



Hello,

First, Thank you so much for your interest in our event venue! We are honored you have chosen us. In this packet you will find a copy of the invoice, contract, guidelines, and a list of vendors to help your event go off without a hitch! Even though those hiccups can lead to fun memories to share for a lifetime.

At Acres of Grace Farms, we are proud to offer you an unique venue full of history and heritage of farm life. We are a true working farm located in Red Boiling Springs, TN with beautiful surroundings and a multitude of barns and areas for your event to take place.

While your rental fee includes use of the 3 barns and grounds we do have an optional event planning service for an additional fee. As part of your package, we offer a free one hour consultation with our onsite event coordinator, Molly Cooper.

To schedule your free consultation please email us at info@acresofgracefarms.com. We look forward to working with you and see your dream farm wedding unfold.

Sincerely,

Nick & April Patterson

Nick & April Patterson

Owners, Acres of Grace Farms



Thank you so much for your interest in our event venue. We take pride in what we provide to you and want you to have a wonderful event, with no complications.

I should introduce myself, my name is Molly Cooper and I am the decorator and event coordinator on site here at Acres of Grace. I have helped with several weddings and events prior to helping April and Nick here. I would love to have the chance to help you as well!

I have several decorations available for use such as...ferns and fern stands, candles (flame-less), lanterns (several sizes and shapes), faux greenery stems and flowers, photo backdrops (2 different ones), white draping fabric, burlap, wood slices for the tables, old coke bottles and mason jars.... the list goes on and on. I am also able to get fresh flowers from a flower market and will offer those at a discounted retail cost for use in decorating the tables or entry ways as you see fit.

My services are priced out separately from the rental of the property. My price includes all decorations from above as well as mixing in anything you bring in. My cost is \$25.00 per hour with a 4 hour minimum. Upon agreeing on the look you want and pictures from you, payment will be due the day before the wedding.

Sincerely,

Molly Hix Cooper
Decorator and Event Coordinator
Acres of Grace Farms



INFORMATION REQUEST

We want to know about you and the event you are planning! Please fill out the information below so we can get to know you!

Renter: _____

Event Date: _____

Set-Up Date: _____

Will you need anything special for the event? _____

If so please explain: _____

Estimated Number of Guests: _____

About the Event: _____

Please email this to us at info@acresofgracefarms.com



VENUE INFORMATION & GUIDLINES

Please initial each line item that you understand and acknowledge our guidelines.

- _____ **Included with Rental:** We include the use of the 3 barns and a large parking area for your wedding and use as you see fit. We also offer chairs to seat up to 250 (Max) guests.

We have 5 - 4 ft. round tables, 6 - 6ft. rectangle tables, & 6 -8 ft. rectangle tables for use as well.

Trash cans are included, but must be emptied and disposed of by you. (trash liners not included)
- _____ **Hours of Rental:** Friday 9:00 a.m.- 9:00 p.m., Saturday 8:00 a.m. - 12:00 p.m., Sunday 9:00 a.m. - 2:00p.m. **Note:** Thursday's can also be used with prior approval if you need more time.
- _____ **Rental Payment Due:** ½ of rental fee + \$250 damage deposit(refundable at check out if property is left in good clean condition) down date of signed agreement. Remaining Balance is due 1 week before wedding date. Non-Refundable if cancelled less than 4 weeks in advance.
- _____ **Forms of Payment Accepted:** Check, Cash, Credit Card
- _____ **Weather Contingency:** (backup) plan for outdoor wedding: There are 3 barns on the premises that the wedding ceremony and/ or reception can be moved into if inclement weather occurs.
- _____ **No alcohol is permitted on the grounds.**
- _____ **Catering and Food Prep:** There is not a prep kitchen on the grounds at this time and limited electrical availability. Please make sure they know this in advance when planning how to serve food.
- _____ **Heat and Air:** There are fans in the red barn loft and patio heaters available, but NO propane fuel is included. Please be aware.
- _____ **Linens etc.:** We do not have linens, plates, silverware. If you wish to have them rental contact will follow or you may bring your own.

