

ATTACHMENT #4
FREQUENTLY ASKED QUESTIONS

Owner's Initials _____

Client's Initials _____

1. **Are there kitchen facilities?** We have a designated area for caterers to set-up with a three basin sink and tables to prepare food, but we do not have kitchen facilities.
2. **Does the barn include a dance floor?** The barn floor is cement and may be used as a dance floor.
3. **Is there a bride/groom dressing area?** We have white tents available on the grounds, though most couples get ready off the property at a local hotel or house.
4. **Does the barn have an HVAC system?** The barn is part of our working farm and it is well ventilated. The barn has heating, but there is no air conditioning.
5. **Is there wheelchair access?** As part of a working flower-growing operation, there are dirt paths to access the barn; there is a wheelchair accessible restroom.
6. **What are the parking arrangements?** Parking is complimentary. During the season (March 1st – Mother's Day) parking is on a non-exclusive basis and shared with The Flower Fields visitors and Armstrong Garden Center customers.
7. **Can I put up directional signs?** Yes, directional signs are allowed in approved locations.
8. **Are pets allowed?** Only service dogs are allowed.
9. **What are the dimensions of the stage in the ceremony area?** The dimensions are 18 x 27
10. **What are the dimensions of the Barn entrance?** The Barn entrance has two 12 ft. wide by 10 ft. tall doors (total opening sized 24 ft. wide by 10 ft. tall). The interior beams of the barn are 10 ft. tall.
11. **What is the distance from the barn to the stage?** It is 70 feet from the barn to the wedding altar framework
12. **Can we use candles or lamps?** No open flame can be used. Clients are permitted to decorate with LED candles.
13. **Can we hang items on the walls or sides of the barn?** Wall hangings and signs may be hung on the walls and barn, but only with Owner's approval. No nails, tape, staples, glue or tacks may be used in the interior or exterior of the barn. There are approved areas where hooks are provided to hang items. You may use drapes as wall coverings, but you will need to use twine and curtain rods to secure them to the rafters. The floor to the top of the rafter is 10 feet.

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14. **Can we smoke cigarettes or e-cigarettes?** There is no smoking on the premises.
15. **Can Vendors use tape on the floor of the barn?** This is not allowed because tape takes the color off the flooring
16. **Can we serve alcohol?** Yes, you will be required to hire a bartending service and additional security subject to approval. See our Vendor's List for a list of our recommended bartending services.
17. **What time should I schedule my security?** They should be scheduled 1 hour before your guests are scheduled to arrive and leave when the event is over.
18. **Where do we park to unload or clean up?** Please park at the North end of the barn alongside the white door that leads into the barn. No vehicles are allowed to drive over or park on the paved front entrance of the barn (Double doors that lead into the barn).
19. **Do I have to rent tables & chairs?** The Flower Fields INCLUDES our inventory of tables and chairs with all of our rentals. We have a total of 200 white, padded, resin chairs. Our table inventory includes: (20) 60" round dinner tables, (32) 6ft rectangular tables, (8) 30" belly bars/or cocktail tables. We ask that you have your caterer or a rental company cover the tables with linens.
20. **What time can we arrive for set-up on my event day?** You may set-up for your event beginning at 9:00AM on your rental date.
21. **May I have my wedding rehearsal at the Flower Fields?** We schedule rehearsals 30 days prior to the wedding at a mutually agreed upon time. This is complimentary.
22. **What Flower Fields staff will be on-site for my wedding? What do they do?** The rental includes two Flower Fields staff members who are responsible for opening the gate for guests, taking out trash, bathroom logistics as needed, locking up at the end of the night. They also have a golf cart to assist handicapped guests as needed or to drive the bride/groom and photographer around the property to capture beautiful photos!
23. **Are my vendors required to have liability insurance?** Yes. Your vendors need to provide The Flower Fields with proof of liability insurance that meets the requirements listed in Attachment #3 of this contract. If you select from the Vendors List, we already have their insurance information on file.

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24. **As the client, are we required to have liability insurance? Where can I get this?** You need to provide The Flower Fields with proof of liability insurance that meets the requirements listed in Attachment #3 of this contract. Companies that provide liability insurance for weddings and insures all aspects of your event are available at: www.theeventhelper.com and www.wedsafe.com.
25. **Who is allowed to cater at the Flower Fields?** The Flower Fields has a list of Approved Caterers who all provide full service catering and are highly skilled at working at our facility. They all have current licensing and proper insurance. You will need approval for an outside caterer.
26. **Am I required to have a 'Day-Of' Coordinator for my wedding?** Yes, the Flower Fields requires all weddings to have a "Day-of" coordinator. Professional coordinators are experienced at running complicated events with many moving parts. Your Coordinator will maintain the agenda for the rehearsal, ceremony, and reception, as well as be responsible for assisting in set-up and breakdown. The Coordinator is required to be the first vendor on premises and to stay the duration of the event and vendor clean up. See our Vendor's List for a list of our recommended coordinators.
27. **What other vendors do you recommend?** We can recommend lots of great vendors! See our Recommended Vendors page for a full list.
28. **Can we purchase our floral arrangements from the Flower Fields?** We not offer flowers for purchase. See our Vendor's List for our favorite local florists.
29. **Can I use the fire pit for s'mores?** The firepit is propane gas and we do not allow anything to be roasted over it.
30. **Is there a projector?** Yes, there is a digital projector and screen available upon request.
31. **How late may music be played?** Music must be over at 11:00pm, however we reserve the right to end the music or noise earlier if it disrupts the surrounding area.
32. **What are my responsibilities for clean-up?** The Flower Fields staff cleans the facility after the event and will remove our tables and chairs. The caterer is responsible for taking their trash and for cleaning all food and beverage related areas. You must make arrangements to remove your decorations, centerpieces, leftover alcohol and any other items you bring with you.
33. **What time is the site locked down for the night?** Events must end by 11PM. Clean-up, breakdown must be complete by midnight. All guests and vendors must vacate the property by midnight.