

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)

What is a Go-To Person? **This person will KEEP PHONE ON & ANSWER CALLS/TEXTS and step away at ANY TIME during the wedding day.** This person is someone you trust to make quick decisions on your behalf if things come up.

This person is positive, calm, and kind. Your Go-To person is NOT in the wedding party and NOT in lots of photos. This person isn't your mom or best man, etc.

Be sure to thank this person! They are going to be one of the most important people on your day!

Go-To Person Name : _____

Cell Phone: _____

Ice Getter : _____ Gift Stasher: _____

Cell #: _____ Cell #: _____

If you're including a dog in your celebration:

Dog's Name _____

Dog's Helper: _____

Cell #: _____

Dogs are welcome on leash. NOT permitted inside buildings other than during ceremony.

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INDOOR WEDDING CEREMONY VENUE

RAINY DAY - All clients please fill in

Greenhouse Event Venue Ceremony - up to 150 -

In the event of rain, we always use the Greenhouse Event Venue for all ceremonies, but you may choose this location in any weather. Chairs are used for seating at this location.



Ceremony Location Options: Choose one

- ___ **Far End at Green Curtain**
- ___ **Dance Floor to Side**
- ___ **Other** _____

Ceremony Decor Options:

- ___ Portable Wooden Arch - no fee
- ___ and/ or White Drape (\$75)
- ___ and/ or White Curtains (\$75)

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OUTDOOR WEDDING CEREMONY VENUE

Please choose one

_____ Mulberry Tree - up to 150 -

Located along the pathway between the Greenhouse Event Venue and the restrooms area, this spot offers a shady ceremony location your wedding party. Guests will all be looking east.

Mulberry Tree Seating Options: Choose one

_____ Wooden Benches

_____ Chairs from Greenhouse Venue*

(If more than 75, we ask the guests to assist with bringing chairs into the Greenhouse at the conclusion of the wedding)

Ceremony Decor Options:

_____ Portable Wooden Arch

and/or **_____ White Drape (\$75)**

and/or **_____ White Curtains (\$75)**



_____ Vista Site - up to 150 -

Located past the Greenhouse Event Venue and a 300 ft. walk through the grassy orchard, this spot offers gorgeous views of the farm and a permanent wooden archway as well as rustic doorway entry. Guests will be looking northwest. Bench seating at this location. *NO ELECTRICAL OUTLETS HERE - use our speakers or plan your own portable power options*

Ceremony Decor Options:

_____ White Drape (\$75)

_____ White Curtains (\$75)



_____ Porch - Small Wedding max. 50 -

Intimate and full of historic charm, the Front Porch of the Farmhouse is only offered for small weddings of 50 or fewer guests. Walnut trees provide spotty shade. Not available in September due to walnuts falling. Guests will be looking north. Chair seating at this location.

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WEDDING CEREMONY VENUE - SET UP

Ceremony Sound:

Our portable speaker unit includes microphones (2) and inputs to plug in items as well as bluetooth connectivity. It is battery powered. More info is available on "Client Toolbox."

- ___ **Using Farm's Speaker System (no fee)**
- ___ **DJ bringing own equipment* (NO power at Vista)**
- ___ **Musician (Type: _____)**
- ___ **Other: _____**

Ceremony Furniture:

There is no fee for use of these items.

- ___ **3ft x3ft square brown wooden table
& layout location _____**

- ___ **Small brown wooden plant stand 3' tall
& layout location _____**
- ___ **Lecturn 42" tall, gray wooden
& layout location _____**

Ceremony Special Needs:

Our portable speaker unit includes microphones (2) and inputs to plug in items as well as bluetooth connectivity. It is battery powered. More info is available on "Client Toolbox"

- Guests requiring sturdy chair with arms # _____
& chair layout location _____**

- Other: _____**

Additional Set-up Requests

Green Gardens staff will install and put away items that belong to the farm. Clients are responsible for all other installation & take-down. No ladders are provided.

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RECEPTION VENUE INFORMATION

Guests Seating

- _____ assigned seats
- _____ assigned tables, any chair at that table
- _____ open seated with a couple reserved tables for parents/siblings/etc.

Note: Alphabetical seating list displays are very helpful for guests as opposed to reading each table's list to find a guest's name.

Head Table/Couple's Table

- _____ 6 ft sweetheart table for the couple dancefloor area
- _____ 8 ft table for 4 people (couple + 2) dancefloor area
- _____ Head table for # _____ dancefloor area
- _____ No head table, couple seated at guest tables

Tables & Chairs: Set-up Requests

Cake Table: Set-up Location: _____

Gift Table Set-up Location: _____

Other Table Set-up Location: _____

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

- _____ Tea Lights & Votives (\$)
- _____ Table Runners (\$) - style _____
- _____ Display Panels (\$)

Don't forget! Even a little breeze will blow paper items everywhere. Top heavy items will fall.

Special notes: _____

EVENT DATE: _____ NAMES: _____

DINING INFORMATION

Catering Company: _____

Arrival Time: _____ Departure: _____

Day-Of Cell #: _____ Name: _____

Valid Proof of License Submitted _____

___Y / ___N **Appetizer/Cocktail Hour**

Location: _____

Tables for food service: _____

Dinner Service Style - consult your catering contract

Venue staff does not serve or set up food, clear plates, or otherwise act as caterers/wait staff

- _____ Fully Plated Meal with Waistaff & Clearing dining tables
- _____ Family-Style Meal with Waitstaff & Clearing dining tables
- _____ Buffet Meal with Staff & Clearing dining tables

or

- _____ Buffet Meal - other - describe plan:

Food Set-up plan _____

Refill Food During Dinner plan _____

Take-down & clearing plates plan _____

Buffet Tables

- _____ 14 feet straight line (8' & 6')
- _____ 22 feet L-shaped (8' & 8' & 6')
- _____ Require Farm's black table cloths (no charge)

Dinner Tableware

- _____ Rented china dishes & forks, knives, etc.
- _____ Disposable dishes & forks, knives, etc.

