

## Venue Operations FAQ

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### In-House Inventory, included in the rate.

#### Tables

- (26) 5' round
- (3) 4' round
- (8) Cabaret – 9 tops/stands (8 tall legs/8 short legs)
- (21) 8' banquet
- (6) 6' banquet
- (3) tables in the wine room, to make the long presentation table

#### Chairs

- (200) White Folding
- (24) Chairs around the Wine Table

#### Wine Barrels (tables and trashcans) & Location (not portable)

- Lola's Loft: (6) Barrel Tables & (1) Trashcan
- Kid's Area: (1) Table
- King's Corridor: (5) Tables & (2) Trashcans
- Wine Room: (1) Trashcan
- Ballroom Entrance: (2) Tables
- Lost Horse Lounge Hallway: (5) Tables (may be moved to courtyard and returned)

#### Audio/Visual

- Two portable speakers with stands
- Wired microphone with stand

#### Labor

All inventory may be used as needed for the event. The client/caterer/planner/vendor is responsible for setting up and returning to their designated location at the end of the event.

### Parking Spaces

- 80 covered
- 500+ uncovered

### Dimensions

- Arbor is 11'11" wide, 10' deep and 9'9" tall

**Rentals:** The Venue at Crooked Willow Farms does not own a scissor lift but suggests Hertz Rental where the rental fee is around \$250.00 plus tax, delivery and associated fees.

### Amenities by Room

- Kid's Area

- (4) Beanbag chairs
- Wii System (can play DVDs)
- Large flat panel TV
- Photo Booth
  - Remote control photography for “fun” shots
  - Generic fabric background
  - Trunks of fun dress up accessories

Note: Immediately following the event, the Venue Manager will provide the client/planner with the photo disk to keep.

- Bride’s Room & Lounge
  - Small Refrigerator
  - Restroom
  - Lockers to hang/put away belongings
  - Steamer
  - Couch
  - Stools
  - Vanity counter/mirror
  - Hooks in beams to hang dresses
- Groom’s Room
  - (3) Flat panel TVs with satellite TV
  - (1) Projection screen with satellite TV
  - DVD player
  - iPod dock
  - Cigar Room
  - Couches/lounge chairs
  - Hooks on beams to hang tuxes
  - Outdoor Access to Events Lawn walkway
- Wine Room (59’x17’)
  - King’s table
    - Three sections
    - Seats– can seat up to 40 if extended and smaller chairs.
    - 24 existing chairs.
  - Lights on dimmers
  - Flat panel TV w/DVD player
- Carriage House (95’x29’)
  - Air conditioning
  - Lights on dimmers
- Lola’s Loft (65’x30’)
  - Lights on dimmers
- Courtyard
  - Market lights on dimmers
  - Fountain
  - Florals – the landscape is installed and designed to be in bloom June – September based on weather. Wine Barrels of florals are Summer Outdoor Accessories only.

### Venue Policies

- All events are based on a 10-hour venue access period, wedding celebrations are 12-hours

- Events are limited to 6 hours of “event time”, including one hour for ceremony\* and five hours of reception time \*where applicable
- Events must conclude by 11:00PM, with vendor strike and equipment removal concluding by 12:00AM. Extension of time will be billed at \$500/hr, not pro-rated and required to be arranged in advance
- Rehearsals, where applicable, limited to one hour based on availability and scheduled by The Venue
- Caterer is responsible for setup and strike of all tables and chairs
- Caterer is responsible for removing all trash from premises at conclusion of event
- No birdseed
- No open flames, fires, BBQs, or sparklers
- Candles must be fully contained within glass containers
- All events require the use of a professional event or wedding planner/coordinator
- All events require a Certificate of General Liability Insurance (see contract for specific limits and verbiage)
- All event coordinators will be required to submit a Certificate of General Liability Insurance (see contract for specific limits and verbiage)
- Amplified music must be kept at a reasonable level. Volume control will be at the discretion of Crooked Willow Farms management. Use of outdoor/exterior sound system speakers must conclude no later than 10 pm. If sound continues after 10pm it must be contained indoors and all doors and windows must be closed All sound must stop by 11pm.
- Food and beverage must be supplied by one of the Venue’s approved full-service caterers
- Caterer is required to provide all bar staff/service
- Children must be supervised at all times
- All equipment and décor must be removed from Events Lawn prior to dusk

\*Note policies are subject to change/update. For full list of current policies or questions, please contact your designated event manager.

### Property Guidelines

- Golf-carts/Gators are not available for use by guests or vendors
- Venue does not have dollies on site
- Venue does not have ladders or lifts on site, please plan accordingly
- No overnight storage available
- No stapling, tacking or affixing any material to any walls, posts or doors
- All guests and vendors to adhere to posted “Venue Boundary” and “Private Area” signage
- Smoking allowed in designated areas only and may be controlled by state wide fire bans