

# POMONA

AT BLUE BARN



Congratulations, and thank you for inquiring with us regarding a wedding rental for Pomona at Blue Barn. We look forward to working with you to create a memorable experience for you and your guests. Please review the information packet and reach out to us with any questions you have.

We look forward to making your big day unforgettable.

## Pomona at Blue Barn

918 Manitou Rd., Hilton, NY 14468

[pomona@bluebarncidery.com](mailto:pomona@bluebarncidery.com) ▪ [www.bluebarncidery.com/weddings](http://www.bluebarncidery.com/weddings)

*Welcome to*

# POMONA

AT BLUE BARN

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*Photography by John Larkin Photography*

Pomona at Blue Barn is located on West Wind Farm in Hilton, N.Y. Pomona overlooks 110 acres of working farm land and orchards – a beautiful backdrop for your unforgettable big day. The space and setting blend rustic charm and landscape with modern elegance and amenities.

Artfully selected design elements stand out against white shiplap walls, reflecting a timeless aesthetic carried throughout the venue's interior and exterior. Each aspect of Pomona at Blue Barn is designed to make your wedding memorable, enjoyable, and effortless.

Pomona is available for wedding rentals year-round on Fridays, Saturdays, and select Sundays.

# The Foyer



*Photography by C.R. Photos (left) & Lauren Rock Photography (right)*

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Welcome guests to your event with personalized touches in the foyer. Tables and setup provided for seating chart or place cards, card box, memorial, favors, photos, and florals.

Décor items may be hung on the walls with the assistance of your coordinator using command strips only.

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Solid surface parking lot + Handicap accessible entrance & restrooms + Coat closet



# The Ballroom



*Photography by Lauren Rock (top) and C.R. Photos (bottom)*

With its two-story vaulted ceiling and 4,800 sq. ft., Pomona can accommodate up to 225 guests for dinner and dancing. A beautiful barn set on a working farm, coupled with modern amenities to ensure all your event needs are met. Special features of the venue include ambient lighting, floor-to-ceiling grand fireplace, and all-season temperature control.



# The Terrace



*Photography by C.R. Photos (bottom)*

Our orchard-view terrace offers a large, covered and illuminated outdoor space for your ceremony or reception. Many couples opt to use the terrace for cocktail hour with a view, and it serves as an ideal space for stealing a moment away from the buzz of the dance floor.

# The Patio



*Photography by Lauren Victoria Photography (top left), Brittany L Austin Photography (top right), Alexandra Meseke Photography (bottom)*

Our newest outdoor ceremony option, constructed in 2020, the Patio can be setup with classic white folding chairs for up to 225 guests. The Patio faces North-East so that your guests will not be facing the afternoon sun during ceremony time.

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Handicap accessible + open air + space & anchors for altar/arbor/chuppah



# The Lawn



*Photography by Iburi Photography (top left), C.R. Photos (bottom left), Morgan Silco Photography (right)*

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The lawn area outside Pomona serves a great option for your open-air ceremony, lawn games, and photos. The lawn space can be setup with classic white folding chairs for up to 225 guests. Our lawn space faces East so that your guests will not be facing the afternoon sun during ceremony time. Lawn games available for rent. The lawn area is also ample sized to accommodate a tent.

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4 acres of manicured lawn + split rail fence + wild flowers



# The Orchards



*Photography by ZAM Photo (top left), Morgan Silco Photography (bottom left), Julia Hart Photo (right)*

Our orchards and fields offer a picturesque backdrop for your outdoor wedding photos.

While we ask that your bridal party and guests remain in and around the venue, we encourage our couples and their photographers to venture into the 110 acres for photo opportunities.

# The Loft



*Photography by C.R.Photos*

The Loft is an expansive space that allows the bridal party to relax and be pampered on wedding day. Large windows provide ideal natural lighting for makeup and photos, while a built-in beauty bar gives ample space for hair dressing.

Hair & make-up bar + sitting area + wet bar + private dressing room + powder room



# The Suite



*Photography by C.R.Photos (top & bottom left) & Lauren Rock (bottom right)*

On the main floor, The Suite offers access to the terrace, and generous space to hang out and relax before the wedding. Featuring a lounge space, pub table, wet bar, and television, The Suite is the perfect modern-rustic hangout space to relax.

