



1003 Carlee Farm Road ~ Oxford ~ North Carolina ~ 27565

John Stephens, Owner: Phone: 919-271-3390

Gena Stephens, Owner: 919-601-2359

www.carleefarm.com

Thank you for choosing Carlee Farm for your special day! Together, we will make this a dream come true that you will surely treasure forever! Please take your time in reading over the following contract to ensure you, the Client and Carlee Farm are clear on all contractual agreements. Carlee Farm is a Bona-fide Farm in Granville County and you are seeking an event on our rural/farm setting.

Contract Details

Client Name # 1		Phone:
Client Name #2 (if Applicable)		Phone:
Date of Event:		
Nature of Event:	Wedding & Reception	
Number of Guests:		Maximum Guest Count 150
Event Coordinator:	Gena Stephens	Phone: 919-601-2359
Contracted Price:	\$	
Time of Arrival:	Time of Departure:	
*Non- Refundable Initial Payment: \$	(Venue)	Date Paid:
*Damage deposit is required to be paid in full 30 days in advance along with the remainder of the balance. Damage Deposit will be refunded within 2 weeks after date of event. Full deposit will be refunded only if no damage or excessive cleaning is required. Event Coordinator will sign at the time of final walk through after event is complete before leaving premises.		

Carlee Farm Rules and Guidelines

Please thoroughly read and sign the contract and facility guidelines. Initial beside each category to ensure you have read the contract entirely and are understanding of rules and guidelines.

Reservations/Fees

Fees will be determined at the time of booking and a **non-refundable** initial payment will be required at that time in order to secure the date. The remaining balance, Event Insurance and a \$500 damage deposit are due **30 days prior to the scheduled event**. In the event there is damage to the property and/or excessive cleaning is needed following your event, client understands that the damage deposit will be used to cover these expenses. This applies to all areas of the facility, including grounds. Client further agrees to assume responsibility for the cost of damage above and beyond that of the security deposit. The \$500.00 Damage Deposit will be refunded after the event provided the facility is left in good condition and requires no excessive cleaning beyond normal use.

Facilities

Rates include use of the barn, bridge, wedding fields and limited grounds.

- The maximum capacity for events inside the barn is 150 people, unless it is approved by management. Additional fees for more than 150 guests will be \$50.00 per person.
- No sparklers or any candles with open flames are prohibited, this includes sternos. We provide electric ones for our clients.
- No nails or screws are to be used on walls or beams of the barn, bridge or wedding altar. Seek assistance from Carlee Farm owners for special requests.

Planners/Directors

- Carlee Farm offers limited planning and day of coordination at no additional cost. If you are using another planner or coordinator they must be a professional with proof of business license as well as General Liability insurance.

Caterers/Other Vendors

- Carlee Farm does not have a list of contracted vendors at this time. You are free to choose your own consultant, director, event planner, caterer, rental company, etc. A copy of each vendor's liability insurance declarations page is required on file in our office. Single event liability insurance is required for any vendor not having a liability insurance policy.

Alcoholic Beverages

You may bring your own alcoholic beverages however, only bartenders provided by caterers are permitted to serve alcoholic beverages.

Self-serve alcohol is **not permitted**. **BROWN BAGGING IS ILLEGAL AND STRICTLY PROHIBITED!**

- A NC State ABC Permit is required for "hard liquor" and a copy must be on file in the office and at the bar. This includes any drink mixed with hard liquor. Single event liability insurance is strongly recommended for your protection and peace of mind.
- Alcoholic beverages may not be served at any function after 10:30 pm. (Bar closes at 10:30, no exceptions or 30 minutes before final send-off.)
- No cash bar or ticketed bar is allowed
- Clients are responsible for monitoring the alcohol consumption and behavior of the guests.
- Liquor permitted at the Barn only (along with permit). No alcoholic beverages allowed in the wedding fields or anywhere near the pond.
- Carlee Farm reserves the right to end any event ***IMMEDIATELY*** if this policy is not followed!

