



# Lingrow Farm Weddings

Service Style- **min 100 ppl/max 220ppl	*Wedding Package I	*Wedding Package II	*Wedding Package III	*Wedding Package IV
Seated Service	\$135/\$80	\$130/\$75	\$120/\$65	\$93/\$43
Buffet Service	\$130/\$75	\$125/\$70	\$115/\$60	\$90/\$40

### Wedding Package Rates\*

\*5% discount will apply to events on Fridays and Sundays along with Saturdays in April -Excludes Sundays that fall before a Holiday, i.e. the Sunday before Memorial-Day

Prices are based per person. First number is cost per person for first 135 guests/ second number is for any guest over 135 per person

\*\*Minimum and maximum capacity subject to change without notice based on federal and state regulations and mandates.

## Packages Include

**Ceremony Site-** water-side Gazebo, with wooden benches

**Cocktail Hour-** covered and indoor seating on the lower level of the barn with access to lawn area

**Barn Reception-** Covered indoor reception, the barn is equipped with air-conditioning and heating (within reason) and includes 60" round tables with Ivory linens, brown cushioned chairs, 2-tiered half round table with linens and/or whiskey barrel for cake/cookie table, and China, flatware, and \*glassware.

**Bar-** One Bartender (gratuity not included additional bartender available for \$195), fountain drinks, cocktail napkins and stirrers, ice, 1 bag each- lemons and limes.

3 Self-serve drink dispensers with water, lemonade, and sweet tea

Self-serve coffee and hot tea station

Champagne pour service is available by request when client(s) provide champagne.

Use of tap system for kegs.

**Rehearsal-** One hour use of property for rehearsal the day before the event with event coordinator, dependent on availability, times will vary. **ALL** event processional checklists are due to event coordinator no later than **30** days prior to event. The Client(s), any guests and/or vendors should arrive 15 minutes before the scheduled rehearsal time.

**Dressing Area-** Our Carriage room provides the perfect rustic setting as a small but spacious room for the wedding party to get ready.

**Cake Cutting Service-** No fee for the cutting service! Disposable plates and forks provided by venue.

**Set-up and Clean-up-** of all items provided by Lingrow Farm- items such as centerpieces, name card, and favors will be the client(s) responsibility to set-up. It is the client's responsibility to clean up (remove any items brought in by client), anything left behind will be disposed of by staff at the end of event. Client is not responsible for tare down of tables, chairs, and linens. Contracts start at noon the day of and all items must be out of the barn by midnight.

**Event Coordination-** Our Event coordinators will help with planning your event and will be available to you via email and phone during business hours, provide vendor referrals, scheduled meeting time to review details at 6 months prior to event, and a phone or in person meeting 1 month prior to event to go over final details. The day of the event they will confirm vendor arrival and ensure set-up of event, line up and cue wedding party for ceremony, and direct the entrance of the bride and groom into the reception.



## Lingrow Farm Add-Ons

### Add-Ons (subject to Armstrong County Sales Tax)

\*\*Only optional and not included in standard packages

Bonfire & S'mores -135

Hot Chocolate Station- 135

Gazebo Draping- White- 195

Sundae Bar (includes vanilla/choc ice cream and variety of toppings)- 200

Horse and Carriage- 500

Cookie Traying – Price depending on number of dozens brought in

Glassware Usage- 1.50/person

Fluted Champagne Glasses (champagne pour included)- .50/glass

Additional Rental Items – Shepherd Hooks, Wood Slabs, Tables Numbers – 2/per item

### Deluxe Add On Package - \$1,000 (tax inclusive)

Includes: Bonfire & S'mores, Gazebo Draping, Horse and Carriage, Cookie Traying, and Glassware Usage (\$1,500 value)

### Lingrow Farm Accommodations (Optional invoiced separately) Plus taxes

\*Both located on Lingrow Farm Property

Farmhouse- 4 bedrooms (1 King, 3 queens), 1.5 baths, with Full use of amenities; kitchen, living space, laundry, bath towels, and linens. Dining Room converted into parlor with studio lighting and mirrors, great for hair and makeup!