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Wet bar + television + powder room + garment storage + terrace access



# Catering



*Photography by Joelle M. Photography*

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In order to provide you and your guests with the best possible dining experience, Pomona has a full kitchen and culinary team on site. Clients can customize their menu and meal service style to meet their tastes, ideas, budget, and dietary requirements.

Our culinary team specializes in highlighting seasonal produce, including fruits, vegetables, and herbs grown on site at West Wind Farm to bring you the freshest most flavorful meal possible.

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Personalized menus + Buffet + Stations + Plated + Craft Bar Options

# Amenities

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## VENUE INCLUSIONS

- Exclusive use of Pomona from 10am-Midnight (amplified music until 10:30pm)
- Tables & Chairs [11 farm tables (96"); 17 round tables (60"); banquet tables for DJ, dessert, and display; 10 cocktail hi-lo tables (24"); Mahogany Chiavari chairs for up to 225p]
- Floor length linens for round tables, and napkins in your choice of color
- All glassware, flatware, and white bone china.
- Two planning meetings including custom floor plan and wedding day timeline
- Venue coordinator on wedding day to provide direction of all vendors, execution of timeline, and to ensure all venue-related matters are attended to.

## CEREMONY OPTIONS

- On-site ceremony can take place indoors, on the Terrace, the Patio, or in the Lawn
- Ceremony Fee includes planning, rehearsal, setup, coordination, and tear down

## DÉCOR & DESIGN

- Barnwood-style floors, grand fireplace, dimmable lighting, and custom chandeliers
- Décor may be hung with the assistance of the Coordinator and command strips only (Client must provide command strips and hooks)
- In-house floral design available upon request

## CUISINE & BEVERAGES

- Full kitchen & culinary team on site to provide the freshest and best dining experience possible
- Full open bar including Blue Barn Cidery craft beverages, wine, spirits, beer, mixers
- Cake/Dessert may be brought in by a licensed bakery
- Home baked goods and outside food/beverage not permitted

## VENDORS

- A preferred vendor list is available upon request

## OCCUPANCY

- Saturday weddings require a minimum of 75 guests
- Maximum occupancy is 225 seated guests

## VENUE RENTAL FEES\*

	Friday	Saturday	Sunday
<b>Wedding Season:</b> April 1 – November 30	\$6000	\$6500	\$5000
<b>Winter Weddings:</b> December 1 – March 31	\$5500	\$6000	\$4000
Ceremony Fee ( <i>taxable</i> )	\$750 + tax		

*\*Does not include Holiday dates. Please inquire for holiday availability and pricing.*

# FAQ

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## Facility

Q: What is the timing for my wedding?

- Access to the venue begins at 10AM. Guest and vendor departure by Midnight.

Q: If my ceremony begins at 4:00PM, can my guests begin arriving at 3:30PM?

- Your guests are welcome to visit the grounds, or the foyer before being directed to the ceremony site. Guests are discouraged from entering the ballroom prior to the reception.

Q: Do you allow decorations?

- Yes. We welcome decorations, such as flowers, candles, and accent lighting. We do not allow anything to be applied/adhered to the Venue that may cause damage. Candles must be contained so as to guarantee protection of our linens and surfaces. Confetti and glitter are strictly prohibited.

Q: Can I drop off my decorations ahead of time and/or pick them up after the wedding?

- We are unable to accommodate early drop off or late pick up of décor or personal items.
- Tents and other large rental items must be scheduled for delivery at or after 10:00AM on wedding day, and scheduled for removal from Pomona at 10:00AM on the day following the wedding. Overtime fees will be billed at a rate of \$250/hour.

Q: If I have an on-site ceremony, when is my rehearsal?

- All ceremony rehearsals take place on the Thursday before the wedding.
- Friday weddings rehearse at 4:30pm, Saturdays at 5:15pm, and Sundays at 6:00pm.

Q: When do I have access to The Loft/The Suite?

- Venue access begins at 10:00AM and ends at Midnight. Early access (as early as 8:00AM) can be reserved upon booking for a fee of \$150 for each additional hour.

Q: Can I bring food/drinks to The Loft/The Suite while we are getting ready?