General Liability Insurance

Carlee Farm requires Special Event Liability Insurance for all our clients. These policies are designed to protect and reimburse the named insured from certain types of claims and losses arising from accidents taking place during the wedding, reception, and rehearsal. Subject to the specific coverage terms, conditions and exclusions, wedding liability coverage can offer protection for the client if they are found liable for things such as damage to the facility caused by a guest or vendor, bodily injury to guests or even alcohol-related accidents. Proof of liability insurance must be on file 30 days prior to the scheduled day of lease agreement. Insurances must be made to John and Gena Stephens, and Carlee Farm, LLC and must be in the amount of \$1M Liability and \$2M aggregate.

Smoking

- **SMOKING/VAPING INSIDE STRUCTURES IS STRICTLY PROHIBITED. AN EXCESSIVE CLEANING FEE IS ASSESSED IF THIS RULE IS NOT STRICTLY ADHERED TO! (\$500.00 SECURITY DEPOSIT)**
- Smoking/Vaping is permitted in designated areas only. Containers are provided throughout the property for disposal of cigarette butts and debris. In the event there is excessive trash, you will forfeit the \$500.00 Security Deposit.

Rehearsal for Weddings

- Rehearsal time is available prior to the day of the wedding but must be scheduled so it will not interfere with any other wedding or event. Please contact us before setting your rehearsal time.
- In the event another wedding/event is scheduled for the day before your wedding, you will need to hold your rehearsal on another day prior to your scheduled date.

Parking

Parking is available directly behind the barn. Signs will be posted to direct traffic to approved parking lot.

- Please do not park on the grass in front or on the side of the barn.
- Please use caution and observe the speed limit when entering and leaving the property. This is for the protection of children, guests and Carlee Farm pets.

Florists/Decorations/Designer

Carlee Farm has decorations in place that **may not** be removed. Your florist/Designer may add to our decor.

Check with owners before removing any decorations.

- Client decorations and personal items are to be removed, and all areas returned to their original condition at the end of your event.
- Carlee Farm is not responsible for any personal items left overnight.

Music

- o Live music and DJ's are acceptable. Prior to booking, have your DJ/Band contact Carlee Farm to ensure we meet their requirements for electrical, speakers and/or lighting.
- o All Music must stop at 11:00 P.M.
- o No loud excessive volume, must comply with Granville County Noise Ordinances, **no profanity lyrics**.

Photography Sessions

- o Photo sessions for your bridal portrait and/or engagement photos are by appointment only, pending availability. These sessions are limited to a 2 hour period.

Property

- o Sparkler exits are not permitted. This includes cold spark.
- o Furniture and accessories may not be moved without prior permission.
- o Violations of county noise ordinances and any damages to the structures and/or property are the responsibility of the client.
- o Use of area surrounding the living quarters of the owners is not permitted.
- o Graffiti is not permitted on the barn, bridge or wedding alter. This includes sidewalk chalk, carving and or permanent damage to structures. This is considered vandalism and charges will apply to repair damages.

Pets/Animals

- o Personal pets are not allowed, unless prior permission has been given.
- o In the event you are renting horses or other animals to be a part of your wedding/event, have the owner contact Carlee Farm to ensure this is a suitable venue for the animal while on premises.

Pond

- o Swimming in the pond is not permitted.
- o Please do not throw anything in the pond.
- o Guests who desire to feed the fish should request management approval.
- o "No Fishing"
- o **Clients assume responsibility for their personal safety and that of their guest with regard to the pond and agree to indemnify and hold harmless Carlee Farm from any liability arising thereof.**

Donkey and Goats

Carlee Farm is the home to a few donkeys and goats. We cannot predict their behavior at any time. Therefore:

"Under North Carolina law, an equine activity sponsor or equine professional is not liable for an injury or to the death of a participant in equine activities resulting exclusively from the inherent risks of equine activities. Chapter 99e of the North Carolina General Statutes"

