



The Barns at Chip Ridge
 Guidelines Packet
 14235 Branch Street
 Abingdon, VA 24210

The Barn Hours:

The Barn is available for rental Monday – Sunday from 9:00 am till 11:00 pm. For questions or to schedule an appointment to view the Barn you can call at (276)-356-2216 or email us at KBClandscaping@gmail.com

Barn Venue and Grounds:

The main venue is a rustic built hemlock barn that is 3,400 square feet and can accommodate 250 people. Included is an additional bridal suite that is 600 square feet complete with a private bathroom. Outside the barn is 2,400 square feet of covered wrap-around porch. The barn also features an indoor/outdoor rock fireplace, a covered gazebo, landscaped grounds for a ceremony, and a rock water feature.

Barn/Venue Rental for Rehearsal Dinner/Wedding/Reception/ \$5,800.00

Wedding Rental includes Friday, Saturday, and Sunday (a.m. clean up only)

Friday 9:00 am - 10:00 pm

Saturday 8:00 am - 11:00 pm

Sunday 8:00 am - 11:00 am

Save the Date Deposit (non-refundable)\$1,000.00

Refundable Damage Deposit (Damage/liability)\$300.00

Amenities include:

- Use of the hemlock barn, bridal suite, groom suite, grounds, gazebo, and fireplace
- Use of a full commercial kitchen
- 200 white plastic folding chairs
- 100 white plastic folding chairs with cushioned seat

- 16 Round white plastic tables (60 inch, seats 8-10)
- 13 Round Wooden Folding Tables (60 inch, seats 8-10)
- 5 cocktail tables
- 2 (6 foot) wooden farmhouse tables
- 1 (6 foot) serving table
- 2 (8 foot) serving tables

This is a smoke free facility with smoking limited to designated areas.

Venue Rental for Non-Wedding Events Sunday evening-Thursday (this price can vary based on date, popularity of month, event type, etc)

- \$500.00 total plus refundable deposit
 - Use of venue for: 1 hour set up, 3 hours for event, 1 hour

Amenities include:

- Use of the hemlock barn, grounds, gazebo, and fireplace (excludes use of bridal and groom suite)
- Use of a full commercial kitchen
- 200 white plastic folding chairs
- 100 white plastic folding chairs with cushioned seat
- 16 Round white plastic tables (60 inch, seats 8-10)
- 13 Round Wooden Folding Tables (60 inch, seats 8-10)
- 5 cocktail tables
- 2 (6 foot) wooden farmhouse tables
- 1 (6 foot) serving table
- 2 (8 foot) serving tables

This is a smoke free facility with smoking limited to designated areas.

Refundable Deposit (Damage/Liability)\$150.00/event

❖ Rules and Regulations of the Barn Venue:

- All barn venue hanging decorations must be pre-approved.
- No nails, screws, tacks, or staples to be used unless approved.
- No fireworks
- No toilet paper, paints, glitter, or confetti to be used on the premises. (ecofetti permitted, www.ecoparti.com)
- Birdseed, bubbles, and sparklers can be used outside on **gravel only**.
 - *Absolutely no sparklers are allowed on the patio. (if rules not followed, this will result in complete loss of security deposit)*

Guest is responsible for:

_____ Arranging and coordinating food and beverages.

_____ If there is to be alcohol served at your wedding, there will be a \$400 charge. This charge will include a licensed bartender and the use of our bar. Also, if alcohol will be served, you will need to obtain a Banquet Permit (\$55) from the Virginia Department of Alcoholic Beverage Control, <https://www.abc.virginia.gov/licenses/get-a-license/banquet>. A copy must be provided to *The Barns at Chip Ridge* with final payment and original copy posted visibly in the kitchen area. Alcohol must be served by a licensed bartender or designated person who is responsible for managing consumption. All alcohol must be behind a designated bar area. (Absolutely no alcohol is served after 10 pm.) ***The guest assumes responsibilities for all liabilities.***

_____ If you are having the alcohol package (as discussed above), the bride and groom are responsible for providing all coolers and/or containers needed for storing and icing all beverages. The venue does not supply or manage alcohol storage. For your convenience, a large cooler is available to rent and can be found on our prop rental list.

_____ **IF you are having alcohol**, you can ONLY have beer, wine, and up to TWO specialty cocktails. No more than TWO specialty cocktails are allowed.

