

Paperwork in A Touch of Country Folder

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Forms ATC needs back either initialed or signed along with your deposit to secure your event date.

- Grooms Bunkhouse & Brides Cottage
- Information Letter
- Letter of Intent
- Guidelines for Damage Deposit
- Cancellation Policy

A Touch of Country

Wedding Worksheet

Rings: _____ \$ _____

Venue: _____ \$ _____

Caterer: _____ \$ _____

Photographer: _____ \$ _____

Disc Jockey: _____ \$ _____

Minister: _____ \$ _____

Dress: _____ \$ _____

Tuxedo Rental: _____ \$ _____

Cake: _____ \$ _____

Decorations: _____ \$ _____

Flowers: _____ \$ _____

Misc. _____ \$ _____

A Touch of Country Provides

Thank you for your interest in hosting your wedding at A Touch of Country below you will find information on what our wedding packages include:

- 11 hours the day of your wedding from 12pm to 10pm, plus 1 hour from 10pm to 11pm to gather your personal items for departure.
- 1 hour for rehearsal on the Thursday prior to your wedding day
- Inside restrooms - handicap accessible
- Day Coordinator for Ceremony
- Ample Parking
- 1948 Ford Pickup for gifts and photo op
- Old large white mailbox for cards
- Small old wagon for guest book sign in
- Unique water station to hold your bottled water (designed by the LaShaw's)
- 40x60 Barn draped with white lights for receptions
- Swamp cooler to keep the barn cool when needed
- 4 - Patio heaters
- 20x60 covered patio for dancing
- 20x60 covered patio for catering
- Covered Bar Area with lights
- Jock box (no need for taps)
- 2 - garbage cans for beer kegs
- Gas Fire pit
- Huge pond with water feature and koi
- Spacious Country chic Bride's room
- Groom's bunkhouse with foosball and pool table
- 24 - 50" round tables
- Cake table with riser (designed by the LaShaw's)
- Three tier glass Cupcake stand
- 200 white resin chars for reception seating
- 250 white folding resin chairs for ceremony seating
- Black Sheppard hooks for aisle
- Black stands with larger cylinders for aisle
- Beautiful white large Pergola
- White tall wrought iron table for ceremony
- 6 - black bistro tables for back of ceremony are
- 6 - Tall round tables
- 8 – Farm tables
- 8 – Wooden round tables
- old wooden bar for decorations or candy bar
- Black linens for all dinner and buffet tables
- 10 – 9ft white umbrellas
- Old milk cans – too many to count
- Antiques all over the grounds
- Claw foot bathtub for non-alcohol beverages

- Rose garden with old brass bed – covered with linen and pillows for pictures
- Beautifully landscaped rock walls, trees, and water features
- 2 – old stoves
- Vintage suitcases
- Vintage trunks
- Old windows
- Metal LOVE sign
- 3 – large chalk boards
- 2 – easels
- 2 – old children wagons filled with hens and chicks
- Wrought Iron Arches placed in around the grounds
- Silo for backdrop
- Old school playground. Merry-go-round, monkey bars, and swings for photo ops
- Huge barn swing – photo op
- Rose beds and flowerpots everywhere you look
- Variety of mason jars, milk cans, glass jars for centerpieces
- White lighting and up lighting around A Touch of Country
- Freezer for ice - usable if purchasing ice through ATC
- Staff for setting up and tearing down (except for items you bring)
- Parking attendant(s)
- Smoking Area
- Hidden treasures at every corner

Bride Provides

- Minister
- Photographer
- D.J.
- Wedding Cake
- Ice for Tubs - Bottled Water for Guests
- Soft Drinks and/or Beer & Wine
- A Banquet Permit & An Event Insurance Policy
- Florist
- Catering – House Caterer is Tina Bishop 509-496-7953

Should you need help finding the right vendor, A Touch of Country can help with Suggestions

Catering & Bartending

Menus can be found on our website www.atcweddings.com under Services

Caterer contact: Tina Bishop

Email: tina@centuryfarmcatering.com

Phone: 509-496-7953

Tina will coordinate with you about bar and coordinate licensed bartenders for your day.

