

Eberly Farm, Inc.  
Facility & Service Contract  
Weddings & Receptions & other parties

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Please read carefully, sign and return this contract with your Reservation deposit. You have saved (Wedding Date) for the base price of (\$) which includes up to (#) hours for 200 people.

**Booking Fee** A non-refundable fee of \$200.00 is due upon booking.

**Contract** This contract includes your wedding date and base price of Eberly Farm facilities & services. In order for your date to be secured you must return this signed contract with your Reservation Deposit of (\$). The signed contract is not valid without the deposit payment. Should Eberly Farm experience a price rate increase after 180 days from the date we receive your Reservation Deposit, Eberly Farm will guarantee the increase will be held to ten percent or less.

**Guest Guarantee** Your guest guarantee number is due (14 days prior) **Payment** Rental of the facility is a tax-free item and will be on your invoice as such. All other service fees are taxable. The final payment for your event must be paid by (10 days prior). The exact amount will be calculated when you call in your guest guarantee. Any guaranteed number over 200 will be charged \$10.00 per person. Children 5 and under are FREE. Cash, Cashier's Checks, or checks only are accepted on your final due date. **No debit/credit cards are accepted for final payment.**

**Next Steps** Your contract and Reservation Deposit of (\$) is due by (10 days after contract sent) At that time the date becomes yours. Please come into the office 10 days before your event to make your final payment and leave your security deposit of \$500.

On our website, [www.eberlyfarm.com](http://www.eberlyfarm.com), in the Checklist tab (under Weddings and Receptions) you can find pictures and descriptions of Eberly Farm's Optional Decorations, Services, and Charcuterie Board along with a checklist to follow along. Please print the checklist, fill it out to fit your dream wedding day, and bring to your details appointment. Also, under the Agreements, Regulations, and More tab you will find our caterer service policy for you to share with your caterer, should you use one. If you bring food or dessert not prepared by a professional caterer Eberly Farm requires Food Products Liability insurance. A link to insurance for the day is also under the Agreements, Regulations, and More tab on the website. You will also find our DJ agreement for you to fill out, send to your DJ for their signature and return.

We ask that you come in at least 9 weeks before your wedding to go over a timeline, set up needs, and more. Please call or email us to set up the details appointment with an Event Administrator. Please bring your Checklist from our website to the details meeting. Should you need to change your itinerary, changes made within 14 days of your event are usually difficult, if not impossible to accommodate and cannot be guaranteed.

**Hours/Overtime** You have asked for (#) hours. These hours must include time you need for setting up and taking down of personal items as well as vendor availability. Please select your hours between 12:00 Noon and 12:00 Midnight. The hours must be consecutive.

Overtime can be purchased in advance of the day of your event at \$250.00 per hour. Unscheduled overtime sought or assessed the day of the event, will be \$350.00 per hour (no half hour increments).

**Bar Service** No outside alcoholic or non-alcoholic beverages are allowed on the premises. If outside beverages are found on Eberly Farm grounds, your security deposit will be forfeited. Eberly Farm provides alcoholic beverage only if the service is ordered in advance. If you want champagne for toasting please call for information and pricing. The bar can be a host bar, cash bar, or a combination. A \$500.00 minimum is required for all bars. Gratuity is not required, but we are hopeful our service will warrant gratuity to our staff.

**Additional Services** Eberly Farm offers wedding services and extras as well as charcuterie trays, appetizers, snacks, and soft drink services. Call for more details or visit our website at [www.eberlyfarm.com](http://www.eberlyfarm.com).

**Security Deposit** A refundable Security Deposit of \$500.00 is required with your final payment. **If glitter or alcohol purchased elsewhere comes on Eberly Farm property you will forfeit your \$500 security deposit.** Please see website for further details. This Security Deposit is in addition to the Reservation Deposit, and will be refunded within one week following your event if all borrowed items are returned, owner has inspected property for damages, no glitter or confetti has been used and the event is paid in full.

**Cancellation** All cancellations must be in writing. The (\$) Reservation deposit is only refundable if you notify Eberly Farm of your cancellation more than 180 days before your event. If you cancel within 180 days of your event, no refund or transfer will be offered and your Reservation deposit will not be refunded.

If Eberly Farm is notified of cancellation more than 180 days before your event, the deposit can be transferred to a new date one time only, based on availability. The new date must be within six (6) months of your original date, and is subject to a new Booking Fee. The new date must be selected when the first date is cancelled. New pricing and terms and conditions for the new event date may apply at the time of cancellation & rescheduling.

**Covid-19 information:** If Eberly Farm is ordered to close due to the plandemic, we will refund your Reservation Deposit. However, if you elect to cancel your event due to the plandemic when Eberly Farm is available and open for business, you will forfeit your Reservation Deposit.

Eberly Farm reserves the right to refuse service or cancel events within 30 days of booking at our discretion.

**The contract signer must also be the payer and the contact to do all business with.**

I grant Eberly Farm the right to take photos of my event:      YES       NO

Event Date:

Host Name:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_