_____ Obtaining a \$1 million Event Liability Insurance coverage through personal insurance provider or www.wedsafe.com and listing the “The Barns at Chip Ridge”, “Campbell Farms”, and “Kevin Campbell” and “Immediate Family” to protect you and the venue. ***Proof of insurance is due with final payment.***

_____ General cleanup, disposing of trash in designated garbage containers, taking down tables and chairs, removing decorations, personal belongings, and boxes used to transport items to our facility at the end of your event in the barn, grounds, gardens, Bridal Suite, and Groom Suite. If needed, The Barns at Chip Ridge will deduct the cost of excessive cleanup at \$28.00/hour from the Refundable Damage Deposit.

_____ Absolutely no parking in the brown gravel area (around the front fountain). The brown gravel area is designated for loading and unloading of event items only.

_____ Conduct of all who participate in and/or are present at your event. The Barns at Chip Ridge Farms reserves the right to have unruly guests removed from the premises accordingly. Children must be in company of adults, especially around the wall and water feature, and are not allowed in any of the landscaping beds. The Barns at Chip Ridge will not tolerate children in water features or on retaining walls.

_____ Arranging for music for ceremony/reception. Both live and recorded music is permitted, however the volume must be maintained at ***a level deemed acceptable by The Barns at Chip Ridge***. Amplified music must be lowered to a reasonable level by 10:00pm, however music can continue until 10:30 pm at a lowered volume. At 10:30 pm music must be turned off.

_____ Overtime rules. At the end of your time frame or 11:00 pm, whichever comes first, clients begin overtime and will be charged \$100.00 per hour.

_____ Smoking is not permitted on the premises of The Barns at Chip Ridge. Guests must smoke in the gravel parking areas or other designated smoking areas. Any clean up related to smoking on premises will be deducted from the Refundable Damage Deposit.

_____ If a fire is wanted at your event, there is a \$200.00 fee, this includes firewood and a fire attendant, up to 2 fires.

_____ The wooden pews (12 of them) are included in the price of the barn rental. These pews are for you to use, but you are in charge of moving them to their location and back. (we have 2 wooden dollies to help you move the pews) The pews cannot be moved until the DAY **OF** the event and must be moved back under the covered patio the same night, by 11 pm. Failure to follow this policy will result in forfeiture of your security deposit

_____ Rental items stored on the premises (in closets, outdoors, or elsewhere) are not available for use unless prior arrangements have been made with the venue. If you are interested in using any rental items, please contact us beforehand or on the day of your event. Do not remove, handle, or use any rental items that have not been pre-arranged for your event. Failure to follow this policy will result in forfeiture of your security deposit

_____ Tent sides under the outside patio area are an additional rental item and may only be installed, removed, or adjusted by The Barns at Chip Ridge staff. Do not touch or attempt to move them yourself. If you would like to add tent sides to your event, please contact Kevin or Ashton in advance. Failure to follow this policy will result in forfeiture of your security deposit

Promotional Approval:

_____ **YES** The Barns at Chip Ridge has my permission to use pictures taken during my event in marketing materials or on the website.

_____ **NO** The Barns at Chip Ridge does not have permission to use pictures from my event in marketing materials or website.

Cancellation Policy:

_____ In the unlikely event the CLIENT should cancel all deposits and first payment are nonrefundable. In the event of a cancellation, if The Barns at Chip Ridge is able to rebook a comparable event on the scheduled date, all or a portion of the final balance, excluding the deposits and first payment of 50% may be refunded. The CLIENT shall not assign or sub-lease any terms, conditions or services contained in this contract or any interest therein without the written consent of The Barns at Chip Ridge. The Barns at Chip Ridge shall have the right to terminate this contract if the CLIENT fails to meet or violates any terms of the contract, in which case, the provisions of this cancellation policy also apply.

Responsibility and Security:

_____ The Barns at Chip Ridge does not accept any responsibility for damage to or loss of any articles of property left at The Barns at Chip Ridge prior to, during or after the event. The CLIENT agrees to be responsible for any damage done to The Barns at Chip Ridge by the CLIENT, his guests, invitees, employees or other agents under the CLIENT's control. Further, The Barns at Chip Ridge shall not be liable for any loss, damage or injury of any kind or character to any person or property caused by or arising from any act or omission of the CLIENT, or any of his guests, invitees, employees or other agents from any accident or causality occasioned by the failure of the CLIENT to maintain the premises in a safe condition or arising from any other cause. The CLIENT, as a material part of the consideration of this agreement, hereby waives on its behalf all claims and demands against The Barns at Chip Ridge for any such loss, damage, or injury of the CLIENT, and hereby agrees to indemnify and hold The Barns at Chip Ridge free and harmless from all liability for any such loss, damage or injury to other persons, and from all costs and expenses arising there from, including but not limited to attorney fees.

I hereby agree that I will abide by all of the stipulations above and the stipulations in the guideline packet

Bride _____ Date _____

Groom _____ Date _____

The Barns at Chip Ridge _____ Date _____