

The Dabney Farm

1034 Hodges Circle • Mansfield, Georgia 30055
(770)856-8250 • ed@eddabney.com

Thank you for your interest in The Dabney Farm for your special event. We are pleased to offer this distinctive property as the perfect location for your banquet, wedding, reception, or corporate event.

A completed contract and \$500.00 deposit are required to hold your reservation for the specified date. The deposit is refundable if the rules and regulations are followed and pending damage inspection. A violation/infringement of the rules and regulations may result in the forfeiture of all or part of your deposit. A cancellation of the event prior to ten months or more before the date will result in a full refund of your deposit. A cancellation of the event within ten months or less of the date will result in a loss of the full amount of the deposit. To cancel an event, we require a written confirmation from the renter.

The rental fee in its entirety is due at least **one month** prior to your event. If payment is not made **one month** prior to your reserved event date, your event will be cancelled and you will forfeit your deposit. The rental fee is a separate charge, and it varies in accordance with the enclosed list of rates. A charge for returned checks will be imposed as specified.

Contact Information:

Renters name(s): _____

Contact Person (if different than renter): _____

Address: _____ City: _____ State: _____ Zip: _____

Phone(s): _____, _____

E-mail(s): _____, _____

Rental Information:

Premise to be used for: _____ Approximate number of guests: _____

Date(s) of event: _____, 20____ Time of event: _____

____ Friday ____ Saturday ____ Other

Ceremony location: _____ Reception location: _____

Check-in time: _____ Check-out time: _____ Person responsible for check-out: _____

Person to receive deposit refund: _____

Address to send deposit: _____

City: _____ State: _____ Zip: _____

How did you hear about The Dabney Farm? _____

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Rental Information

Rental of The Dabney Farm includes exclusive use of your requested areas checked below:

- Stable
- Front yard of stable
- Arena
- Hay Barn
- Parking lot
- NE Meadow
- East Pasture
- South Pasture
- NW Pasture
- West Pasture
- SW Pasture
- Campfire area
- Forest trail
- Storage room

Also included:

- Exclusive full day access on the day of your event
- Receiving and storing commercial deliveries during the week of your event
- Storage room for your exclusive use during the week of your event
- Staff member on site during your event to oversee property and event
- One hour rehearsal time scheduled the week of your event
- Vendors of your choice
- Trash disposal

Checking In:

A one hour 'walk-through' wedding rehearsal and set up of decorations with no rehearsal dinner may be scheduled free of charge after 4:00 p.m. on the evening prior to the event subject to any previously scheduled events. An additional \$250 is charged for rehearsal dinners from 5:00 PM to 9:00 PM. The barn is available at 9:00 AM the morning of the event.

Checking Out:

The property must be completely cleaned up and vacated by 11:00 PM. A \$150.00 per hour fee will be imposed if you exceed the checkout time without prior approval.

Set-Up:

The renter is responsible for the setup and takedown of tables, chairs and decorations.

Clean-up:

The renter is responsible to ensure that you and your vendors leave the buildings and property as they were found. Please ensure that all rental tables and chairs are folded, stacked neatly in the storage area and pickup arrangements have been made with the rental company. The renter is responsible for placing all trash in the dumpster.

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Payment Policy

Payments should be made in the form of Visa, Mastercard, cash or personal check. Checks should be made payable to The Dabney Farm and mailed to 1034 Hodges Circle; Mansfield, GA 30055. Cash should be hand-delivered. A \$30.00 fee will be charged for all returned checks. A 2 ½% fee will be charged for credit card use.

Deposit:

A completed contract and \$500.00 deposit are required to hold your reservation for the specified date. The deposit will be deposited in our bank within five business days after the receipt of the deposit.

The deposit is refundable if the rules and regulation and the cleanup requirements are followed. A violation or infringement of the rules and regulations listed herein may result in the forfeiture of part or all of your deposit. The Dabney Farm reserves the right to hold your deposit as damage and cleaning security. After your event, the buildings and property will be inspected. Expenses for damage-repair or unusual cleaning, will be deducted from your deposit. Your refund check will be mailed to you within two weeks.

A cancellation of the event prior to ten months before the date will result in a full refund of your deposit. A cancellation of the event within ten months of the date will result in a loss of the full amount of the deposit. To cancel an event, we require written confirmation from the renter.

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Rental Fees:

The rental fee in its entirety is due at least ***one month*** prior to your event. If payment is not made ***one month*** prior to your reserved event date, your event will be cancelled and you will forfeit your deposit. The rental fee is a separate charge, and it varies in accordance with the rates listed below. Please note, prices are subject to change without notice and will be confirmed with your signed and returned contract.

January through March:

Monday through Thursday weddings - \$1,000

Friday weddings - \$1,500

Saturday weddings - \$2,000

April through December:

Monday through Thursday weddings - \$1,500

Friday weddings - \$2,000

Saturday weddings - \$3,000

Rules and Regulations

Any violations or infringements of the rules and regulations listed herein may result in the forfeiture of all or part of your deposit. Please read the following carefully and initial where indicated.

