

The Barn

Time Block Rental Rates

| Time Block of | 6 Hours | 8 Hours | 10 Hours | 12 Hours |
|--------------------|-----------|-----------|-----------|-----------|
| Week Day's (M-F) | \$790.00 | \$1090.00 | n/a | n/a |
| Evening's (M-Thru) | \$990.00 | \$1290.00 | \$1590.00 | \$1890.00 |
| Friday Evening | \$2190.00 | \$2890.00 | \$3490.00 | \$3990.00 |
| Saturday Day | 2190.00 | \$2890.00 | n/a | n/a |
| Saturday Evening | \$2990.00 | \$3690.00 | \$4390.00 | \$4890.00 |
| Sunday Evening | \$1690.00 | \$1990.00 | n/a | n/a |
| Holiday Day | \$2190.00 | \$2890.00 | n/a | n/a |
| Holiday Evening | \$2990.00 | \$3690.00 | \$4390.00 | \$4890.00 |

The Barn can accommodate up to 225 for dining (3 levels).

The Barn

- ✚ The Barn's rental rates include the use of the # of tables and chairs specified for your group, use of minimal kitchen facilities, trash supplies, use of The Field's for your service (must be during time block hours) and a building supervisor during your event.
- ✚ **Table & Chair Placement:**
Basic floor set up is included in the rental rate. EMP staff will provide minimal initial set-up before the preparation time. Any furniture required, or moving of chairs, tables, etc. from the original set-up is the Renter's responsibility.
- ✚ **Table Cloths are NOT included in the rental fee.**
- ✚ **Tables and chairs must be arranged** and remain arranged per EMP&RA approved floor plans. Fire Department Exit Codes will be strictly enforced

Block Hours – Event Times

- ✚ **Time blocks include** 1 hour (11:30pm-12:30am or the last hour of rental block) of cleanup time.
- ✚ **Evening Event Start Times** are based on block hours. **Example:** A 10 hour block would **start at 2:30pm, Alcohol service must end by 10:45pm** with event ending and **guests departed by 11:30pm**, and building **clean and vacant by 12:30am.**

**Not-for-Profit Organizations have your next event at The Barn.
Contact us for more information**



Décor

Interior decor – all items currently in The Barn are secured. You may add any items you would like for the decor. Outside decor must be weighted/secured to prevent flyaway or landing in the water. Please contact us if you are unsure of what's acceptable and what's not.

**The use of the following items
is NOT permitted in the barn or on the premises;**

Cardboard chafing dishes or oil lamps, open flame, candles, sparklers, fireworks, luminaries, tiki torches, rice or birdseed, confetti or glitter helium balloons with strings or silly string. For a complete listing of items not permitted, please see the rental contract.

The Field's

Rental Rates for Ceremonies up to # guests (3 hour time blocks)

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

*AN ADDITIONAL CHARGE OF \$1.25 PER GUEST FOR EVENTS OVER 100
IN THE MEADOWS

The Field's

- ✚ The Field's rates are for **3 hour time blocks.**
- ✚ The Field's **Rental Rates include the use of and initial setting of the # of tables and chairs** specified for your group.
- ✚ **Power can be ran** to meadow for an additional fee.
- ✚ **Rental of The Field's does NOT include usage of the barn.**

Wedding Rehearsal

Not included in Time Blocks

\$290.00(2 Hrs.)

Parking Attendants(2)

Parking attendants are required for events over 75 guests at any location

\$150.00/2 hrs.

Evergreen Memorial Park is a non-denominational facility.

Alcohol

A client hosted non-cash bar may be arranged **ONLY** by hiring an approved insured bartender service. All alcohol must be dispensed by said bartender(s), and no money may be exchanged for alcohol by the guests at the event. Each wedding party should consider the legal implications involved in serving any type of alcoholic beverage to any who will be driving a car from the event. Evergreen Memorial Park & Recreation Association does not dispense any alcoholic beverages. **Violation of our alcohol policy will be cause forfeiture of your Security Deposit.**

**THE SERVING OF ALCOHOL AND/OR CONSUMPTION OF ALCOHOL TO/BY
PERSONS UNDER 21 YEARS OF AGE IS NOT PERMITTED**

- ✚ **Alcohol service must end by 10:45pm.**
- ✚ **Kege must be enclosed** in leak proof containers and cannot be in the Parlor.
- ✚ **KEGS without bartender supervision** are not permitted inside or outside the building.

***Proof of personal homeowner's insurance or a renter's insurance rider for liquor liability IS REQUIRED by renter and must be on file 30 days before event**

Clean & Exiting Policy's for The Barn & Fields

- ✚ **Renter is required to leave the premises (The Barn or The Field's)** in the exact condition in which it was upon arrival. This includes taking down of tables and chairs, food spills and debris removed from floors, walls and chairs; floors swept and mopped and all trash cans emptied/ removed.
- ✚ **Fee for trash** not removed by renter (\$5/bag)
- ✚ **Any additional clean up** after the event that is deemed necessary by EMP&RA staff will be assessed a fee of \$75.00/hr.
- ✚ **If wedding party does not take down EMP tables and chairs, a Rental removal fee** of \$1.50 per chair/table will be assessed.
- ✚ Renter **MUST check out of building** with EMPRA staff before leaving the property.
- ✚ **Please read** your rental contract for additional information for you event.