Bartending Policies

Century Farm Catering's bartenders are state licensed through the Washington State Liquor Control Board; therefore, all liquor laws will be enforced.

- Must be 21 years of age to be served alcohol
- Must have a current driver's license on hand
- Host/Hostess must purchase a banquet permit for the event
<https://icb.wa.gov/licensing/banquet-permits>
- Most venues will not allow hard alcohol, so if you wish to have hard alcohol at your event, we will need written notice from the venue owner before we bring any hard alcohol out to your event.
- Most venues we work with require you to have event policy insurance. You may choose to add this to your homeowner's insurance policy or check out www.wedsafe.com. We will need a copy of this to put in your file at least 3 days prior to your event.
- All alcohol MUST be at the bar area before event starts. There will be NO alcohol purchased and brought into bar area unless prior arrangements have been made and a written authorization notice has been agreed upon with host/host, venue manager and owner of Century Farm Catering. This is to protect all parties involved.
- No alcohol may be consumed before event starts until our licensed bartender from Century Farm Catering is present and serving. As well, as No alcohol may be consumed or served after the event when our licensed bartender has left the event. We will make sure that all alcohol is put away and locked up when we leave event.
- Century Farm Catering reserves the right to close the bar(s) at any time during the event if we feel you as our host/host, the venue or our liquor license may be in jeopardy.

A Touch of Country

When Choosing an Outdoor Wedding Venue

Things to remember when choosing an outside venue. The warm summer months are perfect for outdoor, garden weddings. Remember to choose a venue that fits your style. It might be a very formal garden or elegant country wedding. Always have a back-up plan in case the unthinkable happens. Weather can be a problem, so somewhere to get inside is always a plus, tents, an event center (barn) or large umbrellas. The venue should have focal points. A gazebo, tall trees, trellis there should also be plenty of shade for those hot days. Consider what the venue provides and how much work you will have to do on your wedding day.

Be sure you know how many events are held per day at the venue, so you are not hurried. Make sure you have appropriate time for photos. Make sure an owner or employee can help coordinate your day even if you have hired a coordinator. Someone who knows the site inside/out can make the day go smoother.

Nice added Touches:

- Bottled Water
- Fans are nice to provide (You can make the with a tongue depressor and your program)
- Little spray bottles of lavender water for misting are another nice touch

A Touch of Country

Brides Cottage & Grooms Bunkhouse

We are pleased to offer a Brides Cottage and Grooms Bunkhouse. We work extremely hard to have both in great condition for both Brides and Grooms and their wedding parties.

Due to the fact we have back-to-back weddings we ask that you only allow your Bridal Party to enter these rooms. (Bride, Bridesmaids, Mothers and Flower Girls, Groom, Groomsmen, Fathers and Ring Bearer)

You are welcome to have snacks in your rooms for the wedding party. We do not allow any alcohol in either room unless our bartender is on property and has given out the drinks to the wedding party that are 21 and over. We are a beer and wine venue only, if we find any hard alcohol, you will forfeit all or part of your damage deposit.

NO Red colored drinks of any kind!

Both rooms will be locked after the wedding and opened only if you need to get in. This is for security purposes. Please ask one of our employees to let you in.

Again, we ask all our Brides and Grooms to follow these rules so the next Wedding Party can also enjoy our facilities in perfect condition.

We appreciate your help and anticipate a wonderful event.