The Buildings and Grounds

The Dabney Farm reserves the right to eject any objectionable person from the premises. No illegal drugs are allowed anywhere on the premises. No fires may be built anywhere on the property with the exception of the stone fire pit located behind paddock 7. Additionally, the use of fireworks, torches, Chinese

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lanterns, firearms or any type of pyrotechnics is not allowed on The Dabney Farm property. Absolutely no smoking nor any type of open flames are permitted inside any of the buildings, the barn or under any roof. Violation of any of this rule is an automatic forfeiture of your deposit. Only battery operated or LED candles are allowed inside the buildings. Outside smoking areas are provided and furnished with sand receptacles.

Children must be supervised while on the farm due to inherent dangers posed by the horses, creek, terrain, forest, driveway and various animals and insects that inhabit the environment. Dabney Farm assumes no responsibility for unsupervised children.

Everyone must refrain from climbing on the gates and fences.

Everyone must refrain from driving on the grass other than in the designated parking area or via the designated paths.

_____ Initial

Ceremony and Send-off: If flower petals are to be sprinkled along the bridal path, only real flowers may be used. No confetti, rice, synthetic materials or plastic items can be thrown on the ground for an entrance or exit. Anything thrown or dropped inside a building must be cleaned up. Sparklers may only be used outside and should not be lit inside or under any roof. For a sparkler send-off, lines of guests must begin outside any building and out from under any roof. Children must be supervised. Only one sparkler per guest is allowed. The photographer should direct guests when to light sparklers. A container of sand or water must be provided by the renter to safely extinguish spent sparklers and prevent a fire hazard.

_____ Initial

Horses

We are happy for you to have our horses in the background of your photos and ceremony. We are available to actually stage some horses in a particular location for you, to have them in proximity of your ceremony location or photo session. If you would like to interact with a horse or horses, a Dabney Farm staff member will need to be present to facilitate your interaction or photo session. Some of the horses housed on the Dabney Farm belong to our clients. Some horses may be in training and are not yet accustomed to be handled by humans. The horses are all on a very specific feeding regimen. Because of these factors, for the safety of humans and horses, we request that you and any of your employees, agents, associates, invitees, vendors and guests do not enter any pastures, paddocks, corrals, arenas or stalls in which horses are present without being accompanied by a Dabney Farm staff member. We request that you and any of your employees, agents, associates, invitees, vendors and guests do not offer any food items, candy or treats to any horse or dog on the Dabney Farm or climb on any fence or gate.

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Furniture

Furniture, equipment, and items belonging to The Dabney Farm are for use inside the buildings and may not be removed. Please do not rearrange or remove any furniture yourself. Only staff from The Dabney Farm may rearrange or remove furniture. In the event of damage to the buildings or furnishings, the renter will be responsible for repair or replacement.

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Flowers and other items may be displayed on surfaces inside the buildings with permission and supervision from The Dabney Farm staff. Flowers must have condensation liners underneath them and candles must be battery operated or LED if used inside any building.

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Vendors

The Dabney Farm does not require you to use particular vendors for your event. Renters may use any caterer, rental company, florist, entertainment, etc. It is the responsibility of the renter to provide a copy of the contract with these hired vendors to ensure they are familiar with the rules and regulations. If damage is caused or rules and regulations are violated, the renter will be responsible, and charges will be deducted from the renter's deposit.

All vendor vehicles must be parked in the designated parking area.

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Caterers

Caterers are responsible for supplying necessary equipment (dishes, serving utensils, paper towels, ziplock bags, aluminum foil, garbage bags, etc.) Caterers are also responsible for cleaning up after themselves and the guests. This includes but is not limited to: washing dishes, properly disposing of food, taking out the trash, etc. Under no circumstances, should any food be emptied into any sinks or toilets.

The Dabney Farm does not provide food or drinks and is therefore not responsible for any food or drink related illness that occurs from consumption of these said items during the event.

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Alcohol

The Dabney Farm does not sell, handle, or serve alcoholic beverages. Alcohol may be supplied by the renter and served on the grounds by a designated bartender. If you plan on serving alcoholic beverages, a security guard must be present for the duration of the reception. The Dabney Farm reserves the right to close the bar(s) and/or serving of alcohol if it appears necessary to protect the facility and the safety of the individuals. Your bartender(s) must adhere to the law when serving alcoholic beverages. The bar(s) must close ½ an hour before your event ends. All kegs must remain outside.

An alcohol authorization and indemnification agreement must be signed in advance.

_____ Initial

Music

Music and dancing are allowed at The Dabney Farm. Instruments, deejays, and bands are also welcome inside and outside at The Dabney Farm. Amplified music will be monitored by The Dabney Farm staff. You will be asked to lower the volume if the music is excessively loud. Monitored music includes but is not limited to: stereos, speakers, bands, deejays, electric keyboards, electric guitars, drums, etc. All amplified music, public address systems and other high volume sounds must cease at 10:00 PM

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Photography

I authorize _____/do not authorize _____ a member of The Dabney Farm staff to take photographs of my wedding and/or event for possible use on The Dabney Farm website and/or in printed publications.

_____ Initial

Contract Agreement

Bride

Groom

The Dabney Farm

Date