

***The Barn at Wind in the Willows***



Thank you for choosing ***The Barn at Wind in the Willows*** in Grantville, Pennsylvania for your wedding festivities! We are honored to host you, your family, friends and wedding guests on your special day.

This is our wedding packet with all of the necessary information for your wedding day. Enclosed you will find the following:

- ❖ Fees & Terms of Use – page 2
- ❖ Services & Equipment – page 3
- ❖ Preferred Vendor List – page 4
- ❖ Local Lodging – page 5
- ❖ Wedding Guidelines – pages 6-7

Please do not hesitate to reach out with any questions. You may contact us at 717-648-5375 (Dave) or 717-395-7349(Pam). We look forward to hosting your wedding celebration!

Gratefully,

Dave & Pam Graybill  
Proprietors  
*Wind in the Willows*

## *The Barn at Wind in the Willows*

### **2019 FEES:**

- **Total Fees: \$5,000** for 2.5 days of use of the Barn and grounds at Wind in the Willows property for your wedding ceremony and/or reception. (Friday @ 8 am – Sunday @ 12 noon) *This total includes a \$500 refundable security deposit.*
- **Cancellation Policy:** deposit of **\$2500.00** is required to hold your date and is non-refundable.
- **Remaining Balance: \$2500.00** is due one (1) week prior to your wedding date.
- **Security Deposit Refund:** Your security deposit of \$500 will be returned one (1) week *after* your wedding contingent upon respectfully adhering to the Wind in the Willows WEDDING GUIDELINES (pgs. 6-7)

### **2019 TERMS OF USE:**

- **Maximum Capacity for The Barn:** 175 dinner guests
- **Use of The Barn:** use of The Barn is reserved for Wedding Rehearsal, Rehearsal Dinner, Wedding Ceremony, Wedding Reception and Sunday Brunch only.
- **The Beginning:** The Barn is prepared for your use by **Friday at 8 am** of your wedding weekend.
- **The End:** Please finish all festivities and clean-up by **Sunday at 12 noon** of your wedding weekend.
- **Rental Equipment:** all rentals should be staged and ready for pick-up on Monday morning following your wedding weekend.
- **Catering:** Catering is *your choice*. Your caterer must be a licensed, insured caterer and provide proof of certification to Dave or Pam Graybill one (1) week prior to your wedding. All food must be prepared by the caterer, with the exception of dessert. *Please Note: the caterer is responsible for ALL wedding reception trash, except for separated recyclables.*
- **DJ Loft:** There is a loft space provided for the DJ located above the dance floor. When choosing a DJ, please confirm their agreement to function from the loft space.
- **Music & Lights:** all music must be turned off by **10 pm** and lights out by **11 pm** on the day of your wedding out of respect for our neighborhood community.



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### **SERVICES & EQUIPMENT PROVIDED at The Barn:**

- **Chairs for Outdoor Ceremony:** You set up chairs in the desired location for your ceremony; we tear them down after your ceremony.
- **Chairs & Tables for Indoor Ceremony/Reception:** You set them up in the desired arrangements inside The Barn; we tear them down after your ceremony/reception.
- **TABLES:**
  - 60” round tables (16) – 8 people per table
  - 96” long rectangle tables (14) – 10 people per table
  - 48” round tables (5) – 6 people per table
  - 36” round tables (2) – 4 people per table
  - 30” round high-top tables (5) – 4 *standing* people per table
  - 48” long rectangle tables (2) – for food
  - 72” table (1)
  - 72” long skinny (half) tables (2) – for food/beverage use

**TABLE LINENS:** Please note that linens are NOT provided, but are recommended as follows:

- *For 60” round tables (16) = 120” round linens*
  - *For 96” long rectangle tables (14) = 90” x 156” rectangle linens*
  - *For 48” round tables (5) = 102” round linens*
  - *For 36” round tables (2) = 90” round linens*
  - *For 30” round high-top tables (5) = 120” round linen*
  - *For 48” long rectangle tables (2) = 90” x 132” rectangle linens*
  - *For 72” rectangle table (1) = 90” x 132” rectangle linens*
- **Dance Floor & DJ Loft:** the dance floor is located directly under the DJ Loft – please keep this in mind when setting reception tables.
  - **Parking Attendants:** provided by staff at the Wind in the Willows beginning one (1) hour prior to your wedding festivities.



