

GREEN GARDENS COMMUNITY FARM

Wedding Weekend / Events

*Green Gardens is a special place where clients can craft the wedding of their dreams!
We offer great flexibility, and means a bit of pre-planning and a lot of
pulling together and rolling up our sleeves to make it all happen!*

Each rental includes ONE FACILITY STAFF PERSON

STAFF'S JOB IS TO:

Maintain the Facility

Help vendors and guests navigate at the Facility

“WHO DOES THAT TASK?”

EVENT TASK	FARM STAFF	CLIENT'S HELPERS -or- VENDOR
GUEST SAFETY & FACILITY CONDITION We will need to work together to ensure that guests know what to do (and not to do!) to ensure a fun and safe visit to the farm. <u>Please communicate clearly with guests about the terrain of the farm and potential weather conditions, as well as items in the contract including staying within venue boundaries and using smoking locations.</u> Also communicate rules about no weapons (regardless of CCW permit), limited farmhouse visitors, and, on event day, no self-served alcohol (including flasks) anywhere other than inside the farmhouse, no pets. Violations could result in ending the event early without refund. <u>Let's make it a fun & safe time!</u>	BOTH	BOTH
PARKING & RESTROOM SIGNS Set up the wayfinding signs that belong to the Farm regarding parking locations, venue location & restroom location	FARM STAFF	
GIVE NAVIGATION or DIRECTIONS HELP Staff will greet vendors as they arrive, assist them in finding parking and in finding assigned locations for their work. Staff will offer vendors information on key LOCATIONS (not client's items) around farm such as coolers, restrooms, ceremony location, etc.	FARM STAFF	

<p>DRIVE GOLF CART Staff will offer rides to assist guests with mobility challenges & - if time allows - assist with transporting items for vendors. Bride's escort (father, etc.) may drive the golf cart to ceremony site at time of ceremony procession.</p>	FARM STAFF	
<p>INDOOR RESTROOM CLEANING Staff will clean the farm's two indoor restrooms and restock supplies regularly throughout the event</p>	FARM STAFF	
<p>CENTERPIECES & LIGHTING CANDLES Staff will position floral centerpieces on tables (according to client's direction as much as possible) one hour before ceremony/event start time and light candles before dinner seating begins</p>	FARM STAFF	
<p>PATIO FURNITURE & LAWN GAMES Staff will set out lawn games, patio furniture and other chairs, set up patio shade umbrellas</p>	FARM STAFF	
<p>CEREMONY CHAIR SET UP Staff will set up chairs for ceremony location prior to ceremony start time. (Returning chairs to venue is responsibility of renters. Guests are usually glad to assist and it goes quickly and easily.)</p>	FARM STAFF	
<p>VISTA CEREMONY BENCHES Staff will set out benches to accommodate anticipated number of wedding guests</p>	FARM STAFF	
<p>DECORATING & FOOD Clients are responsible for setting up and removing décor. Clients and their vendors are responsible for all food preparation and food service. Farm staff will remove Green Gardens' rental décor items at conclusion of use. Please take care not to damage any facility structures or plants or trees when decorating or removing items. No nailing into trees or trimming of trees or plants is permitted.</p>		CLIENT
<p>COURTESY UMBRELLAS, BLANKETS, BUG SPRAY The farm provides these items as a courtesy to guests. Staff will set them out as need arises for their use and also put them away at conclusion of use.</p>	FARM STAFF	
<p>WIRELESS MIC & SPEAKERS Staff will set up Green Gardens' speaker and our single microphone stand at ceremony site and/or event/reception site, if client will be using. Staff will attempt to educate the officiant or users about operating the unit. Staff will remove these at conclusion of use.</p>	FARM STAFF	

