

EVENT DATE: \_\_\_\_\_ NAMES: \_\_\_\_\_

**Green Gardens Community Farm**  
***Pre-Event Consultation Form***

Event Honoree Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Event Honoree Name : \_\_\_\_\_

Phone: \_\_\_\_\_

**Estimated Number of Guests:** \_\_\_\_\_ (maximum 150)

Ceremony Location: ☐ Mulberry Tree    ☐ Vista Site

\_\_\_\_\_

Set-up Requests

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Reception Set-up Requests

\_\_\_\_\_  
\_\_\_\_\_

Names of guests who will need a ride on our cart

\_\_\_\_\_  
\_\_\_\_\_

Special notes

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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**DAY OF EVENT VENDORS**

Food: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

Valid Proof of License Submitted Y/N

Bar: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

\_\_\_\_\_ **Approved Training Proof** Y/N Type: \_\_\_\_\_ Expires: \_\_\_\_\_

**Event Liability Insurance Proof:** \_\_\_\_\_ (date submitted)

w/ Additional Insured? Y / N Liquor Liability Y / N

Cake: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

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

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

Music: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

Rentals: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

Photos: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

Other: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

PLEASE NOTE: Additional meetings off-site with staff or visits to inspect the venue will require a \$100 fee, which will also apply if vendors visit.

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## WEDDING /EVENT TIMELINE

### **Day Before Event (Rehearsal Day)**

Farmhouse Arrival Time: \_\_\_\_\_ (9am earliest)

Requests: \_\_\_\_\_

\_\_\_\_\_

Venue Arrival Time: \_\_\_\_\_ (10 earliest setting up)

Requests: \_\_\_\_\_

\_\_\_\_\_

Using our speaker system? Y / N

Using our Event Grill? Y / N

TIME:	Item
	Rehearsal Guests Arriving
	Rehearsal Invite Time
	Caterer? By: _____ Contact: _____ Phone: _____ Valid Proof of License Submitted Y/N
	Dinner at the farm? Location: _____
	Bonfire? Y / N Adult in charge: _____
	Guests Depart (No later than 10PM for those not staying overnight on site)

Clean Up Person: \_\_\_\_\_

EVENT DATE: \_\_\_\_\_ NAMES: \_\_\_\_\_

**Event / Wedding Day**

TIME	Item
	Client /Other Arrival Time (9am stylists or photos, others 10am)
	<b>CATERING ARRIVAL TIME</b> Using our Event Grill? Y / N Requests: _____ _____
	<b>CAKE ARRIVAL.....Location: Cooler / Greenhouse</b>
	Photos Begin
	GUEST INVITATION ARRIVAL TIME
	Cocktails/Appetizers? (Please be sure water is available)
	Wedding Ceremony INVITATION TIME
	Appetizer Hour?
	Dinner Seating
	Announcement(s) / first dance
	<b>Food Service Begins</b>
	<b>Cake Cutting/Dessert</b>
	<b>Dancing Begins (Using our Speakers Y/ N)</b>
	Bonfire? Y / N -- Lit by: <input type="checkbox"/> staff / <input type="checkbox"/> client <u>Y or N Adult in charge:</u> _____
	Bar “Last Call” before closing (No later than 9:30pm)
	Guests Depart: _____ (No later than 10:30pm)

*Please communicate END TIME to your guests - the venue will close.*

**Sunday:**

Clean-up starting 8am &  
**check out for Farmhouse & Venue completed by 11am**

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**Farm Flowers:**

☐ Mason Jars

☐ Loose Allotment in Buckets in cooler Day & Time: \_\_\_\_\_

Additional Mason Jars **x** \_\_\_\_\_

Bride Bouquet \_\_\_\_\_

Maids Bouquets **x** \_\_\_\_\_

Boutonnieres **x** \_\_\_\_\_

Corsages **x** \_\_\_\_\_

Wristlets **x** \_\_\_\_\_

Flower Girl \_\_\_\_\_

Cake \_\_\_\_\_

Other \_\_\_\_\_

**Using Our Speakers for**

☐ Rehearsal

☐ Ceremony

☐ Reception

**Decor Rentals: Items you're renting from us...**

☐ Tea Lights & Votives

☐ Table Runners - style \_\_\_\_\_

☐ Guest Book Table

☐ Display Panels

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### Permission for Photography

I grant to Green Gardens Community Farm and Green Gardens Events, LLC of 14201 H Drive North, Battle Creek, Michigan, unrestricted permission concerning any photographs that have been taken or may be taken of my event here at Green Gardens Events, LLC, to use, reuse, publish, and republish the photographs in whole or in part, individually or in connection with other material, in any and all media now or hereafter known, including the internet, and for any purpose whatsoever, specifically including illustration, promotion, art, editorial, advertising, and trade, without restriction as to alteration.