Grill - ___Y ___N Is the caterer using our propane event grill?

Buffet Release - Who tells table when it's their turn? _____

Leftovers - Who will put away leftovers? _____

Cake Service - Who will cut & serve guests' cake? _____

Special notes _____

EVENT DATE: _____ NAMES: _____

BEVERAGES & BAR INFORMATION

Bartending By: _____

How many bartenders: _____ Contact Name: _____

Arrival Time: _____ Departure: _____

Day-Of Cell #: _____

MI Bartender **Approved Training Proof submitted** ___Y/___N

Type: _____ Expires: _____

Non-Alcoholic Beverages - consult your catering contract

Venue staff does not serve or set up or refill beverages or otherwise act as caterers/wait staff. Water in 5-gallon "Culligan" style dispenser is provided. Bartenders don't do these, generally.

- _____ Catering will cover all non-alcoholic cold beverages
- _____ Catering will cover coffee and tea if served

or

- _____ Client's helpers will cover non-alcoholic beverages:

Beverage crew plan _____

Bar Set-Up, Kegs, and Ice - consult your bartender contract

Venue staff does not serve or set up the bar - be sure you have help you'll need to attend to the ice, alcohol, mixers, cups, or garnish or otherwise act as bartenders. Plan a minimum of 1 1/2 hours for these tasks.

- _____ Complete Bar Service - including ice, set-up & take-down
- _____ Pouring Drinks Only - client responsible for all prep & clean up

If kegs, who will tap the kegs & provide pitchers: _____

___Y / ___N **Cocktail Hour Before Wedding**

Time Begins: _____ Notes: _____

Please remember to stock the Farmhouse separately for your overnight guests. Client will securely store all alcoholic in locked area designated by farm. Tapped kegs either be stored tapped in locked area or may instead have taps removed. Lessee shall regain access to these locked areas at 11:00AM the next day for clean-up and removal purposes only.

EVENT DATE: _____ NAMES: _____

OTHER EVENT VENDORS

Rental Dishes, etc: _____

Website: _____ Phone: _____

Arrival Time: _____ Location to deliver: _____

Officiant: _____

Coming to rehearsal?: ____Y____N Phone: _____

Wedding Day Arrival Time: _____

Photographer: _____

Website: _____ Phone: _____

Arrival Time: _____ Location to arrive: _____

Videography: _____

Website: _____ Phone: _____

Arrival Time: _____ Location to arrive: _____

Cake: _____

Website: _____ Phone: _____

Arrival Time: _____ Location to deliver: ____cooler____Greenhouse

Florist: _____

Website: _____ Phone: _____

Arrival Time: _____ Location to deliver: ____cooler____Greenhouse

DJ/Dance Music : _____

Website: _____ Phone: _____

Arrival Time: _____ NOTE: NO sound 1 hour before ceremony

Ceremony Music: _____

Coming to rehearsal?: ____Y____N Phone: _____

Wedding Day Arrival Time: _____

Other: _____ Phone: _____

EVENT DATE: _____ NAMES: _____

Day Before Event (Rehearsal Day)

Client Farmhouse Arrival Time: _____ (9am earliest)

Requests: _____

Client Venue Arrival Time: _____ (10 earliest setting up)

Requests: _____

Using our Event Grill to cook dinner? ____ Y / ____ N

TIME:	Item
	Rehearsal Guests Arriving
	Rehearsal Invite - Designated Start Time
	Caterer? By: _____ Contact: _____ Phone: _____ Valid Proof of License Submitted Y/N
	Dinner at the farm? Location: _____
	8' Folding Table? # _____ \$10 ea. Tablecloths? # _____ \$10 ea.
	Bonfire? Y / N Adult in charge: _____
	Guests Depart (No later than 10PM for those not staying overnight on site)

Clean Up Person: _____

Green Gardens staff will install and put away items that belong to the farm. Clients are responsible for all other installation & take-down as well as clean-up and removing trash bags from the bins we provide for your use and placing trash into dumpster provided.

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Event / Wedding Day

If you have another written timeline for your wedding day,
you can attach that instead and skip filling in this section.

TIME	Item
	Client /Other Arrival Time (OPENING TIME: Greenhouse 10am)
	Photos Begin
	GUEST INVITATION ARRIVAL TIME
	Cocktails/Appetizers? (Please be sure water is available)
	Wedding Ceremony INVITATION TIME
	Appetizer Hour?
	Dinner Seating
	Announcement(s) / speeches/ first dance (optional timing idea)
	Food Service Begins
	Cake Cutting/Dessert - Don't forget your cake knife!
	Announcement(s) / speeches/ first dance (optional timing idea)
	Dancing Begins
	Bonfire? __Y /__ N -- Lit by: <input type="checkbox"/> __staff / <input type="checkbox"/> __ client Adult in charge: _____
	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

Guests are welcome to leave vehicles here overnight until Sunday morning.

EVENT DATE: _____ NAMES: _____

Sunday:

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

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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(Optional)

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) 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

EVENT DATE: _____ NAMES: _____

CHECKLIST - 120 days before wedding/event

Payments In Full

Security Deposits

\$500 Venue (all weddings)

Name for Check: _____

Address to mail check:

\$500 Farmhouse (overnights only)

Name for Check: _____

Address to mail check:

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

All Vendors Have Info send this link www.GreenGardensEvents.com

Ordered Flowers/Rental Items/Produce From Farm