I have read and agree with each of these rules:

A Touch of Country

Information Letter

Booking Fee - A NON-Refundable Booking Fee of \$2500.00 is Required to hold your day. The booking fee payment is non-refundable, even if you decide to cancel your event for any reason _____

Damage deposit - \$500.00 cash damage deposit, clean-up and overtime deposit are required at least 3 (three) days before your event. If all terms of contracts are met, your damage deposit will be returned no later than 3 (three) days after your event. All or part of your deposit will be kept if we have any confrontation with your guests over alcohol or any other reason. Our staff will not be disrespected in any way. _____

Additional Charges - We provide for up to 250 guests. Any number over 250 is your responsibility. For example, extra chairs, tables, or clean-up. There may be an additional charge for guest numbers over 250 (up to \$500.00) _____

A Touch of Country will not be held responsible for weather conditions or acts of God. Because we are a working farm, we cannot guarantee how the surrounding fields will look at the time of your event. We will try our best to let you know how they will look at that time of year. _____

Smoking - is highly discouraged but permitted outside in designated smoking area only!
DUE TO DRY FIELDS AND FIRE DANGER, WE STRICTLY ENFORCE THIS RULE.

Wild birdseed, real flower petals or bubbles are allowed. NO rice, confetti or artificial flower petals are allowed. _____

Children - we do love children; however, A Touch of Country is not well suited for children due to antique furnishings, pond, and outside gardens. The trees are great to look at and for photos but are not to be climbed by children. All children under the age of 10 must always be in the company of an adult. The Brides Cottage and Grooms Bunk house are for Wedding Party only. _____

Music - An especially important part of any event or wedding. You may have a DJ or Live Band the choice is yours. However, the volume must be kept at a level approved by A Touch of Country. _____

Alcohol - Beer and Wine ONLY! No Hard Alcohol. You will need a banquet permit and an event insurance policy. No alcohol will be served without a licensed bartender. If any ATC staff finds anyone with outside alcohol, the Bar will be shut down for your safety

and the safety of your guests. Last call for alcohol will be @ 9:30pm and the bar will be closed @9:45pm.

Water - It is important to have plenty of bottled water, pop, or juice on hand for your guests, especially in the hot summer months. _____

Clean up - We do the general clean-up. We do ask you to be good examples to your guests and deposit all garbage in the containers provided. Anything belonging to you must be taken with you at the end of your event. _____

Rehearsals - One hour is allowed for the rehearsal. Wedding party only! This will have to be scheduled when there is no wedding. Usually on a Thursday. Please be prompt as you will have only one hour, and overtime fees will apply. There may be a rehearsal scheduled after yours, so be prepared and leave promptly after you are finished.

Pets - Are not allowed on the site. However, if you have a pet you want in your ceremony, we will collaborate with you to make that happen. _____

A Touch of Country will not be held responsible for problems due to mechanical failures with any equipment or features on the property. We work as hard as we can to keep everything in good working order, however, sometimes there are unforeseen problems beyond our control that may not be resolved in time for your event. _____

Event Time - 12pm to 10pm (10pm to 11pm are for clean-up and for wedding party to pick up personal items)

Catering & Bartending – A Touch of Country has our own inhouse catering; no other caterers are permitted. Please contact Tina Bishop at 509-496-7953 for catering and bartending information. _____

I have read, understand, and agree to the above information:

Thank you, Patti & Dick LaShaw
A Touch of Country
Phone: 509-496-7953
Patti cell: 509-999-7873
Tina cell: 509-496-7953

A Touch of Country

18111 S. Molter Rd.
Rockford, WA 99030
Ph. 509-496-7953 | 509-999-7873

Letter of Intent

Clients Names: _____

Event Date: _____

Bride: _____

Groom: _____

Phone Number:(_____) _____ - _____

Cell:(_____) _____ - _____

E-mail: _____

Address: _____

This agreement is to confirm the reservation for A Touch of Country Venue site for the above Date:

I _____ hereby agree to rent the facility of A Touch of Country for my event. Total cost for venue rental \$7,500.00.

Signed: _____/_____/_____

- I understand a NON-Refundable booking fee of \$2500.00 is required to reserve my date and is due upon signing of this document.
- \$2,000.00 will go toward your final payment for the venue and \$500 will go towards your final payment for catering.
- This booking fee is NON-Refundable even if I decide to cancel my event for any reason.

