

# ***Oakland Green Farm Bed & Breakfast***

Box 154, Lincoln, VA 20160-0154  
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## **Wedding Contract**

We would like to reserve Oakland Green Farm for  
(event) \_\_\_\_\_  
on (date(s)) \_\_\_\_\_  
from \_\_\_\_\_ to \_\_\_\_\_ (8 hours maximum for the **event** with extra time for set-up)  
for \_\_\_\_\_ guests. (**125 guests maximum; if more than 50 guests, a tent must be obtained by the reserving party.**)

**Fee:       \$3,000.00 (50 to 125 guests, tent required)**  
              **\$2,000.00 (less than 50 guests; no tent required)**

**Overnight charges are billed separately, as well as use of the house for any social function other than the wedding ceremony (rehearsal dinner, luncheon, etc.)**

Reservation will be confirmed upon receipt of the attached copy of this Letter of Agreement, signed by you and accompanied by a deposit in the amount of **\$ 200.00**.

**Payment in full is expected at least seven days prior to the event.**

Your deposit will be returned if we are notified of cancellation of the proposed event **90 days** in advance.

In requesting the use of Oakland Green Farm, you agree to assume full financial responsibility and liability for any damage or loss of objects or property belonging to Oakland Green Farm and for any personal injury incurred during or as a result of each use. You also agree to abide by the attached list of procedures governing special use of Oakland Green Farm.

If the foregoing (plus the attached letter) correctly states your understanding of our agreement, please sign and return at your earliest convenience.

\_\_\_\_\_  
Jean Brown, Proprietor

Date: \_\_\_\_\_

\_\_\_\_\_  
(Reserving Party)

Date: \_\_\_\_\_

## Letter of Agreement for the Use of Oakland Green Farm

1. Rental fees are based on an event duration of 8 hours. Additional time is allowed for set-up, as mutually agreed upon. **Overnight charges are billed separately depending on which rooms and length of stay. A schedule of fees is attached.**

During the hours of the event, use includes the grounds, the log house (upstairs and downstairs) and the first floor of the main house, including the kitchen. The second floor private quarters are not open except to paying guests.

2. A deposit must accompany the signed letter of agreement. The deposit will be refunded if the event is cancelled within **90 days** of its occurrence.

3. The organization or individual using the property must engage a caterer who should be in contact with Oakland Green **90 days** prior to the event to go over arrangements.

4. *The caterer will provide all personnel, food, drinks, linens, coat racks, tableware, flowers, extra furniture, etc. as needed. We provide protective pads to be used under linens. Adequate personnel for setting up, taking down, and moving furniture shall be provided by the caterer and supervised by Oakland Green Farm personnel. No furniture or objects belonging to Oakland Green Farm may be moved without the approval of the owners. The caterer or the contract organization/individual should also supply suitable trash receptacles and must remove all trash and empty bottles/containers after the event. We must charge \$100 if this is overlooked. NOTE TO BARTENDER: Please do not empty liquid onto grass: it kills! It would be appreciated if liquid could be emptied into a bucket and then disposed of at the driveway (where there is gravel to absorb)*

5. A family member of Oakland Green Farm will be present to supervise the main house during the event, to answer questions of historical nature, etc.

6. **Amplified music is permitted until 11:00 p.m.** A dance floor may be rented only if set up the day before and removed the day after the event because of damage to the grass. Regrettably, we cannot permit dancing in the house.

7. Please provide a map and directions for your guests which we will provide. We are usually otherwise engaged on the day of the event and have little time to give detailed instructions on the phone.

8. Please advise your guests that we have very spotty cell phone coverage here.

9. **SMOKING IS PROHIBITED IN THE HOUSE. Smoking areas are well marked.**

10. Please throw grass seed (away from the house) at weddings as **we do not allow birdseed, sparklers, rice or confetti.**

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Jean Brown, Proprietor

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(Reserving Party)