

Eberly Farm's 2012 Policies

If you make a reservation with Eberly Farm a confirmation letter is sent to you with many details. Our cancellation policy and further explanation of the security deposit policy follow. Please feel free to call or e-mail if you have questions.

RESERVATION DEPOSIT

\$250, \$700, \$1,000 or \$1,500 depending upon the day of the week.

CANCELLATION:

Upon receipt of the deposit, the date you have selected is guaranteed. Should you decide to cancel your event a minimum of 90 days prior to your reserved date, the following policy applies: the first \$200.00 is **NON-REFUNDABLE**. If we have received more than \$200.00, one-half of the additional reservation deposit is refundable **if** Eberly Farm can re-book your date. In the event Eberly Farm is unable to re-book your date, the entire reservation deposit (\$250, \$700, \$1000 or \$1500 depending upon the day of the week) will be assessed. If you should move your event to a different date at Eberly Farm the first \$200.00 is **NON-REFUNDABLE**. If we can re-book your original date, one-half of the reservation deposit received will be moved to your new reservation date.

Should you decide to cancel your event less than 60 days prior to the reserved date; you will lose the full reservation deposit.

Should you decide to cancel your event 14 days or less prior to your Guest Guarantee Due Date you will lose your reservation deposit, PLUS you will be billed for 50% of your entire services and food requested for your event.

FINAL PAYMENT

On the Tuesday, before your event, when your final guest guarantee is due, Eberly Farm will calculate the amount owed on your event. This amount must be paid the Wednesday before your event. Final payments must be made with cashier's check, cash, or visa/master card (up to \$1500.00 per event with credit card). The office is open from 9:00AM until 5:00PM on Wednesdays. For your convenience Eberly Farm can take up to \$1500.00 per event on Visa or Master Card, any amount owed over \$1500.00 must be paid by CASHIER'S CHECK or cash. Payments mailed 30 days in advance can be paid with personal checks. Please note your event date on any correspondence to Eberly Farm.

SECURITY DEPOSIT:

A refundable security deposit of \$300.00 is required with your final payment. This security deposit is required as a separate check and is refundable the Tuesday following your event if the following items are returned, adhered to and your event is paid in full. This security deposit is in addition to the facility and food service charges. This security deposit will be kept if any of the following policies are not followed:

Damage: If there is any damage (holes in walls, stolen/broken Eberly Farm centerpieces, missing Eberly Farm wall decorations, carpet stains, etc) at Eberly Farm, you will forfeit the \$300.00 security deposit and be held responsible for the costs of any necessary repairs or replacement costs over the \$300.00 security deposit incurred due to your event. If you do not place all disposable items in trash cans provided by Eberly Farm at the end of your event, a clean-up fee will be charged.

If you exceed your guarantee, use additional ice, cups, cake plates or cake table skirting, we will take payment out of the security deposit. Kegs on reserve will be charged to a credit card on file with Eberly Farm the night of the event, IF the reserve keg is tapped.

Hours: All set up committees, cake delivery, DJ, bands, florists and decorators **must conform to your hours**; unscheduled overtime will be charged \$200.00 per half hour.

Decoration Restrictions:

- There will be no use of ceiling fans if you use balloons, you must remove, deflate and throw away all balloons at the end of your event.
- Decorations must be removed from tables, walls, porch railings or outdoor lattice before closing.
- No Mylar paper can be used.
- No bird seed, fireworks/sparklers, rice or wheat is allowed on the premises
- **No confetti or glitter allowed on the premises even as table decoration!**
- Return all items borrowed from Eberly Farm (i.e., centerpieces, spoons, or scissors).
- Pick up toilet paper and other car decorations.
- Use florist wire to hang your bows and decorations, **no staple guns, tacks, or nails!**
- **ONLY** real rose petals to be used outdoors! Rose petals must be cleaned up after the ceremony.
- Outdoor decorations must be cleaned up after your event. Your outdoor centerpieces cannot include items that the wind can scatter.
- Drip-less candles with hurricane type containers allowed. Candles cannot drip wax on the linens!