



## Venue Operations FAQ

---

### **In-House Inventory, included in the rate.**

#### **Tables**

- (25) 5' round
- (7) 4' round
- (8) Cabaret – 9 tops/stands (8 tall legs/8 short legs)
- (22) 8' banquet
- (10) 6' banquet
- (3) tables in the Wine Room, to make the long presentation table (46" wide, 108 1/2 " long, 30", per table)

**\*Note:** Banquet tables are 30" from the ground to table top.

#### **Chairs**

- (200) White Folding
- (24) Chairs around the Wine Table
- Size notes: 30 3/4 " from the base to the highest point. And 8 fit per 5' round table.

#### **Stools**

Bride's Room - armless stools (29")

Groom's Lounge - Table Stools (25 1/2") & Counter Stools (30 1/2")

**NOTE on Stools:** The measurements are to the seat – not the height of the back.

### **Wine Barrels size, (tables and trashcans) & Location (not portable)**

*The barrels are 37" tall and the diameter on the top (outside and outside) is 10.5".*

- *Lola's Loft:* (3) Barrel & (1) Trashcan
- *King's Corridor:* (8) Barrels & (2) Trashcans
- *Wine Room:* (1) Trashcan
- *Ballroom Entrance:* (2) Barrels
- *Lost Horse Lounge Hallway:* (5) Barrels (may be moved to courtyard and returned)

#### **Audio/Visual**

- Two portable speakers with stands
- Wired microphone with stand
- Cord for iPod connection to one speaker

**Brand:** JBL EON 206

#### **Labor**

All inventory may be used as needed for the event. The client/caterer/planner/vendor is responsible for setting up and returning to their designated location at the end of the event and within the hour of teardown.

### **Parking Spaces**

- 80 covered
- 150+ uncovered



## Dimensions

Inside Space	Dimensions	Sq. Ft.	Existing	Banquet	Reception
Carriage House Ballroom	29'x95'	2,755	350	240	300
Lola's Loft	30'x65'	1,950	200	100	150
King's Corridor	75'x6'	450	100	40	100
Bridal Suite	17'x24'	408	27	10	n/a
Green Room	13'x17'	221	15	10	n/a
Outside Space	Dimensions	Sq. Ft.	Existing	Banquet	Reception
The Courtyard	62'x34'	2,108	250	100	125
Events Lawn	173'x107'	18,564	Quoted per event	Quoted per event	Quoted per event
Pavilion	100'x240'	24,000	Quoted per event	Quoted per event	Quoted per event

### ***Courtyard:***

- The arched openings for the Courtyard bar stations (two smaller arches) are 5' wide
- The main entrance is 8' wide and 10' tall

### ***Events Lawn:***

- Length of the events lawn is 173'6" without the mulch by 107' wide.
- Measurements - Pergola to Lower Gate (Fence Along Drive/Guest entrance) is 185'. When doing an aisle runner over the grass, an 85' runner is suggested to cover the main aisle vs. extending the entire length (185').
- Pergola / Arbor is 11'11" wide, 10' deep and 9'9" tall
- ***Types of grass:*** There are two different types of grasses on the events lawn. The bluegrass which is the deeper green around the pergola and the rye grass on the east end. The blue grass is the most attractive while the rye provides a firmer feel. Brides looking for a protected walkway have put a runner over the bluegrass only, which is 85'. If you choose to curve the carpet/runner to the entrance and extend from the pergola to the walkway entrance, the length of 185' should be considered.

### ***Ballroom:***

- ***From the mirrors in the ballroom to the floor:*** There is Brick then wood on the wall then the bottom of the mirror. There is a ledge at the base of the mirror so you can put decor on it if you choose. The width of the wood base at the bottom of the mirror is 3 ½" if you need. From floor to the top of the wood (the ledge) it is 33". The brick portion of this is 27 ½ and the wood décor is 5 ½".
- 17' from the floor to the bottom of the beam
- 18' from the floor to the ceiling
- 13' from the floor to the bottom point of the chandelier
- 12'2" from the floor to the lower ceiling (pot lights)
- West wall of the Ballroom is 18'9" wide (brick section is 16'11")
- Ballroom Window Sills:
  - South windows (facing courtyard) 3' wide x 8" deep
  - East windows (facing parking) 4' 1 ½" wide x 11 ½" deep

### ***Lola's Loft Measurements for Ceremony Options:***

- It is 14' 4" from inside beam to inside beam (on the back wall)
- The beams are 11 ½" wide and 12 1/2" tall.



- It is 9' 10 1/2" from the floor to the bottom of the beam
- Chandelier to floor 128"

### **Rentals:**

**Lift for Décor:** The Venue at Crooked Willow Farms owns a lift available for rental per event of \$250. A licensed, insured operator is required to run the lift. A copy of license and insurance must be provided prior to use.

**Straw Bales:** Many like the look of bales for seating and/or decorative accent. The Venue can coordinate this ancillary rental service for you if you would like but please be aware of the following costs, policies and recommended procedures when selecting this decor. Straw bales are better than hay bales as they are easier to clean up. They can only be used on the Events Lawn or in the Courtyard. If hay bales are set on the Events Lawn, they must be Certified Weed Free! Both options cost \$15.00/each with a minimum of 3 bales per rental order. When using inside, a protective layer needs to be under to protect the floor. The planner is responsible to coordinate the clean-up, restacking in the designated location, arrange the cleaning staff and all needs to be complete in the one hour strike. Historically, if the bales are used, 25-50% of the damage deposit is retained by the venue for additional cleaning costs. If Crooked Willow Farms is contracted to clean, the fee of \$250 per additional hour will be assessed. The average size of Straw Bales are 14" tall, 19" wide and 36" long.