## *The Barn at Wind in the Willows*

### **PREFERRED VENDOR LIST**

#### **Rental Companies:**

A to Z Rentals: 717-350-1713 – [www.atozeventrentalsofpa.com](http://www.atozeventrentalsofpa.com)

Eagle Rentals: 717-274-3945 – [www.eventsbyeagle.com](http://www.eventsbyeagle.com)

Event Central: 717-591-7368 – [www.eventcentralpa.com](http://www.eventcentralpa.com)

Tents & Events: 717-867-7560 – [www.tentsandevents.net](http://www.tentsandevents.net)

Tents for You: 717-665-5735 – [www.atentforyou.com](http://www.atentforyou.com)

Weir Event Rentals: 717-975-7089 – [www.weireventrentals.com](http://www.weireventrentals.com)

#### **Caterers:**

The Uncommon Caterer: 717-599-0972

Commonwealth Caterers: 717-939-4003

Sir D's: 717-441-1494

Horner's Corner BBQ: 717-258-4BBQ

Heisey's Diner: 717-272-0891

Yellow Bird Café: 717-635-8991

C&J Catering: 717-576-1610

Harvey's Main Street BBQ: 717-653-4224

#### **Bartenders:**

Just Bartending: 717-443-2847

Allen Sherritt: 717-576-6884

KD Bartending Services: 717-682-8724

Debra Moran: 717-571-0380

Kimberly Long: 717-979-4254

Janessa: 570-847-9110

#### **DJ:**

Fantasia Disc Jockey: 717-657-4820

Ben Barber: 717-243-4666

Robert Rio: 610-413-7109

#### **Shuttle/Driver Services:**

At Your Service Limo: 717-790-0644 – [www.uniquelimousine.com](http://www.uniquelimousine.com)

Premiere Limousine Service: 717-616-8995 – [www.premiere1limousine.com](http://www.premiere1limousine.com)

Rohrer Bus Services: 888-287-1538 – [www.rohrerbus.com](http://www.rohrerbus.com)











