rehearsal at your details meeting and can confirm it two weeks before your wedding date. Harrington Farm does not get involved in the actual ceremony, but we are happy to assist with the rehearsal. On the day of your wedding, we will assist you with the processional.

YOUR WEDDING DAY

Your big day is finally here! All of your planning and hard work is about to come together so that you may begin your life together just the way you have always dreamed of. Remember to take a deep breath and enjoy yourselves, because it will go by quickly!

Event Manager and Personal Attendant

If we can, we will confirm your Attendant and Event Manager for your wedding day at your final details meeting.

Your Event Manager is the person who will be running the event. He or she will also be here two hours prior and is available for your vendors if they have any questions. The Event Manager is in charge of communicating with the DJ or band, photographer, chef and event staff to ensure your event runs smoothly. The Event Manager will be here throughout the event. Your Personal Attendant is the person who will be taking care of you during the event. She arrives at least two hours prior and will do everything from providing all pre-ordered food and beverage to pinning boutonnieres on the groomsmen. She will be with you during cocktail hour while you have your photos taken providing food and champagne for you, your bridal party, and parents. She is happy to go to the bar for the newlyweds, but the wedding party and parents will have to get their beverages from the bar. Your Personal Attendant will be here throughout

the event.

Please call the sales office at 978.464.5600 x221 to confirm the location of your ceremony four hours before the ceremony start time.

The baker, florist, DJ or band, videographer, photo booth attendant, photographer, and any other vendors may not arrive until one hour before your event unless other arrangements have been made with Traci or Jess.

Payment for additional vendors or guests and bar fees is expected at the end of your event and may be paid by credit card.

Traci Swenson
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traci@harringtonfarm.com
978.464.5600 x222

Jess Stone
Sales Executive | Wedding Planner
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978.464.5600 x221