- Outside alcohol is strictly prohibited. Prepared foods may be brought in; however, homemade foods are prohibited by the county health department.

Q: What type of music is permitted?

- Pomona is able to accommodate both DJs and live bands. Amplified music is restricted to the inside spaces; however, outdoor ceremonies may have speaker systems for voice and appropriate music accompaniments.
- Out of respect for our neighbors and in compliance with local sound ordinances, the Venue may require the Client to decrease volume levels after 10:30 p.m.



Q: What if my event goes past my reservation?

- Events may not proceed past midnight. We recommend concluding dancing at 11:00PM to allow ample time for guests and vendors to depart the venue, as well as time to collect belongings from the Loft/Suite areas. Overtime fees will be billed at a rate of \$250/hour.

Q: Do you have any guidelines concerning departures?

- We love seeing your final departure photos and happily permit 20" or 36" sparklers only. To ensure the safety of your guests, the Venue, and the orchards, we do not permit other sizes of sparklers, Chinese lanterns, or fireworks.
- The Venue reserves the right to deny sparkler use in dry or drought-like conditions.

Q: Is smoking allowed?

- Pomona is a non-smoking venue. Smoking/vaping not permitted inside or within 50 feet of all buildings and structures. Client shall inform guests of smoking policies.

## Event Services

Q: Can you recommend any local vendors?

- We would be happy to provide a list of reputable local vendors upon request.

Q: Does Pomona provide a stage, microphone, or A/V equipment?

- No. Pomona does not provide or offer any staging, or A/V equipment.

Q: Does Pomona provide any additional lighting options?

- Yes. Up-lighting (color or white) is available for an added fee. Please inquire for cost.

Q: Are outdoor tents permitted?

- Outdoor tents are permitted, but not included in venue pricing.

Q: Is a coordinator included in the venue rental fee?

- A venue coordinator will be present on the day of your wedding to ensure all venue-related matters are attended to, including lighting, temperature control, and direction of guests. Wedding ceremony coordination services are included in the Ceremony Fee.

## Catering Services

Q: May we bring in an outside caterer?

- With the exception of wedding cake/baked goods, we cannot allow outside food and beverages to be brought in. Catering must be provided in house.

Q: Can we bring in our own alcohol?

- Due to liability and permitting, we do not allow clients to provide their own alcohol.

Q: Do the bar packages include non-alcoholic drinks?

- Yes. Bar packages include soft drinks and other non-alcoholic bar standards.

Q: Do the bar packages include any craft beverages from Blue Barn Cidery?

- Yes. Bar packages include hard cider and craft beer from Blue Barn Cidery.

## Contracts & Payments

Q: How do I reserve a date?

- A signed Venue Rental Agreement is required to reserve a date. Upon signing, a non-refundable, non-transferable reservation fee in the amount of 25% of the Venue Rental Fee is also due.
- We do not hold dates on a tentative basis

Q: What is the payment schedule after my initial payment?

- Payment is due according to the Fee Schedule below:

Fee	Payment Timeline	Amount Due	Terms
<b>Nonrefundable Retainer (Reservation Fee)</b>	Due upon signing	25% of Venue Rental Fee	Client shall pay a non-refundable, non-transferable reservation fee to reserve the time and date of services specified in Venue Rental Agreement.
<b>Second Payment</b>	On or before 6 months prior to Event	25% of Venue Rental Fee	In the event Client fails to remit payment on date due, the Venue shall have the right to immediately terminate this Agreement with no further obligation, retain any monies already paid, and rebook the Event date
<b>Final Payment</b>	On or before 30 days prior to Event	50% of Venue Rental Fee, plus rental items and/or ceremony fee.	
<b>Refundable Damage Deposit</b>	Due on or before 30 days prior to Event; refunded 10 days post-Event	\$500	The Venue takes a separate security deposit check for all Events. The Venue will refund this fee unless damage is sustained, additional cleanup is required, or the Event runs over the allotted time

Q: What if I need to cancel my event?

- Venue payments are non-refundable. Should you choose to cancel your event less than 30 days prior to the event, you will be billed for your total balance due.

Q: What if I need to postpone my event?

- Postponements may only be made with the express written consent of the Venue, and require signing a new Agreement as well as payment of any rebooking fees.