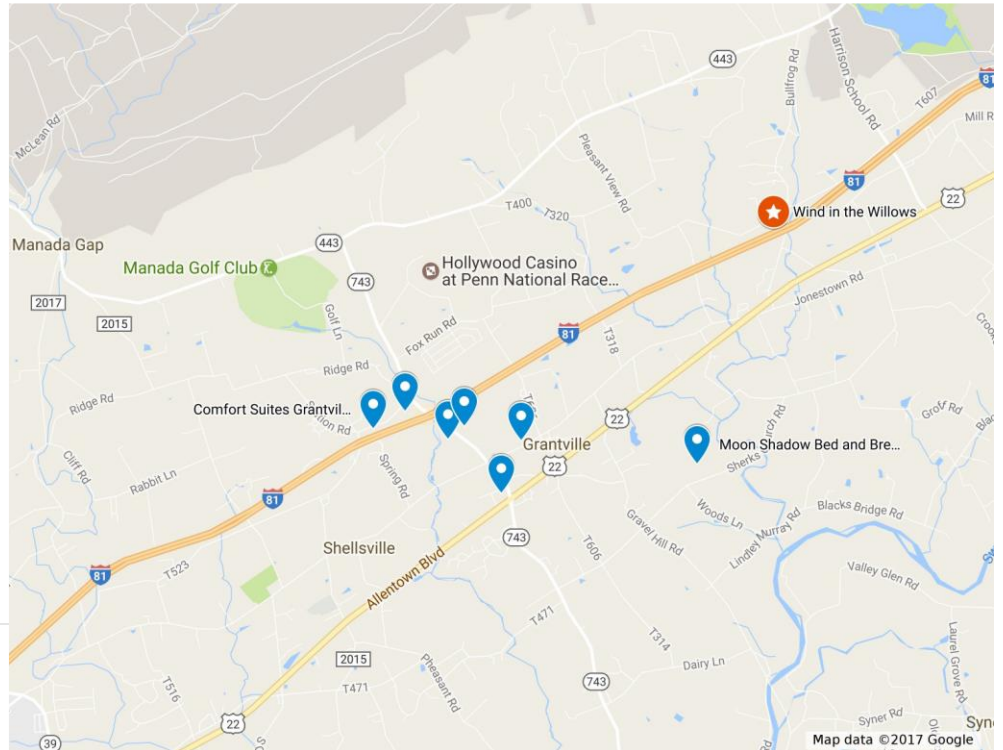
# The Barn at Wind in the Willows

## LOCAL LODGING

### The Barn at Wind in the Willows

#### Local Lodging

-  Wind in the Willows
-  Red Umbrella Bed and Breakfast
-  Moon Shadow Bed and Breakfast
-  Hampton Inn Harrisburg/Grantville/ Hershey
-  Holiday Inn Harrisburg (Hershey Area) I-81
-  Comfort Suites Grantville - Hershey North
-  MainStay Suites Grantville - Hershey North
-  Days Inn Grantville



## *The Barn at Wind in the Willows*

### **WEDDING GUIDELINES: {YOUR COPY}**

*Please sign and return a copy of these wedding guidelines at your earliest convenience along with your \$2500 deposit to reserve your wedding date.*

### **WEDDING PREP:**

According to your wedding contract, you have full access to the Barn at *Wind in the Willows* during the following hours:

- Friday – 8 am – 10 pm
- Saturday - 8 am – 10 pm (music off), 11 pm (lights out)
- Sunday - 8 am - 12 noon

The Barn driveway is only for unloading/loading. Unload your car and proceed to the parking lot. **Please do not park in the driveway.**

### **THE BARN:**

- Ladders are provided for decorating. Chairs are reserved for seating only.
- The following items are NOT permitted for use to hang decorations or pictures: *fishing line, thread, staples and thumbtacks/pushpins.*
- Please refrain from using artificial flowers *outside* the barn. And please do not use hay/straw bales *inside* the barn.
- Tables and chairs remain *as is* after your festivities. Please do not put them away.
- All personal and decorating items must be removed from The Barn by **Sunday at 12 noon.** Please return ALL borrowed items to their original place (upstairs/downstairs) of The Barn. *Reminder: please use ladders, not chairs, for removing decorations.*

### **THE COTTAGE & BRIDAL APARTMENT:**

For wedding parties with an on-site wedding ceremony only, the Cottage and Bridal Apartment will be accessible Saturday between the hours of 8:00 am until the start of your wedding reception. Once you are finished getting ready, please remove ALL of your personal items *before* the start of your wedding ceremony. For safety and security reasons, the Cottage and/or the Bridal Apartment will be locked after the start of your wedding reception. Any remaining personal items will be bagged and placed on the porch for pick-up.



## ***The Barn at Wind in the Willows***

### **CATERING & BARTENDING:**

The Caterer must present ***proof of insurance liability***.

The Bartender must be provided by your caterer *or* chosen from the list provided in your wedding packet. The Bartender must present ***Proof of Ramp*** certification and ***photo driver's license***.

- ✓ ALL alcohol must be served by the bartender.
- ✓ No shots. No pitchers of beer or personal bottles of wine or liquor allowed on the tables. No Moonshine.
- ✓ Please note: *the Bartender must stay till the last person leaves or until all alcohol is securely locked away.*

### **DJ & MUSIC:**

Music must be kept at a moderate level out of respect for our neighbors and music must be **turned off by 10 pm**. Please inform your DJ of these guidelines.

**PROPERTY GUIDELINES:** No Boating, Fishing or Swimming at any time.

**WEDDING DEPOSIT:** Your full wedding deposit will be returned contingent on *respectfully* adhering to these guidelines.

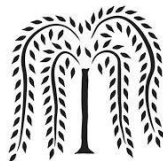
### **YOUR AGREEMENT:**

I, \_\_\_\_\_, have read the above  
(Printed Name)

guidelines and I agree to respectfully adhering to these guidelines.

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

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



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(Printed Name)

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

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

Please mail your **signed** copy to Wind in the Willows, 35 Webster School Road, Grantville, PA 17028

