



WEDDING PACKAGE

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BRUENTRUP HERITAGE FARM

2020/2021 Wedding Package

2170 County Road D. East, Maplewood MN, 55109 Weddings@Maplewoodhistoricalsociety.org

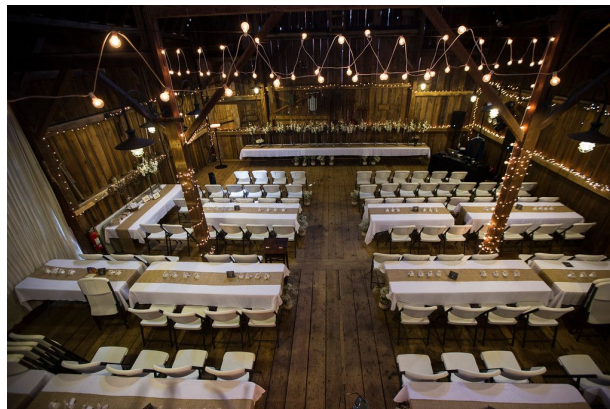


Bruentrup Heritage Farm is the ideal farm setting to create lifelong memories on your big day. Located 16 minutes from the Twin Cities, your catering options are limitless and your guests will enjoy the comfort and convenience of an array of hotel options. Your wedding package will include the use of the charming little gazebo in the farmyard for your ceremony, the farmhouse serves as an excellent place for the bridal party to prepare, the lower-level groomsmen space to congregate, and of course the Big Red Barn! Pricing includes; use of tables, chairs and white linens, always set to your preferences. The package also includes professional onsite Day-Of Coordination to make every finite detail come to life while you enjoy your magical day with your friends and family. This vintage barn dates back to 1905 and includes 2,400 sq. feet of space. Begin your evening with a hayride through the luscious prairie and end with an old fashioned barn dance. The property also features on-site parking and newly remodeled restrooms. Bruentrup Heritage Farm is the ideal location for the perfect rustic-chic wedding.



BRUENTRUP HERITAGE FARM package includes:

- ~Option to host both ceremony and reception
- ~Professional Day-Of Coordination
- ~Access to the barn, farmyard, welcome center, indoor handicapped accessible bathrooms, and trash removal
- ~Farmhouse available for Bridal Party prep before the ceremony
- ~Full Dinner set-up for 165 people with tables, chairs and white table linens and napkins
- ~Beautiful meadows, wildflowers and historic buildings for photo opportunities ~Rentals available on both Fridays and Saturdays 2020
- ~Set-up available at 8am, Last call for alcohol 10:30 pm, Music to end at 11 pm and clean-up to end at Midnight.



PACKAGE PRICE: \$5,500.00

Deposit required to Hold the Date at Contract Signing

~ \$1,500.00

Remaining Balance and Damage Deposit Due 21 days prior to Wedding Date ~ One payment of \$4500.00, \$500.00 will be returned 10 days post event after damage assessment.



~Meet your Planners ~

Hello, My name is Tricia. My business, Little Farm Girl; Events and Consulting paired up with the Bruentrup Heritage Farm so together we can make your special day an effortless one! As the Director of Sales at Resort in Arizona for 10 years I was responsible for all of the weddings and Corporate groups on a large scale. 20 years later and still enjoying every minute of making couples happy knowing they don't have a single thing to worry about on their big day, "We've got it!"



I'm Liz! Tricia and I met 10 years ago and have worked together in many settings and decided partners in wedding planning just made sense. I've owned and operated 6 restaurants and still run a restaurant in between my four kids activities and of course weddings. I always say I am the calm and Tricia is the storm. She's the one that runs away saying what's still on the list of to do's, I catch two words of it and I've got it! We are best friends and have a lot of fun making couples, their family and friends happy.

Your Package Price Includes:

Prior to Wedding Date ~ 1 hour consultation after your booking to answer questions on vendors and layout of tables, chairs, bar, dance floor and to get you a day-of timeline; a one hour phone conversation three weeks prior to your date to discuss vendor contracts and your every detail.

Rehearsal Day~ The Planner will set- up rehearsal day timeline; including set-up of tables chairs and linens before noon. Couples arrive at Noon with decor, bridal apparel, liquor, signage etc.

Coordinate and run the rehearsal when scheduled on-site; create a bad weather plan.

