

Wedding/Event day info form

Bride:

Contact number:

Groom:

Contact Number:

Wedding/Event Date:

Wedding Planner/ Coordinator:

Contact Number:

Time of Ceremony:

Time of Reception:

6 hours from start of ceremony to end of reception (ex: 5-11pm)*Time of departure should be within the hour of the time reception ends.*

Below items must be handled before entry of the venue!

- *Balance paid in full*
- *500.00 damage deposit in separate check (held)*
- *SPECIAL EVENT POLICY (contact Angie details)*
- *Additional rentals paid in full*
- *Additional money on increased tier levels paid in full*

Number of RSVP'd guests (total count including children over 2 doesn't include wedding party):

If you desire a certain layout please draw it out and we will do our best to accommodate it within space and regulation guidelines. If you have a seating chart please confirm your table positions will work prior to making your final seating chart.

Are you having your rehearsal dinner here?

- ☐ Yes
- ☐ No

Linens left "off" for rehearsal dinner? *DO NOT SET GARBAGE OUTSIDE*

- ☐ YES

(You will place them on after rehearsal, place chairs back in position and take rehearsal trash to dumpster upon departure)

- ☐ NO

(we leave on linens you will cover with plastic covers and do all same steps as instructed above for departure)

How many tables for rehearsal are needed? Total _____

Wedding party count: (including Bride and Groom)*this will indicate number of tables needed for entire wedding party* _____

Wedding party tables set up

☐ in front of stage ☐ on stage (depends on the number of tables needed)

Other arrangement _____

Table type needed

(Banquet tables and lap-length linens any color included in rental of venue) Yes or No (circle one)

5 ft. Round w/ linens (additional rental) Total _____ lap-length or Floor length (circle one)

Cocktail tables w/ linens (additional rental) Total _____ (blouse-Floor length or Spandex (Circle one)

All side tables used for buffet and other things will be banquet tables with the linens and skirts placed on them and put in position.

Off-site Shuttle rentals

- One off-site end of evening rental-\$300.00 (must book within two weeks for scheduling)
- Two off-site end of evening rental-\$600.00 (must book within two weeks for scheduling)
- One shuttle full day rental 12 hour max-\$1000.00 (must book within two weeks for scheduling)

***You have signed the HOLD HARMLESS AGREEMENT as you are paying for and providing this transportation for your guests**

- Yes
- No

Outdoor Ceremony:

- YES
- NO

- If YES, number of chairs for ceremony _____
- Type of chairs you would like to rent for outdoor ceremony (google for style)
(Circle type below)

Chivaris
Vineyard
Resins
Samsonites

Early entry requests before 9am must be approved: (if approved by Angie note time requested)

***Additional tables needed** for wedding favors, sign in book, cake ~ if more space is needed than the round table~etc.... Note where you want them if you want them location specific.*

Special Requests for set up:

Vendors being used and their time of arrival and departure

Vendors are NOT permitted to park in handicapped parking area unless it is one catering vehicle or for unloading..... All other vehicles have to be in upper parking area at least "2" hours prior to the event per fire code! (you may park cars in the circle and behind the barn on decorating and rehearsal day! Please do not park on grass around the barn area!!

<u>Name</u>	<u>Time of Arrival</u>	<u>Departure time or description</u>
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<u>Time of Arrival</u>	<u>Departure time or description</u>
12:00	Arrival at the station
12:15	Departure for the city center
12:30	Arrival at the city center
12:45	Departure for the airport
13:00	Arrival at the airport
13:15	Departure for the hotel
13:30	Arrival at the hotel
13:45	Departure for the restaurant
14:00	Arrival at the restaurant
14:15	Departure for the museum
14:30	Arrival at the museum
14:45	Departure for the park
15:00	Arrival at the park
15:15	Departure for the beach
15:30	Arrival at the beach
15:45	Departure for the shopping center
16:00	Arrival at the shopping center
16:15	Departure for the cinema
16:30	Arrival at the cinema
16:45	Departure for the home
17:00	Arrival at the home

Departure time or description

[illegible]

PLEASE NOTE THE GATE IS ON A PROGRAM TO OPEN AND CLOSE FROM 10-10 ON FRIDAYS, 9-MIDNIGHT SATURDAYS AND 10-2PM ON SUNDAYS...The gate and barn will not be open outside of these hours unless previously planned....please notify your vendors, planners and make-up and hair people.

Thank you for choosing The Prickel Barn! We pray you have a blessed day and a wonderful experience here! Please share your experience on our FB page.

God Bless,

Angie and Randy