One Night Stay-595

Two Night Stay-1000

Early Check-In or Late Check-Out-150

Honeymoon Suite (Not available after 2021 Wedding Season) – Sleeps 6 (1 queen bedroom, pullout couch, trundle bed), 1 full bath, with full use of amenities; full kitchen, living space, laundry, bath towels and linens. Sunroom located in the front, perfect for hair and makeup!

One Night Stay – 295

Early Check-In or Late Check-Out- 100

\*\*Standard Check in at 6pm – Check out at 10am

### \*Additional Coordinator Services

To help make your day easier, our coordinators offer the service of placing your decorations and a wide variety of other addition coordinator services. Whether it is placing centerpieces, decorating the gazebo, or the entire To-Do list of decorating, our coordinators are here to make the big day stress free! Services are customized to your needs and quoted accordingly.

### Payment Schedule (Estimate)

For Office Use	Amount	Due Date
1st Deposit		At Signing
2nd Deposit		6 months prior
3rd Deposit		30 days prior
Balance		30 days prior



## PACKAGE MENUS

### Package I. Buffet Style- 130/75 Seated Service- 135/80

Anti-Pasta Board with Fruit and Focaccia  
Jumbo Shrimp Cocktail  
Choice of Any Five of Our Passed Hors d'oeuvres  
One Family Style Salad  
One Vegetable and One Potato or Pasta Option  
Any Two Entrées with Bread and Butter

### Package II. Buffet Style- 125/70 Seated Service- 130/75

Anti-Pasta Board with Grapes  
Vegetable Display with Dipping Sauces  
Choice of Any Four of Our Passed Hors d'oeuvres  
One Family Style Salad  
One Vegetable and One Potato or Pasta Option  
Any Two Entrées with Bread and Butter

### Package III. Buffet Style- 115/60 Seated Service- 120/65

Cheese and Fruit Board  
Choice of Any Two (II.) Passed Hors d'oeuvres  
One Family Style Salad  
One Vegetable and One Potato or Pasta Option  
Any Two \*Starred Entrées with Bread and Butter

### Package IV. Buffet Style- 90/40 (only available Fridays, Sundays, and Saturdays in April-Excludes Sundays that fall before a Holiday- i.e. Memorial Day/Labor Day)

Vegetable Display with Dipping Sauce  
Cheese, Salami, & Cracker Board +\$3/person  
One Family Style Lingrow or Caesar salad  
One Vegetable and Roasted Red Skin Potatoes or Pasta Option  
One \*Starred Entrée with Bread and Butter (add addition entrée for \$5/person)

**\*Kids meals available if needed - \$25 (all inclusive price for kids ages 10 and under)**

**\*\*We do offer any vegetarian, vegan, and gluten free options. Our chef can also accommodate dietary needs and allergies**

# Lingrow Farm

## Private Events Contract



### Payment and Pricing Agreement

All charges are based on the guaranteed number of guests expected, or on the actual number of persons served, if greater than the guarantee. Minimums may be subject to change and some exceptions may apply during busy seasons. To reserve a date a signed contract, and a **Non-Refundable Deposit** equal to 1/3 of the booking prices is required. A second payment, equal to 1/3 of the booking price is due six months prior to the event. A third payment, equal to 1/3 of the booking price is due thirty days prior to the event. Any remaining balances must be made by certified check, cash, or credit card and is due two weeks before the event. **All payments made by Credit Card will be subject to a 3.0% processing fee.** Initial \_\_\_\_\_

### Cancellation and Change of Date Policy

**The client's deposit to hold the event date is NON-REFUNDABLE.** Should Client(s) choose to cancel their event with Lingrow Farm more than six months prior to their contracted event date, the **Client(s) agree to forfeit their deposit.** Should Client(s) wish to **change their event date** more than six months prior to their contracted event they **shall be assessed a fee of \$1000**, and the final deposit will be due thirty days prior to the new contracted event date. Should the Client(s) wish to change their event date less than six months prior to their contracted event they shall be assessed a fee of \$1000, and the final deposit will be due on the original due date along with the change of date fee. Any deposits received prior to the change of date will be applied to the final balance and will not be refunded. Should the Client(s) choose to cancel their event less than six months prior to their contracted event date, the Client(s) agree to **forfeit ALL payments**, including deposits made up to the time of their cancellation and **shall be responsible for settling any remaining unpaid balances.** Initial \_\_\_\_\_

