

WHEELER HISTORIC FARM

ACTIVITY BARN

FREQUENTLY ASKED QUESTIONS



How do I secure a date?

Reservations require a Date Request Form, signed Contract and Wheeler Farm approval as well as a non-refundable deposit that is applied to the rental fee. The remaining balance is due 30 days after your initial payment. Reservations made within 90 days of requested date are paid in full at the time of reservation.

How much is the security/cleaning deposit and what is it used for?

A separate, fully refundable damage/cleaning deposit of \$300/\$500 is also charged. If no damage occurs and the building is clean (you leave it the way you found it) the deposit will be refunded within 7 business days of your event.

Who can I use to cater my event?

You may choose any caterer for your event. Please let us know who you choose and if there is anything special we need to know about them. Caterers may not come in earlier than your scheduled time.

Can I serve alcohol at my event?

Alcohol is strictly prohibited on Wheeler Farm Property. If alcohol is found at your event it will result in termination of the event and forfeiture of security deposit. Smoking is permitted in the parking lots only.

How many people can the Activity Barn accommodate?

If you are planning a free-flowing, open house style of event, the Barn can accommodate up to 300 people at a time. For a sit down dinner, 170-200 depending on your arrangement is our maximum.

What time does my event need to end?

You must be cleaned up and out by the end of your rental time.

How can I decorate the building?

You are free to decorate however you would like. **Please note that you may not use tacks, nails, pins, or staples to hang your décor. We recommend zip ties, rope, fishing line or wire.**

If you are planning on using tape, it must be Blue PAINT SAFE tape.

Open flames are not allowed. Please use battery operated candles. Sparklers and other types of fireworks are not allowed.

You are NOT allowed to decorate the lobby, please be aware that our office is open until 6pm (5pm during winter hours).

When sending off the Bride and Groom, a good alternative to rice is birdseed or bubbles. Rice is unhealthy for our bird population.

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Fee Schedule, Effective January 1, 2020

Mon-Thurs 9:00am to 4:00pm	\$110/hour, 2 hour minimum required, \$300 refundable cleaning/security deposit.
Mon-Thurs 4:00pm to 11:00pm	\$195/hour, 3 hour minimum required, \$300 refundable cleaning/security deposit.
Fri, Sat, 9:00am to 4:00pm	\$195/hour, 3 hour minimum required, \$300 refundable cleaning/security deposit.
Friday-Saturday, 5PM - 11PM, block only-1/2 day	\$1650 + \$500 refundable cleaning/security deposit
Sunday, 9AM-3PM or 5PM-11PM block only-1/2 day,	\$1650 + \$500 refundable cleaning/security deposit
Friday-Sat-Sunday, Add'l Hours	\$195/hour if available

Rental fees include:

Building Attendant Chairs (180, white resin folding) Cleaning supplies Electrical outlets (12) Fireplace (111" wide) Fireplace ledge (78" wide) Garbage cans (7) iPod hookup	Mantel (82" long) Microphone Pillar (90" high) Pillar (41" circumference) Podium Power (220/110v) Projector Screen (6'H x 7'W) Sound system	Tables Rect. (10, 8' x 30") Tables (10, round 5') Use of Main Floor only Warming Kitchen include: counter space, freezer, refrigerator, microwave, oven, stove, sink
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- ❖ Holidays are subject to weekend rates.
- ❖ You are responsible for set-up and clean-up of your event. We will provide the cleaning products and equipment.
- ❖ **Please remember, no one is allowed in the barn until the responsible party has checked in. Caterers, florists, bands, etc. will not be allowed in until check-in has occurred.**

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