

# SILO FARMS

## RULES AND CONDITIONS FOR USAGE

**CANDLES:** The use of any type of flame is prohibited in all buildings and throughout the site. The new “flameless candles” which are battery operated, are permitted for use. (Example: See [www.candleimpressions.net](http://www.candleimpressions.net) – the candles light automatically at the time set and run for 100 hours on a small battery).

**CHILDREN:** There have been times we have had guests at the complex whose children were not properly supervised. Children under the age of 18 are your complete responsibility. Please know where your children are at all times and make certain that they clearly understand The Rules (they are not permitted near the pond).

**PLEASE RESPECT NATURE!** We would greatly appreciate it if persons do not disturb plants, rocks, trees, or other natural gifts. Please do not nail anything to trees or hang any ropes, swings, or hammocks from tree limbs. Please do not walk or step in flower beds.

**CONTACT PERSON:** You must designate one individual as your Contact Person. This must not be someone heavily involved in the activities of the day, as they will be too busy to effectively communicate with our on-site coordinator should problems/concerns/questions arise. (When questions arise, **do not** designate any member of your bridal party, photographer, caterer, florist, or musician as your liaison).

**COURTESY PROTOCOL:** Silo Farms reserves the right to request any person or group of people acting unruly and contrary to rental regulations to leave the premises. Assistance from law enforcement agencies may be required if this request is not met immediately.

**DELIVERIES / DELIVERY TRUCKS:** Please coordinate delivery vehicle limits with us. We will need to know the delivery dates and times of any rentals, so we can meet them and show them where to drop their rentals.

**ELECTRICAL OUTLETS:** All electrical outlets on the property are available for use at an event. The vendors are welcome to inspect the locations and numbers of outlets prior to booking.

**DECORATIONS:** Only drafting tape may be used to affix decorations and/or signs. Any other decorations, signage, electrical configurations, or construction must be pre-approved by Silo Farms. Decorations may not be hung from light fixtures. All decorations must be removed without leaving damages directly following the departure of the last guest unless special arrangements have been made between the Customer(s) and the venue.

Note – The only adhesive material allowed on the walls is drafting tape which will not damage surfaces. No masking tape, duct tape, electrical tape, transparent tape, or double stick tape is allowed. All other decoration must be freestanding. Nails and staples are not permitted at any location. Chinese Lanterns are never permitted.

Note – The use of birdseed is permitted only outside for wedding and reception farewells. Rice, confetti, balloons, glitter, fog machines, pyrotechnics, sparklers, and blowing bubbles are not permitted inside the facilities. Flower petals are permitted inside facility, but must be removed by the end of the event. Sparklers, if used outside, may not be extinguished or allowed to lie on concrete and must be disposed of in designated bin. Bubbles may not be used or allowed to contact concrete.

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ALL DECORATIONS MUST BE APPROVED BY SILO FARMS.

**EVENT ENDING TIME:** All events must end by 11:00 PM to comply with the County sound ordinances and in order to allow for clean-up and closure of the site by 1:00 AM.

**GARBAGE DISPOSAL:** Trash disposal, other than the garbage disposal of items generated by the caterer, is your responsibility. Immediately following the event, please have your **Clean-up Committee** take a few minutes to walk all the areas of the building and property that have been utilized for the event, and pick-up any garbage that may have been dropped or blown around. This trash may be placed into the Silo Farms dumpsters.

**GARDENS:** Our gardens/landscaping have been designed to be enjoyed by all. It is the responsibility of the parent to keep their children out of the gardens and landscaped areas.

**GUESTS:** Please keep in mind when inviting Guests to your event, that you are inviting them to our home. We will expect visitors to conduct themselves in a mature, responsible, and respectful manner.

**HANDICAP ACCOMODATIONS:** We provide level-designated parking, ramped walkways throughout the property along with suitable restroom facilities. Motorized and transport chairs can easily navigate the grounds. All venues on the property are handicapped accessible.

**MUSIC AND ENTERTAINMENT:** Sound considerations are a concern. Although music (both live and recorded) is permitted, the music must be contained at an acceptable sound level so as not to disturb the local surrounding area. The Silo Farms event coordinator will help to establish acceptable sound levels. Any complaints from neighbors or other parties may require the levels be reduced further. Silo Farms reserves the right to require Customer(s) to cease the music it deems inappropriate, in its sole discretion. Silo Farms also reserves the right to require the Customer(s) to lower the sound level or cease playing music, in its sole discretion.

**PARKING:** Parking is available at the designated areas on the \_\_\_\_\_  
\_\_\_\_\_. Persons shall pull into \_\_\_\_\_  
\_\_\_\_\_.

**PETS:** Sorry, absolutely no pets allowed.

**PHOTOGRAPHY:** The many natural settings around Silo Farms are maintained and developed for the enjoyment of all events. We reserve the right for each Costumer the opportunity to use any area of the complex for wedding/reception photograph sessions. All times for utilization of different areas at Silo Farms will be coordinated with the schedule for each venue's Customer. We also reserve the right to use any photographs or other media productions of an event in our publicity and advertising materials.

**RENTAL SPACE CHANGES:** Any contents or furniture movement must be pre-approved by Silo Farms. It is the Costumer's responsibility to restore all areas to their original appearance. Placements of tables, tents, live music, catering equipment, etc., must also be approved by the Silo Farms planning staff.

**SIGNAGE:** You may post your group's sign or hang balloons at the front entrance but please do NOT attach anything to or cover up our entrance sign, or nail or screw anything to the trees.

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**SMOKING:** The Silo Farms is a non-smoking/non-vaping facility.

**SPEED LIMIT:** The speed limit on the Silo Farms complex is 5 mph and is strictly enforced for the safety of your guests.

**WEDDING POLICY AND GUIDELINES AGREEMENT**

I have read and understand the policies concerning events held at Silo Farms. I agree to uphold them and ensure that contractors and members of the event party, will abide by the policies. I understand it is my responsibility to inform the coordinator, florist, photographers, etc., that they must also conform to this set of guidelines.

Signature \_\_\_\_\_