### Menu

Lingrow Farm offers a variety of menu options. All of our events are catered by Twisted Thistle Inc., we do not allow outside catering. Please inquire about our selections as our menus are subject to change. We ask that you choose your final menu at least 60 days (two months) prior to your event to allow the kitchen time to prepare and guarantee availability of your selection. Initial \_\_\_\_\_

### Equipment and Rentals

Lingrow Farm is able to provide a combination of tables, chairs, linens, food, and non-alcoholic beverages associated with all events; extra staffing, decorating, decorations, and equipment needed is subject to an up charge. With permission we allow iPods, lighting, as well as musicians and DJs on the condition that volume and music selections do not exceed local ordinance and music concludes at 11pm. We do not permit the affixing of anything to the walls, floors, and ceiling of rooms without expressed consent. Any table runners, decor, etc. (not including flowers/centerpieces) provided by the client(s) must arrive one week prior to event date. Additional charges may apply for excessive cleaning or should additional room arrangement be required. All décor and decorations must be removed at the end of the event. Any damages incurred will be the responsibility of the Client. The Client(s)/vendor is responsible for all AV/Speaker set-up and compatibility. Please ensure timely arrival to test equipment. Initial \_\_\_\_\_

### Trained Staff

Lingrow Farm provides trained servers, bartenders, and supervisors for all events. A 20% Production fee is added to all event invoices. Additional charges may apply. Initial \_\_\_\_\_

### Service Hours

Lingrow Farm will be available to the Client(s) starting at 12:00pm and ending at 11:00pm on the contracted event date. Additional charges may be assessed for early and/or special set-up requests. Any additional hours will incur a fee of \$250 for additional labor costs. Events are held rain or shine, Client(s)/guest should be prepared for the possibility of inclement weather. In the case of weddings, the decision to move an outdoor ceremony into the Barn shall be made no later than sixty (60) minutes prior to the established ceremony time Initial \_\_\_\_\_

### Federal and State Laws

All Federal, State, and Local laws and mandates, with regard to safety and CDC health and safety regulations, state food and beverage purchases and consumption, are strictly adhered to. We reserve the right to inspect and control all private parties, social events, and meetings being held on the premises. We do not permit food from outside sources, apart from cakes, and desserts approved by the Events Staff. Outside alcohol is permitted with proof of a WedSafe Certificate. The Client(s) assumes all responsibilities for guest(s) actions and liabilities that may occur. Initial \_\_\_\_\_

\*This document is required to book all events. Please send to [info@lingrowfarm.com](mailto:info@lingrowfarm.com)

\*WedSafe is Required for this event

Booking Date \_\_\_\_\_ Client \_\_\_\_\_

Signature 1. \_\_\_\_\_ 2. \_\_\_\_\_

Credit Card: (must provide card for on file) Type \_\_\_\_\_ # \_\_\_\_\_ Expiration \_\_\_\_\_

Billing zip code \_\_\_\_\_ CSC# (on the back of the card, front of card for Amex) \_\_\_\_\_

Date of Event \_\_\_\_\_ Type of Event \_\_\_\_\_

Approx. Guest Count \_\_\_\_\_ (final count due 3 weeks prior to event)

Package (if applicable) \_\_\_\_\_

**Client Address:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**2<sup>nd</sup> Address (only if not the same)**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Phone Number:** 1. \_\_\_\_\_ 2. \_\_\_\_\_

<b>Payment Schedule (office use)</b>	<b>Amount</b>	<b>Due Date</b>
Deposit 1		
Deposit 2		
Deposit 3		
Balance		

### **Rules and Regulations**

**(Please sign and return to your event coordinator)**

- Children must be accompanied by an adult at all times near ponds, parking lots, roadways, decks, wooded areas, and around animals. Children shall not be left unattended in any other buildings and/or parts of Lingrow Farm grounds (i.e. Barn, Honeymoon Suite, Farm House Gazebo, etc.)
- The Horse Barn (located across the pond from the Venue Barn) and adjacent grounds are OFF LIMITS to all persons, including, but no limited to: the Client(s), guests, vendors, etc.
- Smoking is prohibited in all Lingrow buildings; this includes any and all vapor emitting electronic cigarettes. Smoking is permitted in designated outdoor areas throughout the property. Cigarette butts MUST be disposed of properly in designated receptacles. Violators will be asked to leave the property.
- Gilpin Township regulations prohibit any kind of vehicle from being parked along Forks Church Road for any amount of time. All buses transporting guests must enter the driveway or drop off guests and park elsewhere if unable to maneuver into Lingrow Farm parking lot.
- Lingrow Farm reserves the right to: Use and/or occupy ingress and/or egress areas in common with the Client(s)' event location, permit others (i.e. service worker, laborers, staff, etc.) to use and/or occupy ingress and/or egress areas, have a representative of Lingrow Farm present in any area of Lingrow Farm property at any time.