- **Restrooms:** No restrooms on the premises at this time. Rental contact for port-a-potty follows.
- **Decorations:** Please do not hang anything from the walls or ceilings with any type of permanent fasteners or make holes without approval. Please let us know 1 week prior to wedding if anything like this is needed.
- **Sparklers/Fireworks:** They are permitted with prior approval. Please let us know if you plan to have any potentially dangerous items on the premises.
- **Parking:** We have a parking sign beside the turn into the field for parking. You and your guests may ONLY park in the field or on the gravel. Please do not park in any grass/yard areas.
- **Sound System/DJ:** Please note we do not provide a sound system or provide a DJ for events.
- **Dressing Rooms:** We do not have a changing area for the wedding party at this time.
- **Damage Deposit:** Please make sure all grounds and barn areas are clean and free of any trash or debris. Recycling when you can is encouraged. Your \$250 deposit will be refunded at Check out to ensure grounds and barns are left clean. **Empty trash cans and dispose of all garbage.

Max People we can accommodate: 250

Optional: We do have event planning services available for \$25 per hour. 1st consultation hour is free. Please note: Hours for this service are M-F from 5pm – 7pm and on weekends, as available and by appointment.

I understand that by initialing each line item and signing my name below, I understand and accept all requirements and will abide by the guidelines and when in doubt, ask. I also understand that Acres of Grace Farms and the owners are not responsible or liable for any lost or stolen items or monies during the timeline of the event.

Signature: _____ Date: _____



FACILITY RENTAL AGREEMENT

THIS FACILITY RENTAL AGREEMENT ("Agreement"), effective as of the ____ day of _____, 20____, by and between **ACRES OF GRACE FARMS, LLC**, 2258 Henson Road, Red Boiling Springs, Tennessee 37150 (hereinafter referred to as "Acres of Grace") and _____ (*insert name*), _____ (*insert address*) (hereinafter referred to as "Using Party").

WITNESSETH:

WHEREAS, Acres of Grace is the lessee of certain real property and facilities in Clay County, Tennessee, located at 2258 Henson Road, Red Boiling Springs, Tennessee 37150 known as Acres of Grace Farms, LLC ("Premises"); and

WHEREAS, Using Party is desirous of renting the Premises, and Acres of Grace is desirous of allowing Using Party to sublet the Premises upon the terms and conditions as contained herein.

NOW, THEREFORE, in consideration of the foregoing and the further consideration of the covenants, agreements, and obligations as contained herein, the receipt and sufficiency of which is hereby acknowledged, the parties hereto agree as follows:

1. **TERM/DATES OF USE:** Using Party is authorized to use the Premises on the following dates and times: _____ (*insert dates*). These dates and times may be extended only by mutual written agreement of the parties. It shall be Using Party's sole responsibility to notify Acres of Grace if additional dates or time are needed and, assuming Acres of Grace approves such additional dates or times, Using Party shall pay Rent as provided herein for such additional dates or times, which shall include any and all time Using Party, or any of its guests, invitees, agents, clients, or employees is making use of the Premises.

2. **RENT:** The total rent for the term of this Agreement shall be as follows:
\$ _____ for use of Premises for Dates listed
\$ _____ will be due to hold your date. The remaining amount will be due 2 weeks prior to the event.

A \$ _____ cancellation fee will be charged for rental, if cancelled before two weeks prior to the event date. Rent is payable two weeks prior to the event and shall be made payable to Acres of Grace Farms, LLC, 2258 Henson Road, Red Boiling Springs, Tennessee 37150, Attention: _____. If cancelled within two weeks of the event day, the cancellation fee will be _____.

3. **USE OF PREMISES:** Using Party shall use the Premises only for the following purposes: _____ (*insert description of use*). Using Party represents and acknowledges that it will not use Premises for any illegal activities or any other purposes as designated in this Paragraph.

4. **CONDITION OF PREMISES:** Using Party stipulates, represents and warrant that it has examined the Premises, and that it is at the time of this Agreement in good order, repair, and in a safe, clean, and rentable condition and suitable for Using Party's intended use. Using Party will clean the Premises and return the Premises to Acres of Grace in as good a condition as when received or arrange with Acres of Grace for said cleaning at the expense of Using Party, as provided in Paragraph 5.

5. **ALTERATIONS:** No alterations, additions, or improvements shall be made by Using Party to the Premises without the prior consent of Acres of Grace.

6. **INDEMNIFICATION:** Acres of Grace shall not be liable for any damage or injury of or to the Using Party, or its, his or her property, or guests, invitees, agents, clients, or employees, of their property, or any theft



thereof, and Using Party agrees to indemnify, defend, and hold Acres of Grace harmless from any and all claims or assertions of every kind and nature arising out of Using Party's use of the Premises, including, without limitation, the attorney fees and costs of Acres of Grace.