- I also understand that full final payment of \$5,500.00 or \$_____. _____ is due no later than 60 (Sixty) days prior to my event for A Touch of Country venue.
- Contact our own onsite caterer Tina Bishop for your menu options and to organize her licensed bartenders for your event.
tina@centuryfarmcatering.com / Phone: 509-496-7953
- You are required to have an Event Insurance Policy of at least One Million dollars. If you need event insurance check out www.wedsafe.com or contact your homeowners insurance company.
- If serving alcohol, you will need a Washington State banquet permit. You can locate that permit at <https://icb.wa.gov/licensing/banquet-permits>
- I understand I am responsible for all fees incurred for my event.
- I understand I am responsible for the conduct of my guests, along with any damage or injuries caused or created by myself or my guests to ATC property.
- A Touch of Country assumes no responsibility for loss, damage, or theft on the property prior to, during or following your event.

NON-REFUNDABLE BOOKING FEE:

\$_____. _____ Received: ____/____/_____

Balance Due: \$_____. _____ 60 days before event: ____/____/_____

Clients Signature: _____ Date Signed: ____/____/_____

Representative for A Touch of Country: _____

A Touch of Country

18111 S. Molter Rd.
Rockford, WA 99030-9766
Phone: 509-496-7953 | 509-999-7873
E-mail: contact@atcweddings.com

Guidelines for Damage Deposit

A cash deposit of \$500.00 (dollars) is required 3 days prior to your event. It will be returned within 3 (three) days after your event if A Touch of Country finds no damage or problems!

A Touch of Country holds you responsible for any damage which occurs during your event.

We expect your guests to be courteous and respectful of our property and employees. We also ask you to carry an event insurance policy to cover any unforeseen situations that may occur. This protects you and your guests.

You can find information on event insurance at: www.wedsafe.com

We want your event to be enjoyable and stress free.

Here are a few examples of what the damage deposit can cover. This is not an all-inclusive list. You can and will be held responsible for damages. We can also give your ideas to help ward off any problems. We do not want to keep your damage deposit, but we will if any of these areas become a problem.

- Overtime: Your event has been scheduled for a certain number of hours. Please be aware we charge \$500.00 per hour for overtime (minimum of 1 hour) This will be taken from your damage deposit.
- Any damage to plants, pond or any other part of the grounds or buildings (we want our next event to look as good as your event)
- Tables & Chairs
- Lighting
- Damage to crops in surrounding fields
- Broken Tree Branches, (no tree climbing)
- Smoking is allowed in designated area only. This policy is strictly enforced.
- Alcohol: NO alcohol will be consumed without a Licensed Bartender. A Bartender must serve all Alcohol. Absolutely NO hard alcohol of any kind will be allowed on the premises. The Bar will be closed if we find any alcohol not served by the bartender.
- Children: An adult must always supervise all children. We enjoy children, but we do not have the staff to babysit... We do have a list of licensed babysitters that are available to watch children at an additional cost.
- Brides Cottage and Grooms Bunkhouse are for wedding party only.

- Working Farm: We are a working farm. Please make sure guests know not to walk into growing crops in surrounding fields. A Touch of Country cannot be held responsible for work going on in surrounding area during your event.
- You are responsible for your guests. We expect your guests to be respectful of our grounds and employees.

Again, this is meant to make your event trouble free and ward off any problems before they start.

We are here to make your event special. If you have any questions or concerns, please call Patti.

Thank you,
Patti & Dick LaShaw
A Touch of Country

I/we have read and understand these guidelines for the \$500.00 Damage Deposit

Please sign: _____

A Touch of Country

Cancelation Policy

If after the signed date of the contract, you should cancel the rental agreement within 30 days of signing, A Touch of Country will require **25%** of the remainder of the contract amount + ATC will retain the non-refundable booking fee.

If you should cancel the rental agreement 31 days after signing the contract to 90 days prior to your event, A Touch of Country will require **50%** of the remainder of the contract amount + ATC will retain the non-refundable booking fee.

If you should cancel the rental agreement 89-61 days prior to your event, A Touch of Country will require **80%** of the remainder of the contract amount + ATC will retain the non-refundable booking fee.