**Date** \_\_\_\_\_ **Client Signature** \_\_\_\_\_

# Lingrow Farm

## Liability Waiver

### Food Safety

- Food safety is extremely important to Lingrow Farm and Twisted Thistle, therefore we follow ServeSafe handling guidelines of discarding food after 4 hours of service.
- If you wish to dismiss ServeSafe guidelines and would like to take leftover food and assume the risk for any food borne illnesses, you must bring your own take away containers. **INITIALS**\_\_\_\_\_ (only if you choose to dismiss the guidelines.)
- It is understood by the client that consuming undercooked meats, seafood, poultry and eggs may increase the risk of food borne illnesses. Therefore, it is the responsibility of the client to notify all guests of this precaution prior to food service.

### Code of Conduct

- It is the responsibility of the client that a legal and ethical code of conduct be upheld throughout the event. This includes but is not limited to; the conduct of the client, their guests and their DJs, musicians, photographers, videographers, etc. hired by the client.
- The client agrees that Lingrow Farm shall not be held liable for property damage or personal injury. This includes, but is not limited to, any actions taken by the client, guests and their DJs, musicians, photographers, videographers, etc. hired by the client.
- The client agrees to confine the participants of the event to the contracted area, to protect Lingrow Farm property from damage.
- The client agrees to abide by the contracted time of the event, time constraints are necessary to ensure superior guest experiences.
- Lingrow Farm may cancel any agreement at any time should the client(s) fail to comply with the terms and conditions of this or any other written agreement, and any payment made by the client(s) prior to cancellation shall be forfeited.

### Alcohol Policy

- Should clients wish to bring liquor/beer/wine to Lingrow Farm, they **MUST** obtain Event Liability Insurance through WedSafe with a \$1,000,000 Liability Limit and Host Liquor Coverage. WedSafe Event Insurance can be purchased online at <https://www.wedsafe.com> or by phone at (877)723-3933.
- ALL Alcohol **MUST** be behind the bar. Alcohol service will begin with cocktail hour and conclude at 10:30pm. ALL GUESTS (including bridal party) will be required to present ID, 2 drink limit per person/per bar visit, shots are not permitted. NO EXCEPTIONS
- Lingrow Farm reserves the right to refuse alcohol service to any guest or to close the bar altogether, should we find it necessary. **All State liquor laws will be strictly enforced.**

### Decorations, Set-Up, Tear-Down

- The client will be held responsible for any damage or loss of property to Lingrow Farm.
- Once table location and set-up has been agreed upon, the client may not move tables, furniture, etc. Staff must be able to safely move throughout the event. No doors may be blocked.
- DJ's are encouraged to set-up in the loft, not doing so may impact the available table space on the main floor. If your DJ refuses to use the loft, prior arrangements must be made. **INITIALS**\_\_\_\_\_
- Client(s) are responsible for set-up and take down of all items brought in by them and/or their outside vendors. Event Coordinators shall determine the date and time at which the client(s) and/or vendors may enter the property to begin set-up.
- All items brought in by the client(s) and/or vendors, including items intended to return to vendors/florist, etc. must be removed at the conclusion of the event. Any items left will be considered left at the client's/vendor's own risk. Lingrow Farm will not be held responsible for items left on the property.
- Tape, staples, thumbtacks, and nails may not be used anywhere.
- Crepe paper may not be placed on tables.
- Candles are permitted as long as the flame stays **below** the top of the candle holder.
- **No** glitter, confetti, rice, sand, silk/fake flower petals, balloons, wish lanterns, butterflies, or fog machines are permitted. NO EXCEPTIONS
- Client(s) must obtain written approval from their Event Coordinator for any advertisement of Lingrow Farm. All signage **MUST** be removed by 10:00am on the day following the event date.

