

Wedding Setup Checklist—*Homestead Meadows*

Day of Week _____ Date _____

Bride _____ Phone _____

Groom _____ Phone _____

Please return this completed form with your final payment **two weeks before the wedding day**. Enclose in your final payment the balance of rental and fees for optional services. Please see **Final Balance Calculation Worksheet** on the last page of this document. If weather cancels any services, we will issue a prompt refund. Optional services involve a 5.5% sales tax.

CEREMONY

- No ceremony at Homestead Meadows. (Deduct \$100 from the final payment due.)
- Indicate preference for indoor or outdoor ceremony (subject to weather):
 Outdoor Indoor
Number of guests expected for ceremony _____ (Please think about this. Not everyone will attend the ceremony, and you don't want too many empty chairs.)
- If outdoor ceremony, select one of our standard sites on aerial view on page 3.
Site # _____ (No cost for standard sites.)
 Other—Specify _____ (Additional cost per advance quote.)
- Time of ceremony: _____
- Rehearsal on day other than wedding day? (Add \$100 fee.) Yes No
Day and time _____
- Homestead Meadows PA System Rental? Yes No (Add \$65; also provides dining hall sound.)
- Keyboard Rental? We have a high quality keyboard and stand. (Add \$50.)

DINNER

- Number of guests confirmed for dinner, including wedding party: _____
- Would you like tent with furniture to allow social distancing at dinner? Yes No (Add \$100)
- Head Table? Yes No If yes, how many to be seated at head table? _____
Note: We provide table skirting for head tables.
- Number of **guest seating** tables desired _____. Note: We can seat 8 per table up to about 160 guests, and 10 per table up to our capacity of 222. (See table layout diagram on Page 4)
- Table covers and decorating are done by the wedding party or caterer. We offer table covers with disposable white poly for \$2/table. Indicate yes here and add amount on last page.
- Cake/dessert table:
 Lower level by lace-covered window (recommended if cake is served right after dinner.)
 Upper level Note: We provide table skirting for the cake/dessert table.
Please communicate setup location to cake vendor. Can arrive after 11AM on wedding day.
- Time of Dinner: _____ Dinner Caterer: _____
- Special Instructions, if any:

RECEPTION

1. Will you have a video to show during the reception? We have a 60" plasma TV with DVD player and computer hookup—our DVD player or your computer. Either option is \$50. We also have 10' screens in the upper or lower levels. There is no charge for using the screens with your own projector.
 - No picture show
 - 60" TV in the upper level with our DVD player or your computer—\$50
 - Our video projector, DVD player and screen in lower level—\$50
 - Your own video projector and DVD player or computer and our screen in the lower level—no charge
2. Musical Entertainment Planned
 - DJ music
 - Live music
 - Self-provided music (See note below for equipment available.)
3. Homestead Meadows PA system rental for upper level reception?
 - No
 - Yes (Our sound system can be used with your iPod, iPad, computer, or MP3 player, for sound quality that matches DJ equipment. Rental cost is \$85, and includes a microphone.)

Name of DJ or Band: _____ Arrival Time: _____

4. Scheduled Start of Music: _____ Scheduled End of Music: _____

(**Music ending times**, per your Confirmation, are as follows: Weekdays—10:30PM; Fridays—11:30PM; Saturdays—11PM; Closing time is one half hour after music ends. One additional hour of closing time extension can be arranged for \$250 + tax.

We wish to have one additional hour of extension of closing time.

5. Optional white party tent with lights over the area between the two buildings is \$100. Yes
6. Type of beverage service: Soft drinks Beer Wine Hard liquor
(Note: We will set up the bar area in collaboration with the family in charge and the beverage caterer. In warm weather, the beverage service is generally set up either under the main barn porch or in the yard area between the two buildings. Beer trailers can be parked wherever you prefer.)
7. Beverage caterer:
 - Self
 - Other—Name of Beverage Caterer _____
8. Will there be bartenders? (Hard liquor service requires bar tender(s).
Yes If yes, how many? _____
No
9. If hard liquor (mixed drinks) served, what time? From _____PM to _____PM
(Note: It is best to stop serving mixed drinks an hour before the end of the music.)
10. Overnight Parking—Please Note: Free drinks may cause some to over-indulge. Shuttle service to hotels can be an effective way to prevent driving under the influence. Cars left over night must be removed before 10AM the next day, or they may be towed and stored at the owner's expense.

NOTE: We do all cleaning after your wedding, including clearing tables after the reception. However, all personal items must be removed at the end of the event so we can clean up and set up for the next day's event early in the morning. Please plan accordingly.

Our Standard Wedding Sites



Many couples plan for an outdoor ceremony. We have five standard outdoor wedding sites that we will set up at no cost. Other sites may be available at additional cost.

Please circle the site you have selected and tell us the number of guests expected. We will set up the chairs accordingly. Be cautious not to over-estimate. Some guests will not attend the ceremony, and you don't want too many empty chairs.

Site 1—Shade Tree Site—There is a white, round-top garden arbor under the canopy of these two stately shade trees. You can decorate them as you wish.