Wedding Day ~ The Planner will be available the day-of from 8 am - Midnight to coordinate setup/take-down of decorations; help to coordinate family and bridal party for picture timeline; assist with boutonnieres/corsages floral placement; direct guests to their seats for the ceremony and throughout the evening; cue the music and the bridal party; coordinating with vendors and musicians throughout the evening; vendor meals; final payment; tips due, etc.; manage any emergencies that may arise.



BRUENTRUP HERITAGE FARM LARGE EVENT GUIDELINES

Reservations and Deposits:

Reservations for Bruentrup Heritage Farm are accepted on a first-come, first-serve basis only. A signed rental agreement and deposit are required to reserve a date. Your date is not confirmed until you have received a copy of the rental contract and your receipt of deposit from Bruentrup Heritage Farm.

Renter Initials____Date_____

A signed rental agreement and a deposit specified by the contract are required to reserve a date. We accept cash, checks, MasterCard, Visa, Discover and American Express. Credit card transactions are subject to a 3% service charge. Deposits paid for a reservation of a date are transferable to another date (if available). After five days (5), all deposits are subject to the cancellation policy. (See Cancellation Policy on page 4). The balance of the rental is due twenty-one (21) days in advance of the rental date. If you are booking a date within 30 days, you will have three (3) days from the booking date to pay the rental balance. If any damage or theft occurs to our property, you will be responsible for the entire amount.

Renter Initials____Date_____

Rental Times and Pricing: Rental prices are listed on Page 1 and are a part of this Agreement. All rental time periods exclude vendor set-up and clean up time. For example, if you rent Bruentrup Heritage Farm for eight hours, you are given one complimentary hour of set-up time and one hour for clean up time outside of that time slot. If you would like more time, additional hours can be added as time allows at the rate contracted per hour, prepaid three (3) days prior to the event. Consult your event coordinator for more information. In order to prepare for your event, we need all of our preparation time. Please do not interfere with our staff by showing up early. Your cooperation is critical and much appreciated.

Renter Initials____Date_____

The rental prices include all of the following: 1. Use of The Farmyard, The Barn, The lower Level of the Farm House, All Restrooms, Gazebo and Museums. 3. Free parking in the lot on property, and one block West on County Road D at Harbor Pointe Office Complex unless otherwise directed by your event coordinator. 4. Free on-site wireless internet. 5. Minimum Three (3) hour rental time. 6. Cleaning and disposal of event waste. (additional clean-up fees may apply due to unusual circumstances). 7. An onsite representative for the duration of your event. 8. Bruentrup Heritage Farm capacity is 180 seated in the barn. (Must include all staff). The farmyard permits 290 people.

Renter Initials____Date_____

Furnishing Services: Within your Rental contract Bruentrup Heritage Farm provides tables, chairs, table linens and napkins, buffet tables and linens. Setup of tables & chairs included. Furnishing rate information is on page 1, and is part of this agreement.

Renter Initials____Date_____

Catering Services: All caterers must be identified and have a license on file with Bruentrup Heritage Farm at least ten (10) days prior to the event. In the event that MAHS is contracted for food service, additional charges will apply.

Renter Initials____Date_____

Bartending and Alcohol Services: 1) All alcohol must be served by a licensed bar service company. All caterers must be identified and have a license on file with Bruentrup Heritage Farm at least ten (10) days prior to the event. 2) Alcohol may be served only in areas designated by Bruentrup Heritage Farm. 3) No alcohol may be served to minors. 4) Last call for alcohol service is no later than 10:30 pm and specified by the event coordinator and stated in the contract on page 6. 5) Alcohol service and music for all events must conclude at 11:00 pm regardless of prepaid overtime. 6) Bruentrup Heritage Farm reserves the right to end alcohol service and/or the event at any time, for any reason, if our staff feels that behavior and/or alcohol consumption is dangerous.

Renter Initials____ Date_____

Off Duty Police Officer: All events that provide alcohol service are required to pay an Off-Duty Security person \$40/ hour from the time alcohol service begins to the time alcohol service stops. The rental Coordinator will coordinate this person through the city and determine the wage required to be paid in cash the day of the event.