Set-Up/Break-Down/Cleaning

- o The rental period includes client set-up time and break down, additional hours may be added at an additional fee.
- o The client is responsible for set up, break down, cleaning the food areas, bridge and inside the barn as well as removing trash from inside the building. Trash bags will be provided. A dumpster is provided for all trash, unless they are choosing the turn key setup and using our event staff.
- o Clients assume the responsibility for clearing the premises of all personal items brought in. Personal property may not be left overnight.
- o In the event additional clean-up is needed, please refer to the guidelines for fees and charges.
- o All food or liquids spilled on furnishings, floors or rugs must be cleaned immediately. Please notify the management of any damages to the property immediately. **Vomiting will result in losing your damage deposit and considered excessive cleaning.**
- o Only real flower petals may be used outdoors for flower girl. No loose artificial petals can be used outdoors, no exceptions.
- o No confetti poppers, throwing rice or glitter may be used.

Guests

- o Clients are responsible for the behavior of their guests. Clients and guests are to conduct themselves in a responsible manner at all times.
- o Children (minors under the age of 18 years) must be supervised by an adult at ALL times.
- o Please do not feed the animals, unless permission from Carlee Farm has been obtained.

General Behavior and Conduct

- o Clients and guests are to conduct themselves in a responsible manner at all times, conforming to all state and federal laws, county ordinances and all facility rules and regulations.
- o Client hereby agrees to defend, indemnify, and hold harmless Carlee Farm, from and against any and all claims, demands, causes of action, damages, liability, judgments, loss, costs and expenses, including attorney's fees and expenses of investigation, which may be suffered or incurred by any of them, or which may be claimed or alleged against any of them by any person or entity, arising out of, based upon or related to any injury or alleged injury, including death, of any person or property of Carlee Farm or contractors, and sub- contractors, members of the public and patrons of the "Farm", or other property of Carlee Farm arising out of the Clients event or its use or occupancy of Carlee Farm or such property.

Cancellations

Our product is time and space. Once you have contracted with Carlee Farm, that time and space is no longer available to other potential customers. Should you need to reschedule your event we will work with you to find another available date within the following 12 months, depending on availability. Deposits are transferred as follows:

Contracted Date	Transferred Amount	
6 months or more	100 %	\$
3-5 months	50 %	\$
Less than 3 months	None	
We regret we are unable to give refunds.		

Force Majeure

In the event of an occurrence of a Force Majeure Event (hereinafter defined) beyond our control, Carlee Farm shall not be responsible or liable for any loss or damage of any kind resulting to Client or Client's guests, invitees, agents or employees from the occurrence of such Force Majeure. Should Client's Event be cancelled, postponed or otherwise adversely impacted as a result of a Force Majeure, there shall be no refunds for payments already received by Carlee Farm, but Carlee Farm will use all reasonable efforts to work with Client to reschedule the Event at a later date if necessary, subject to Carlee Farm's availability and all prepayments shall be applied to the rescheduled event without penalty. For purposes of this Agreement, a Force Majeure Event shall include, without limitation, acts of God, natural disaster (earthquakes, hurricanes, and floods), fire, wars, terrorists acts, interruption of telephone or electricity service or any other cause beyond the reasonable control of Carlee Farm.

Agri-tourism Liability Law

Initials_____

Under North Carolina law, there is no liability for an injury to or death of a participant in an agritourism activity conducted at this agritourism location if such injury or death results from the inherent risks of the agritourism activity. Inherent risks of agritourism activities include, among others, risks of injury inherent to land, equipment, and animals, as well as the potential for you to act in a negligent manner that may contribute to your injury or death. You are assuming the risk of participating in this agritourism activity.

Severability

In the event that any part or parts of this contract shall be held illegal or null and void by any court or administrative body of competent jurisdiction, such determination shall not affect the remaining parts of this contract, and they shall remain in full force and effect as if such part or parts determined illegal or void had not been included.

I hereby acknowledge that I have read this page and the preceding pages of this document and understand the Facility Guidelines for Carlee Farm and that these guidelines are an integral part of my contract with Carlee Farm.

Client Signature

Date

Carlee Farm Owner

Date