I release and discharge Green Gardens Community Farm and Green Gardens Events, LLC from any and all claims and demands that may arise out of or in connection with the use of the photographs, including without limitation any and all claims for libel or violation of any right of publicity or privacy. This authorization and release shall also inure to the benefit of the heirs, legal representatives, licensees, and assigns of Green Gardens Community Farm and Green Gardens Events, LLC, as well as the person(s) for who took the photographs. I am a legally competent adult and have the right to contract in my own name. I have read this document and fully understand its contents. This release shall be binding upon me and my heirs, legal representatives, and assigns.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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### **Clean-up reminders:**

- ☐ Please return the venue to the same or better state as you found it
- ☐ Please deposit all trash into the garbage dumpster including restroom, kitchenette, Greenhouse, bonfire, outdoor areas and farmhouse
- ☐ Please wash kitchenette items & return to cupboards, etc.
- ☐ Please remove all decorations and personal items
- ☐ Loaned items from Green Gardens such as vases, mason jars, votive holders, etc.: Follow provided instructions with each
- ☐ Cleaning fees may be enforced or loss of security deposit may occur if the facilities are not cleaned and returned to original condition by 11am.
- ☐ Please promptly alert staff to any broken or missing items, malfunctions or other concerns

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This page is in duplicate - the farm keeps the left, you keep the right for your records

<input type="checkbox"/> Farm's veggies/produce (see Trent) <input type="checkbox"/> Additional Decorations/ <input type="checkbox"/> Candles <input type="checkbox"/> Sparklers -- 10:15 pm actually leave <input type="checkbox"/> A Dog (see below)	<input type="checkbox"/> Farm's produce (see Trent) <input type="checkbox"/> Additional Decorations/ <input type="checkbox"/> Candles <input type="checkbox"/> Sparklers -- 10:15 pm actually leave <input type="checkbox"/> A Dog (see below)
<b>GO-TO HELPER: (required)</b> _____ <b>Cell #:</b> _____	<b>GO-TO HELPER: (required)</b> _____ <b>Cell #:</b> _____
Ice Getter_: _____ Cell #: _____	Ice Getter_: _____ Cell #: _____
Dinner CLEAN UP LEADER Name: _____ Cell #: _____	Dinner CLEAN UP LEADER Name: _____ Cell #: _____
Additional Contact Name: _____ Role: (example: mom of bride) _____ Cell #: _____	Additional Contact Name: _____ Role: (example: mom of bride) _____ Cell #: _____
Additional Contact Name: _____ Role: (example: mom of bride) _____ Cell #: _____	Additional Contact Name: _____ Role: (example: mom of bride) _____ Cell #: _____
Gift Stasher: _____ Cell #: _____	Gift Stasher: _____ Cell #: _____
Dog's Name _____ Dog's Helper: _____ Cell #: _____ Dogs are welcome outdoors on leash. NOT permitted inside buildings	Dog's Name _____ Dog's Helper: _____ Cell #: _____ Dogs are welcome outdoors on leash. NOT permitted inside buildings

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CHECKLIST - 120 days before wedding/event

- ☐ **Payments In Full**
- ☐ **Security Deposits**
  - ☐ **\$500 Venue**
  - ☐ **\$500 Farmhouse (overnights)**

CHECK LIST - 30 days before wedding/event

- ☐ **Bartender Proof of Valid Training** photo of successfully completed [MLCC-approved training](#) ( TIPS ® or TAM ®, for examples ) - valid expiration dates
- ☐ **Event Liability Insurance** forward proof of insurance with the following for your wedding/event date
  - ☐ **Host Liquor Liability Insurance** if serving alcohol
  - ☐ **Green Gardens Community Farm “Additional Insured”**  
14201 H Dr. North, Battle Creek, MI 49014
- ☐ **Provided Vendors With Info** sent vendors link to [www.GreenGardensEvents.com](http://www.GreenGardensEvents.com)
- ☐ **Ordered Flowers/Rental Items/Produce From Farm**