House Rules:

1. Renter is not responsible for taking out or putting away tables and chairs or cleaning the floors with the exception of food spills in the catering area and service area, for which you and your caterer are responsible.
2. Report all spills or breakage to the rental coordinator immediately so that proper clean-up measures can be taken.
3. All music should be kept to appropriate levels.
4. Dance bands or DJs must stop outdoors at 7 pm and 11 pm in the barn unless otherwise specified and regardless of prepaid overtime.
5. Unfortunately throwing rice or other substances at the bride and groom, though traditional, presents an environmental hazard. Please use bubbles only.
6. Children are welcome at Bruentrup Heritage Farm. However, it is your responsibility to see that they are supervised.
7. Smoking including E-Cigs is only allowed outside of the split rail fence around the property. Ashtrays provided must be used. Please keep in mind that nicotine is toxic to plants and cigarettes extinguished in flower beds and pots can kill the plants.
8. Everything must be removed from the space by midnight on the day of the event unless other arrangements have been made prior.
9. The event must officially end at Midnight. Any overtime for tear down past Midnight is billed at \$200/hour.
10. Bruentrup Heritage Farm Bans all Firearms on property.

Renter Insurance: Renter is required to purchase the Insurance rider provided by renter through the City of Maplewood Insurance carrier. Purchase at: <https://tulip.onebeaconentertainment.com/e/tulip/apply.aspx>
Enter MAHS code 1996-000 at Step 1. Continue to self-pay.

Renter Initials____ Date_____

Renter Initials____ Date_____

Consultation and Planning Services: Although our staff members operate as wedding coordinators on the day of the wedding, they will be on hand during your event to assist you with any facility issues.

Tours/Rehearsals: Tours are available by appointment only. A one-hour rehearsal will be available to you at no cost during the week before your ceremony on a space available basis and during our normal business hours. If necessary, a one-hour rehearsal may be scheduled after hours (on a space available basis).

Parking: Ample free parking is available on the premises as well as at Harbor Pointe Office Complex during non business hours. Do not park in the neighborhood across the street or on County Road E unless prior arrangements have been made with the city.

CANCELLATION POLICY: RENTER MUST READ & INITIAL_____

Deposits are non-refundable. If it becomes necessary for you to cancel your event we will only be able to waive your liability for the balance of your contract if we rebook your date. As a reminder, if we are not available to rebook your scheduled event date for equal or greater value, you are liable for the remainder of your contracted balance.

LIABILITY: RENTER MUST READ AND INITIAL_____

The undersigned agrees to indemnify and hold harmless Bruentrup Heritage Farm, the City Of Maplewood, Little Farm Girl Events and Consulting and affiliates from any and all claims, demands, losses, actions and liabilities including: injury to persons, damage to property, including but not limited to those who caused by any service, food or alcohol provider and/or their products hired or obtained by the renter, except for such claims, demands, losses actions or liabilities that arise out of negligence or willful misconduct by said owners, employees or affiliates. Bruentrup Heritage Farm and its staff and volunteers will also not be held responsible for lost, stolen or forgotten articles.

The undersigned has read and agrees to abide by the above rental policies and hereby agrees to rent Bruentrup Heritage Farm.

Rental Initials____Date_____

Date of Event: Saturday, October 3rd, 2020

Between the Hours of 8AM and 11PM

Deposit	\$1,500.00	Due at Contract Signing: Friday, October 6th, 2019
Balance	\$6,000.00	Due 21 Days Prior to Event Date: Friday, September, 11, 2020
Venue Rental	\$4,000.00 does not include the \$500.00 Damage Deposit	

Name of Renter (Print):

Address:

EMail:

Phone:

Signature:_____

Bruentrup Heritage Farm Representative:Tricia Duffney

Contact Information:

Name of Bride:

Phone:

Address:_____

Phone:_____Email:_____

Name of Groom_____Phone:_____

Address:_____

Email:_____

Renter:

Bruentrup Heritage Farm:

X_____

Authorized Signature

Date

Authorized Signature

Date

Print Name

Tricia Duffney

Print Name



I agree to have Bruentrup Heritage Farm charge my credit card the following Amounts.

Deposit: \$1,500.00 Date Paid: Sunday, October 6th, 2019

Balance of Venue Rental Fee \$6,000.00 Date Due: Friday, September, 11th, 2020

The damage deposit of \$500.00 is included in this final payment. Upon damage assessment post event, the remaining balance of \$500.00 will be returned.

Payment Information: A 3% service charge will be added for all credit card processing.

Type of Card or Check Number _____

Credit Card Number _____

Exp Date _____ CVV # _____

Billing Address: _____

Zip Code _____

Signature of Renter: _____ Date: _____