Outside Source Rentals

You are welcome to rent chairs, tables, or any other equipment from an outside source, the renter is responsible for the set up and take down of the tables and chairs, delivery and haul away of such items within 24 hours of the event or a **rental removal fee of \$250.00 will be assessed.**

Memorial Services, Receptions, Meetings

EMP Memorial Service included
 4 Hour Service/Reception \$525.00
 Please see the **USAGE FOR CELEBRATION OF LIFE SERVICES** Sheet for all details.

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

Additional Information

- + **Barbecue grills and gas-cooking devices** may only be used in approved areas outside the facility and are **not permitted on decks or grass.**
- + **Ice Carvings must be completely contained** to prevent damage to tables and floors and must be disposed of in an appropriate manner.
- + **Renter understands** that there is **no alternate power source available** at the EMPRA facility and **that EMPRA is not responsible for any loss of power to the building at any time due to circumstances beyond our control.**
- + Only **existing wall plugs may be used** - no rewiring for any reason.

Please see your rental contract for complete listing of all charges, fees, policies, and all related rental information.

The Barn Recommends

A list of recommended caterers and other outside service professionals is available to help you plan the perfect event.

EMP Equipment Rental Rates: (subject to tax)

| | | | |
|---------------------------------|-------------|------------------------------------|--------------|
| Tables | \$8.00(ea.) | Coffee Pot(s) | \$10.00(ea.) |
| Chairs | \$2.00(ea.) | Extension Cord | \$10.00(ea.) |
| Table Cloths | \$5.00(ea.) | Risers/Stage | \$50.00(ea.) |
| CD/ Tape Player | \$10.00 | Sound System | \$35.00 |
| Mounted Video Projector System* | \$85.00 | Trash Removal | \$5.00/bag |
| DJ/Band Hook Up | \$25.00 | Run outside power | \$25.00 |
| Lap Top Computer | \$30.00 | *Includes Projector and Lg. Screen | |

Park Chaplain

There is a \$125.00 honorarium and administrative service fee for services at Evergreen Memorial Park & Recreation Association that are performed by the park chaplain for all ceremonies. You are welcome to provide your own chaplain

Counseling

The Park Chaplain desires to get to know you and to understand the plan for your wedding ceremony. A counseling session can be scheduled at least 2-3 weeks prior on Tuesday or Thursday evenings from 7:30-9:00 PM are most convenient for our Chaplain. Your vows can be personalized along with the order of the ceremony.

How to Reserve your Date

Security Deposit

\$600.00

(acts as reservation, damage and cancellation fee)

The **receipt** of your event **Rental Contract** and payment of the **Security Deposit** will reserve and **confirm your date.**

Final Payment

Payment in full of **all rental fees** and any additional charges/services **must be received 30 days prior to the event date.** Failure to pay by the due date will result in automatic cancellation of the rental agreement.

Cancellation / Refund Policy

- + **Renter may cancel the reservation** in writing 6 months or more before the event date and receive ½ of what was paid for the security deposit.
- + **Deposits are not refundable** should the event be canceled within the period of six months prior to the event date.
- + **Cancellations less than 30 days**, but more than 20 days will forfeit the full amount paid for the security deposit plus ½ of the rental fee.
- + **Cancellations less than 20 days or No Show Events will forfeit all monies previously paid to and received by EMP&RA.**

Any security deposit due minus any assessed fees will be refunded within 3 weeks of your event.

EMPRA reserves the right to make changes at any time regarding pricing, procedures and policies.

THE BARN & FIELDS

AT EVERGREEN MEMORIAL PARK



The Barn at Evergreen Memorial Park is a spectacular venue with something for everyone... The Barn will make a lasting impression. Arrive at the historic Barn Chapel in a horse and carriage, and sweep across native flagstone floors in to this spacious and charming old log building. Look out through the large stained glass windows and views of the reservoir and the high mountain meadow where buffalo, fallow deer and elk make their home. This historic assembly of 5 old barns, a church and a resort make a unique venue for your next event. It has a main floor, parlor, loft and a walk out basement that provides a splendid rustic character.

Outdoor Field Areas can accommodate large or small weddings, ceremonies or parties and can be customized on our scenic meadow grounds. With a reservoir, lake, wildlife and grass all about, it truly makes for a lovely and special outdoor event.



**Evergreen Memorial Park
& Recreation Association**
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RENTAL RATES & SERVICES 2012

Rates Effective September 1, 2011