### **Amenities by Room**

- **Kid's Area**
  - (4) Beanbag chairs
  - (6) Black swivel chairs
  - (5) Navy flat floor bags
  - Wii System (can play DVDs)
  - Large flat panel TV
  - DVD Player
- **Photo Booth**
  - Remote control photography for "fun" shots
  - Generic fabric background
  - Trunks of fun dress up accessories

**Note:** Immediately following the event, the Venue Manager will provide the client/planner with the photo memory disc to keep.

- **Bride's Room & Lounge**
  - Air Conditioning
  - Small Refrigerator
  - Small microwave
  - Restroom
  - Lockers to hang/put away belongings
  - Two steamers
  - Couch
  - Stools
  - Vanity counter/mirror
  - Hooks in beams to hang dresses
  - iPod dock
  - Iron w/ ironing board
  - Keurig



- **Groom's Room**
  - (3) Flat panel TVs with satellite TV
  - (1) Projection screen with satellite TV
  - Cigar Room
  - Couches/lounge chairs
  - Hooks on posts to hang tuxes
  - Outdoor Access to Events Lawn walkway
  - Small Refrigerator
  - Air Conditioner
  
- **Wine Room (59'x17')**
  - King's table
    - Three sections
    - Seats- can seat up to 40 if extended and smaller chairs.
    - 24 existing chairs
  - Lights on dimmers
  - Flat panel TV w/DVD player

NOTE: Table cannot be moved from the Wine Room.
  
- **Carriage House (95'x29')**
  - Air conditioning
  - Lights on dimmers
  
- **Lola's Loft (65'x30')**
  - Lights on dimmers
  - LED candles on wall
  
- **Courtyard**
  - Market lights on dimmers
  - Fountain
  - Florals – the landscape is installed and designed to be in bloom June – September based on weather. Wine Barrels of florals are Summer Outdoor Accessories only.

### **Electrical:**

**Courtyard:** There are very few outlets in the Courtyard – but can be pulled from the interior (mostly in the arched doorways where the bars are recommended to go). The existing ones are by the fountain (next to the big sliding door that goes into the ballroom). There are three outlets, 20 amps on the building (not on the ground).

### **Venue Policies at-a-glance (see contract for full listing of policies)**

- All events are based on a 10-hour venue access period, wedding celebrations are 12-hours. The venue access must include set up, event time and tear down.
- Events are limited to 6 hours of “event time”, including one hour for ceremony\* and five hours of reception time. \*where applicable
- Events must conclude by 11:00PM, with vendor strike and equipment removal concluding by 12:00AM. Extension of time will be billed at \$500/hr, not pro-rated and required to be arranged in advance but event end time cannot exceed 11:00PM.
- Rehearsals, **which are optional**, are limited to one hour based on availability and scheduled by The Venue and may have an additional fee of \$250.00 when held on Friday, Saturday or Sunday. Most rehearsals are the day before, from 8:30am – 9:30am and not confirmed until 30 days prior to the event date.
- Caterer is responsible for setup and strike of all tables and chairs



- Caterer is responsible for removing all trash from premises at conclusion of event
- No birdseed
- No open flames, fires, BBQs, or sparklers
- Hay bales, Rose Petals and other items that need to be cleaned up where the venue is returned to the way the guests received it. These two décor items usually result in the forfeit of the security deposit.
- Candles must be fully contained within glass containers
- All events require the use of a professional event or wedding planner/coordinator
- All events require a Certificate of General Liability Insurance (see contract for specific limits and verbiage)
- All event coordinators will be required to submit a Certificate of General Liability Insurance (see contract for specific limits and verbiage)
- Due to county ordinance, amplified music must be kept at a reasonable level. Volume control will be at the discretion of Crooked Willow Farms management. Use of outdoor/exterior sound system speakers must conclude no later than 10 pm. If sound continues after 10pm it must be contained indoors and all doors and windows must be closed. All sound must stop by 11pm.
- Food and beverage must be supplied by one of the Venue's approved full-service caterers
- All liquor service must be provided by Crooked Willow Farms
- Venue provides all bar staff/service
- Children must be supervised at all times
- All equipment and décor must be removed from Events Lawn prior to dusk

### **Property Guidelines**

- Golf-carts/Gators are not available for use by guests or vendors
- Venue does not have dollies on site
- Venue does not have ladders on site, please plan accordingly
- No overnight storage available
- No stapling, tacking or affixing any material to any walls, posts or doors
- All guests and vendors to adhere to posted "Venue Boundary" and "Private Area" signage
- Smoking allowed in designated areas only and may be controlled by state wide fire bans
- Smoking of marijuana is not allowed

**Note:** Policies are subject to change/update. For full list of current policies or questions, please contact your designated event manager.

**Thank you for selecting The Venue at Crooked Willow Farms!  
We look forward to delivering an exceptional event experience!  
- The Crooked Willow Farms Team!**