Client Name \_\_\_\_\_ Client Signature \_\_\_\_\_  
Date \_\_\_\_\_ Date of Event \_\_\_\_\_

\*Liability Waiver can be submitted by email to [info@lingrowfarm.com](mailto:info@lingrowfarm.com) or your event coordinator

# Lingrow Farm

## Accommodations Contract

### Payment and Pricing Agreement

To reserve accommodations (Lingrow Farm Farmhouse or Honeymoon Suite) at Lingrow Farm a signed contract with credit card information is required. Payment for accommodations is due in full ninety days (90) before scheduled stay. **All payments made by Credit Card will be subject to a 3.0% processing fee.** Rental of the Lingrow Farmhouse and/or the Lingrow Honeymoon Suite is subject to state and local sales and rental taxes. Initial \_\_\_\_\_

### Cancellation and Change of Date Policy

Should Client(s) choose to cancel or change their reservations with Lingrow Farm more than six months prior to their contracted dates of stay, they **shall be assessed a fee of \$50**, and the final deposit will be due ninety days (90) prior to the new contracted dates of stay. Should the Client(s) wish to change the date of their stay less than six months prior to their contracted dates of stay they shall be assessed a fee of \$100. Any deposits received prior to the change of date will be applied to the final balance and will not be refunded. Should the Client(s) choose to cancel their dates of stay less than six months prior to their contracted dates of stay, the Client(s) agree to **forfeit ANY payments**, including payments made up to the time of their cancellation and **shall be responsible for settling any remaining unpaid balances.**

Initial \_\_\_\_\_

### Equipment and Rentals

Lingrow Farm Farmhouse and Honeymoon Suite is fully furnished and located at 188 Forks Church Rd. Leechburg, PA 15656. No other portion of the property is included in **this rental agreement.** Initial \_\_\_\_\_

### Damage / Cleaning Fee

Lingrow Farm reserves the right to charge a cleaning fee of no less than \$150 for excessive cleaning resulting from physical damage to the exterior and/or interior of the premises as a result of accidents and/or a result of over intoxication on the part of guests. Initial \_\_\_\_\_

### Check-In/Out

Guests are permitted to check-in the first night of their stay at 6:00pm. Guests must check-out on their contracted day no later than 10:00am. For Honeymoon Suite day of wedding stay, guests are permitted to check-in at 12:00pm.

Early check-in and late check-out are subject to additional fees as outlined in the Lingrow Farm wedding package. Initial \_\_\_\_\_

### Laws and Regulations

All Federal, State, and Local laws and mandates, with regard to safety and CDC health and safety regulations, state food and beverage purchases and consumption, are strictly adhered to. We reserve the right to inspect and control all private parties, social events, and meetings being held on the premises. The Client(s) fully assume all risks and hazards associated with their stay including but not limited to, transportation to and from the premises. The client(s) agree NOT to hold Lingrow Farm accountable for any costs including but not limited to; attorney fees, court costs, and medical costs associated with any accident and/or illnesses involving any guest or person involved in an event or third party claim that may result from any stay or use of Lingrow Farm farmhouse, honeymoon suite or property connected to Lingrow Farm. The client(s) agree to pay any and all fees associated with any damage resulting from their stay including but not limited to; interior and/or exterior damage and/or damage to items within structures or on Lingrow Farm property. Initial \_\_\_\_\_

\*This document is required to book any and all accommodations. Please send to [info@lingrowfarm.com](mailto:info@lingrowfarm.com) or your event coordinator.

Client(s) \_\_\_\_\_ Signature(s) \_\_\_\_\_

Date Booked \_\_\_\_\_

Credit Card: Type \_\_\_\_\_ # \_\_\_\_\_ Expiration \_\_\_\_\_ Phone# \_\_\_\_\_

Billing zip code \_\_\_\_\_ CSC# (on the back of the card, front of card for Amex) \_\_\_\_\_

Email \_\_\_\_\_ Accommodation \_\_\_\_\_

Dates of Stay (not to exceed three (3) nights) \_\_\_\_\_

Payment Schedule (office use)	Amount (does not include taxes)	Date to be processed
Subtotal		
Early Check-in/Late Check-out		