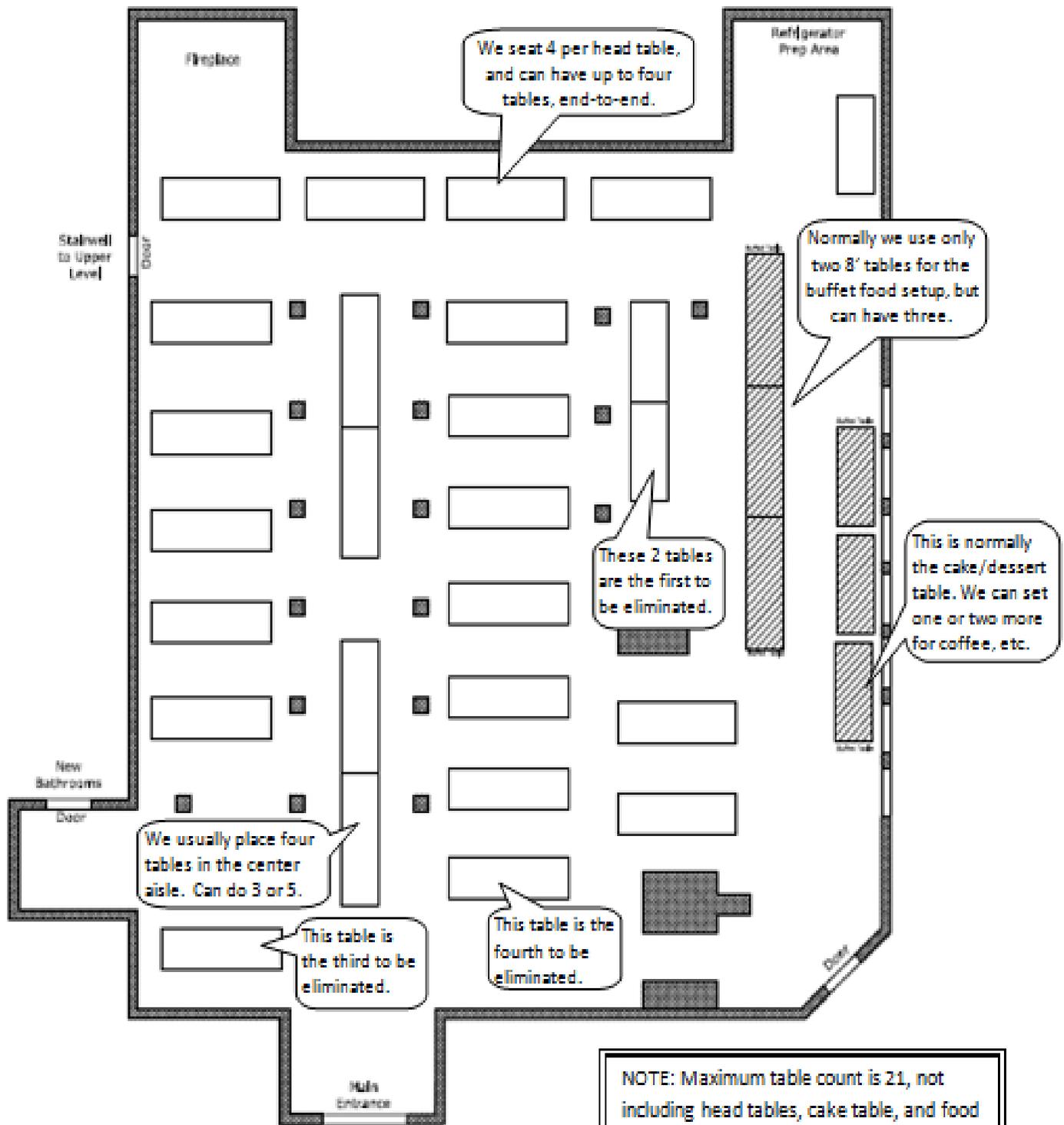
Site 2—Garden Site—This site also has a round-top arbor with vines, landscape shrubs and perennials.

Site 3—Gazebo Site—This site is in front of and faces our garden gazebo.

Site 4—Birch Trees West—This site faces two white birch trees, with a background of spruce evergreens. This is a perfect site if you want a natural background or if you are planning to bring in a background structure. It is to the west of the Bridal Dressing Room.

Site 5—Birch Trees East—This site is in front of two birch trees, and has a nice farm building in the background.

Maximum Dining Table Layout with Setup Notes



NOTE: Maximum table count is 21, not including head tables, cake table, and food serving and prep tables. We seat up to 10 guests per table, and typically seat four per head table. Tables are 30" X 8' in size.

Homestead Meadows

Lower Level Barn



FINAL BALANCE CALCULATION WORKSHEET

No.	Item	Cost \$	Amount	Total
1.	Venue Fee with 5.5% Sales Tax (From Confirmation)			
2.	Total paid to date			
3.	Balance remaining and enclosed (Subtract 2. From 1.)			_____
	Optional Services			
4.	Dining table covers: #_____ tables @\$2 ea. (NOTE: We cover the Barn's upper level tables and Machine Shed tables at no charge.)			
5.	Ceremony <u>and</u> dinner sound systems (2 for one price)	65		
6.	Keyboard for ceremony	50		
7.	Reception/Dance Floor Sound System	85		
8.	Flat Panel TV w/ DVD player	50		
9.	LCD Projector	50		
10.	Projection screen if you bring your own projector	0		
11.	Campfire with our unlimited wood	50		
12.	Campfire with your own wood	0		
13.	Tractor rides—1st hour (Normally for photos in back of Farm)	120		
14.	Tractor rides—2nd hour (Normally for guest rides)	80		
15.	Rehearsal and/or early setup on previous day	100		
16.	White 20x40' party tent next to Machine Shed, behind Barn	100		
17.	White 20x40' party tent in front of Barn for dining expansion—including tables and chairs. This is a special Covid accommodation, valued at up to \$400.	100		
18.	Total of optional services (Add 4.-17.)		\$ _____	
19.	Sales tax on optional items (Multiply 18. by .055)	5.5%	\$ _____	
20.	Total of optional items with 5.5% sales tax (Add 18. & 19.)			\$ _____
21.	Total Balance Due with Wedding Setup Checklist (Add 3. & 20.)			\$ _____