<p>LIGHTS & FANS & ADJUSTABLE SIDES Staff will turn on lighting including string lights and other lighting around all locations of the venue inside and out and turn on and adjust Greenhouse lighting and fans (if fans are needed) as well as adjusting roll-up sides on Greenhouse</p>	<p>FARM STAFF</p>	
<p>CLEANING FLOORS IN GREENHOUSE Staff will sweep up inside the Greenhouse (the vines shed!) prior to event guest arrival. Clients must pick up non-biodegradable and large items. Staff will sweep after client departure.</p>	<p>FARM STAFF</p>	
<p>BONFIRE Staff will set bonfire, light bonfire, and provide stack of additional firewood (12 or so logs/pieces). Client must provide adult to keep watch over fire. At 10:30, if no overnight are using the bonfire, staff will extinguish bonfire. If overnight guests continue to be enjoying the bonfire after that time, the client assumes responsibility for putting it out after use.</p>	<p>BOTH</p>	<p>BOTH</p>
<p>COMMUNICATIONS & TIMING Clients are responsible for communicating with their guests and vendors. Green Gardens' facility staff is not responsible for relaying messages. Clients and vendors are responsible for start times and ensuring guests depart at end time.</p>		<p>CLIENT</p>
<p>RAINY/WINDY DAY – WEATHER CONDITIONS Staff will meet with client 2 hours prior to outdoor starting time in order to determine if the event needs to be moved to more suitable location at the farm – or if it is safe to continue. If local sirens go off, Staff will lead guests to take shelter in the basement of the house and restrooms. Staff cannot force individuals to shelter, but will guide those who would like it to shelter.</p>	<p>FARM STAFF</p>	
<p>LAST CALL FOR BAR Staff will indicate to DJ/band to announce - or announce as situation merits - the "Last Call" for alcoholic beverages one hour before end time of event</p>	<p>FARM STAFF</p>	
<p>PLASTIC TABLES Staff will set up plastic tables for food service workers in back area of Greenhouse if desired by client or vendor. Staff will set up plastic tables (8 ft x 2 & 6ft) with white drape for buffet area, if desired by client</p>	<p>FARM STAFF</p>	
<p>BRING, FIND, OR FIX CLIENT BELONGINGS Staff cannot bring, find, modify or repair clients' or guests' belongings, decor or vendors' items - we are unable to search for such items should clients or vendors misplace them. <u>We will do our best to contact client or vendor if we do discover lost items, but we cannot stop work to search for items on the day of the event.</u> Pick-up may take place during our Farm Stand open.</p>		<p>CLIENT</p>

<p>TOOLS, UTENSILS AND LADDERS As a help to our clients, the farm will provide a "Courtesy Wedding Tool Kit" just in case clients forget a little something and need supplies like scissors, floral wire, wire cutters, pins, a hammer and nails, manual screw drivers, tape, etc. We stock our kitchenette with a few essential serving items in drawers and cupboards to help you in a pinch, and provide a single hand truck/dolly that you may use onsite during your wedding weekend. <u>We do not provide items beyond those noted above, nor are clients or guests permitted in non-venue areas to attempt to procure them.</u> If you are planning large task, you may find it helpful to practice at home first so you'll know just which tools you'll need to bring along. <u>We do not provide ladders or power tools,</u> nor do we provide carrying crates, boxes, wheelbarrows, tarps, ropes, etc.</p>		CLIENT
<p>SMALLER TRASH BINS Staff will regularly empty trash in restrooms and the two smaller tan bins and red cans and bottles bin throughout the event.</p>	FARM STAFF	
<p>DISPOSAL OF BOTTLES & CANS, LARGE ROLLING BINS Clients may arrange with vendors or client volunteers to empty large 50 gallon black curb-style trash bins. They should be emptied into red dumpster. Clients must take back their bottles and cans.</p>		CLIENT
<p>REMOVAL OF PERSONAL ITEMS & FINAL CLEAN UP Staff will sweep floors and wash tables after the client departs. Clients are responsible for gathering and disposing of all debris into dumpsters. Clients need to remove all personal & vendor items.</p>		CLIENT

Farmhouse items and furnishings must STAY IN FARMHOUSE - these items may *not* be removed.
This may result in loss of security deposit.

If clients request to use rental items beyond what they reserved in advance, the Lessee will be charged according to list price for that rental use.
This includes rehearsal dinner, too; please communicate with all hosts.

<p>DARLING ACE HARDWARE (269) 781-7921 855 W Michigan Ave, Marshall, MI 49068 (less than 10 minutes to drive) Monday - Friday 8AM-7PM Saturday 8AM-6PM Sunday 11AM-3PM</p>
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