

THE BARN & FIELDS @ EVERGREEN MEMORIAL PARK

# BRIDE & GROOM' GENERAL INFORMATION SHEET

PARTY NAME: \_\_\_\_\_ EVENT TYPE: \_\_\_\_\_  
 LOCATION: \_\_\_\_\_ Time of service? \_\_\_\_\_  
 EVENT DATE: \_\_\_\_\_ ON CALENDAR? \_\_\_\_\_ TIME BLOCK: \_\_\_\_\_  
 START TIME: \_\_\_\_\_ EXIT TIME: \_\_\_\_\_ Alcohol Service Ends: \_\_\_\_\_  
 Using Fields for Ceremony? \_\_\_\_\_ EMP T/C? \_\_\_\_\_ Power Outside? \_\_\_\_\_  
 REHERSAL? \_\_\_\_\_ Date: \_\_\_\_\_ Time? \_\_\_\_\_ Location: \_\_\_\_\_  
 BRIDE: \_\_\_\_\_ GROOM: \_\_\_\_\_  
 MAIN CONTACT: Name: \_\_\_\_\_ P: \_\_\_\_\_ C: \_\_\_\_\_  
 E-MAIL: \_\_\_\_\_ ADDRESS: \_\_\_\_\_ C/S/Z \_\_\_\_\_

# OF GUESTS EXPECTED: \_\_\_\_\_ # OF GUESTS CONFIRMED: \_\_\_\_\_  
 Music? \_\_\_\_\_ Live Music? \_\_\_\_\_ D.J.? \_\_\_\_\_ DJ/Band Hookup? \_\_\_\_\_ Other: \_\_\_\_\_  
 Catered? \_\_\_\_\_ Caterer Info: \_\_\_\_\_  
 Alcohol? \_\_\_\_\_ Bartenders & More \_\_\_\_\_ Footers Catering \_\_\_\_\_ Tony Rosacci's Catering \_\_\_\_\_ Other Service \_\_\_\_\_  
 Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Contact: \_\_\_\_\_  
 Copy of Liability Ins.? \_\_\_\_\_ Confirmed On: \_\_\_\_\_ Paperwork on file? \_\_\_\_\_  
 Using EMP Chaplain? \_\_\_\_\_ If no Who? \_\_\_\_\_

## WEDDING CEREMONY INFORMATION

PARTY NAME: \_\_\_\_\_ LOCATION: \_\_\_\_\_  
 EVENT DATE: \_\_\_\_\_ Ceremony Time? \_\_\_\_\_ EVENT TYPE: \_\_\_\_\_  
 BRIDE: \_\_\_\_\_ GROOM: \_\_\_\_\_

Number in Bridal Party \_\_\_\_\_ # of guests confirmed? \_\_\_\_\_  
 Will EMP&RA Chaplin preform the ceremony? \_\_\_\_\_  
 If Not. name of officiant: \_\_\_\_\_

Will you want EMP&RA to help arrange for:  
 \_\_\_Musicians \_\_\_Bridal/Wedding March/Music \_\_\_Horse & Carriage \_\_\_Other

Ring Ceremony: \_\_\_Single \_\_\_Double  
 Officiants Style: \_\_\_\_\_

Religious preference: Bride: \_\_\_\_\_ Groom: \_\_\_\_\_

Who will give bride away? \_\_\_\_\_

Which parents will attend? Brides: M F Groom's: M F

Will Champagne be used for toasts? \_\_\_\_\_

Previous Marriages of:

BRIDE:  
 Number \_\_\_\_\_  
 Children \_\_\_\_\_  
 Divorce Date \_\_\_\_\_

GROOM:  
 Number \_\_\_\_\_  
 Children \_\_\_\_\_  
 Divorce Date \_\_\_\_\_

Will couples children be involved in ceremony? \_\_\_\_\_ How? \_\_\_\_\_

**THE BARN PRICES**

**SECURITY DEPOSIT \$600.00**

Time Block of	6 Hours	8 Hours	10 Hours	12 Hours
Week Day's (M-F)	\$790.00	\$1,090.00	n/a	n/a
Evening's (M-Thru)	\$990.00	\$1,290.00	\$1,590.00	\$1,890.00
Friday Evening	\$2,190.00	\$2,890.00	\$3,490.00	\$3,990.00
Saturday Day	2190	\$2,890.00	n/a	n/a
Saturday Evening	\$2990.00.	\$3,690.00	\$4,390.00	\$4,890.00
Sunday Evening	\$1,690.00	\$1,990.00	n/a	n/a
Holiday Day	\$2,190.00	\$2,890.00	n/a	n/a
Holiday Evening	\$2,990.00	\$3,690.00	\$4,390.00	\$4,890.00

**THE FIELDS**

	15	35	50	75	100
	\$390.00	\$490.00	\$590.00	\$690.00	\$ 790.00*

**Tables:**

6' Round	\$10.00	Ext. Cords	\$10.00
4' Rect.	\$10.00	Punch Bowl(s)	\$10.00
6' Rect.	\$10.00	Coffee Pot(s)	\$10.00
8' Rect.	\$10.00	Chaffing Dish(s)	\$10.00
Chairs	\$2.00	Portable Cooler	\$10.00
Table Linens	\$5.00	Outside Power Connection:	\$25.00
Riser(s) each	\$50.00	Chaplain Honorarium:	\$125 / 150
Sound System	\$35.00	Décor modifications	\$50/HR.
Video Projector	\$150.00	Trash Removal Fee	\$5/BAG
Laptop Comp.	\$25.00	Additional Cleaning	\$75/HR.
CD Player	\$10.00	Parking Attendants:	\$150.00

MEM. SERVICE NOT WITH EMP (4hrs.) \$525.00

Coffee Service is available for services. Includes coffee, bottled water, cups, cream, sugar, etc. \$ 1.60/pp.\*

Coffee and Cookie Service- includes all above items plus cookies. \$ 1.99/pp.\*

**OUTSIDE RENTALS**

renter is responsible for the setup, take down, delivery and hauling away \$250.00 plus \$1.50 per each item will be assessed IF NOT DONE

NON-PROFIT RENTAL RATE The Deposit/Rental fee of \$400.00 includes:

A parking attendant, can be provided by group, or if performed by EMPRA there will be an additional charge. \$150.00

Any Set Up or take down of chairs/tables by EMP&RA's Staff.... \$25.00/hour + \$1.50/CHAIR(deducted from deposit)

**Additional Services & Fees**

- \* Special Décor Modifications...\$ 50.00/hr. (1 hour minimum)
- \* Additional Cleaning...\$75.00/hr. (1 hour minimum)
- \* Removal Fee for EMP Rental Items...\$1.50/each item
- \* Removal Fee for Outside Rental Equipment...\$250.00 + \$1.50/ per each item
- \* Fee for trash not removed by renter... \$5.00/bag