7. **INSURANCE:** Acres of Grace requires that it be added as an Additional Insured on a primary basis under Using Party's Commercial General Liability policy. If the Using Party does not have a Commercial General Liability policy, then as a condition to using the Premises, Acres of Grace requires that Using Party obtain a Special Events policy for the dates Using Party will be using the Premises. A minimum general liability limit of \$1,000,000 per occurrence/\$2,000,000 aggregate is required. The required insurance may be in the form of blanket insurance policies and may be provided by so-called umbrella coverage. A copy of the certificate of insurance from the Using Party naming Acres of Grace as an Additional Insured on a primary basis shall be given to Acres of Grace at least one (1) week before the rental date.

8. Using Party's personal property of every kind which may at any time be in the Premises shall be at Using Party's sole risk, and Acres of Grace shall not be liable for any damage to said property or loss suffered by the Using Party.

9. **LIQUOR LICENSE:** In the event Using Party's authorized use under this Agreement shall in any way involve the sale, serving or furnishing of alcoholic beverages by or to Using Party or its guests, invitees, agents, clients, or employees, for which a liquor license of any kind is required by federal, state or local laws and regulations, Using Party shall, prior to being allowed possession of the Premises under this Agreement, provide verification that said license is and remains in full force and effect and has not expired or otherwise been suspended, cancelled or revoked. In addition, Using Party shall further be required to obtain, at its sole cost and expense, appropriate liquor liability insurance that provides coverage for any loss caused by or arising out of Using Party's sale, serving or furnishing of alcoholic beverage by or to Using Party or its guests, invitees, agents, clients, or employees, and Using Party shall name Acres of Grace as an additional primary insured on said policy(ies) of insurance and shall provide Acres of Grace with certificate of the respective insurers specifying that the required liquor liability insurance is in force and effect and that Acres of Grace is an additional insured.

10. **ASSIGNMENT:** Using Party shall not assign this Agreement or sublet the Premises, or any part thereof, with the prior written consent of Acres of Grace.

11. **MISCELLANEOUS.** This Agreement constitutes the entire agreement between Acres of Grace and Using Party; this Agreement shall be construed in accordance with the laws of the State of Tennessee; the provisions of this Agreement shall be binding on and inure to the benefit of the parties, their legal representatives, heirs, successors and permitted assigns; and this Agreement shall not be amended, altered, or changed, except by a written documents signed by the parties. This Agreement may be executed in any number of counterparts, including by facsimile, and each such counterpart shall constitute an original and all such counterparts shall constitute one and the same document.

IN TESTIMONY WHEREOF, witness the signatures of the parties hereto effective that date first written above.

ACRES OF GRACE FARMS, LLC

BY: _____
ITS: _____

USING PARTY:

BY: _____
ITS: _____



VENDOR LIST

These are people we have used in the past, we are not promoting or denying any business, only offering suggestions to try to help you.

Linens, Tables, Chairs, & Tents:

Party Source Rentals in Cookeville, TN: 931.261.3084

BC Tents: 270.651.8363

Rhythm Arts and Entertainment: 615.670.0298

Florists in the Area:

RBS Florist: 615.699.4200

Willows Treehouse Treasures: 931.243.8733

Country Creations Floral: 931.243.5550

Photographers:

Ashley Watson Photography

Meggie Ellis Photography

Portable Toilets:

Clay Co Farm Supply/ Copelands: 931.243.4169

They deliver and pick up and also have a handwashing station available. We've had great success in using them.



INVOICE

Deposit: \$250

Rental Fee (Includes use of 3 barns & grounds): \$

Total: \$

Payments Due: Deposit + $\frac{1}{2}$ of rental rate due at date of signed agreement. (unless payment arrangement has been discussed) Remaining Balance is due 1 week before wedding date. Non-Refundable if cancelled less than 4 weeks in advance. Forms of Payment Accepted: Check, Cash, Credit Card

Please make payment out to: Acres of Grace Farms & Notate your approved wedding date in the notes.

Due Upon Signed Contract: \$250 + \$ (1/2 down)

Due 1 Week Prior to Wedding: \$

Due Date: _____

Payment Accepted: _____

By: _____

Notes: _____

