

## CONSIDERATIONS TO BE MADE BEFORE RENTING THE TROLLEY BARN

1. The base rental fee for a time block is for the time block only. All add-on time is charged according to the fee schedule. However, all add-on charges for time that is not used are refunded with the security deposit after the event.
  - a. We charge time for:
    - set up and breakdown of furnishings
    - decorating and removal of decorations
    - caterer set-up access; and
    - the event.
  - b. We do not charge for time used for the following, provided they are done during our office hours (10am – 1pm Monday – Saturday):
    - deliveries and pick-ups outside of rental hours
    - Barn visits to scope, measure, and plan for event
    - tent set-ups and take-downs.
  - c. Included in the rental fee is a one hour time period for a wedding rehearsal, typically the day before your wedding. As last minute changes may occur, clients must be flexible regarding the time for a rehearsal if the Barn is rented for an event on the same day as the rehearsal.
2. We highly recommend you select a caterer from our Preferred Caterer list. If you choose to use a caterer who is NOT on the Preferred Caterer list, there is a \$500 non-refundable catering fee. Off-list caterers must provide a current business license and a certificate of insurance coverage with a minimum of \$1,000,000 aggregate liability coverage.
3. The rear lawn may be used casually for photography and similar activities. No tables and chairs may be set on the lawn.
4. The Barn is situated in a residential area. The maximum decibel allowance within The Barn is 90 (which is still plenty loud for a fun, music filled event). The sound level is monitored during the entire event. Financial penalties are levied on events that exceed this limit.
5. The Trolley Barn's responsibility is to provide The Barn in a cleaned state with an on-site Event Attendant present at the event. Set-ups and break-downs are the responsibility of the client's professional staff. The Barn Event Attendant is present to guide the client and address problems. The Event Attendant does not do manual labor with regard to set-ups and break-downs. Be sure to have a clear understanding with your caterer, planner, vendors, etc. as to their responsibilities.

## EVENT SET-UPS, DECORATING AND BREAK DOWN

1. All event set-ups, break-downs and decorating of The Barn and patio areas must be managed by professional services (for example: an event planner, décor service or caterer).
2. Nothing may be hung from the ceiling structure with the exception of professional managed drapery, floral and lighting. Anything hung from the ceiling structure must be removed prior to the close of the event, including anything used to affix the display.
3. Objects may be hung from the window hooks which are already installed. Additional hooks are not allowed.
4. You may not use staples, tacks, nails, glue adhesives or similar mounting methods inside or outside of The Barn. Punctures of any kind or sticky residues are not allowed inside or outside of The Barn structures or furnishings.
5. Candle policy: All candles must be protected with covering (such as hurricanes, lanterns, votives). Luminaries (sand/candles/paper bags) are not permitted.
6. Due to irrigation and electric lines beneath the ground surface, no tiki torches, tent stakes or stakes for any purpose may be used on the Barn's lawn. Only weighted tents may be used on the patio.
7. Balloons may be used in The Barn provided they are weighted and tied down.
8. Birdseed, bubbles and real flower petals may be used for a grand exit. No confetti, glitter (eco or otherwise), artificial flower petals or baled straw may be brought on the premises. Real flower petals may be used provided they are cleaned up. **No sparklers are allowed.**
9. Rented or handmade props (signage, arbor, chuppah, etc) are allowed but must be removed from the premises prior to the close of the event.
10. Trolley Barn furnishings inside and outside, including flower pots and ashtray urns, may not be moved.
11. Barn doors to the patio may not be propped open (due to heat/air, music and birds!).