If you should cancel the rental agreement within 60 days to your event, A Touch of Country will require **100%** of the remainder of the contract amount + ATC will retain the non-refundable booking fee.

All cancelations must be either e-mailed or sent registered mail so that we have a date stamp to verify the exact date of cancelation. No verbal cancelations will be accepted. All funds are due immediately upon cancelation.

Thank you,
Richard & Patti LaShaw
A Touch of Country

By signing below, I have read, accepted, and understood ATC's cancelation policy and accept this is a binding contract. Please sign below.

A Touch of Country

SAMPLE WEDDING DAY TIMELINE

Keep in mind that this is just an EXAMPLE of how your wedding day activities can go, however remember that a wedding is a living breathing event that can change in a moment ... but this is a wonderful place to start. Try to be flexible and enjoy every minute of your special day. Unexpected moments are usually the best ones!

9:30 am – Bridesmaids' Brunch

10:30am – Bride's makeup appointment

12:00pm – Bride's hair appointment | Any vendors or people setting up may arrive at A Touch of Country at this time.

1:30pm – Bridal party arrives at A Touch of Country to dress

2:00pm – Bride and Groom have their first look
(This couple has decided to have all pictures taken before Ceremony)

2:30pm – All "posed" wedding party and family pictures are taken

3:30 – 4:00pm – Caterer begins to set up, the cake is delivered, and the florist puts final additions on the buffet and cake table. DJ or Ban will set up for Ceremony and Reception if they have not arrived earlier.

4:00pm – 4:15pm – Pictures are finished

- Bride and Bridesmaids retire to Bridal Suite
- Groom and Groomsmen retire to Groom's Suite
- Guest Book and Gift Attendants assume duties
- Users, Groomsmen assume duties (if there are any)

4:30 pm – Background Music begins while guests arrive

4:45pm – Wedding Party will line up by Bridal Suite – Pastor has decided to stand up front or may decide to walk down first to start Ceremony.

- Groom's Grandparents
- Bride's Grandparents
- Groom's Parents (Groom will walk down his mother and father at this time)
- Bride's Mother with and Escort
- Bridesmaids and Groomsmen
- Maid/Matron of Honor and Best Man
- Flower Girl and Ring bearer

- Bride and Father

5:00pm – Prelude Music

- 1st Song – (Grandparents and Parents Song) _____
- 2nd Song – (Bridal Party including Flower Girl and Ring Bearer) _____
- 3rd Song – (Bride and Father) _____
Mother of Bride will stand at this time so that guests will follow

CEREMONY Begins

5:45pm – Recessional

- 4th Song (for wedding party to walk back down the aisle) _____
- Parents of Bride Exit
- Parents of Groom Exit
- Pastor Exits
- Guests will follow

DJ will assume microphone and give out a couple of announcements

- Smoking Area
- Restrooms
- Bar Opens

6:00pm – RECEPTION Begins

- Background music
- Wedding Party announcement as they enter Reception Area
- Groom and/or Bride thank guests for attending their special day
- Blessing
- Buffet dinner begins

7:00pm – Reception Traditions Begin

- Best man and/or Maid of Honor toast(s)
- Cake cutting
- First Dance (Cake will be cut by caterer at this time if needed)
- Father/Daughter dance
- Mother/Son dance
- Dance floor opens for guests
- Money dance (if you have one and ONLY do two songs since this can be boring for other guests)
- Dance floor reopens to all guests

8:30 pm – Bouquet and Garter Toss

Bride and Groom change into going-away clothes

9:30pm – Limousine arrives

Bride and Groom say good-byes

Guest line up for bubbles or glow sticks as Bride and Groom make getaway
Bar Closes

9:45pm – Guests start departures

Bride's and Groom's Suites are cleaned by someone in wedding party to make sure nothing was forgotten or left behind

A staff member from A Touch of Country will do final walk through with someone from wedding party to refund \$500 deposit that was collected either at rehearsal or during final catering meeting.

10:00pm – Venue is Closed

10:00pm – 11:00pm – family can gather any last-minute items that they brought – nothing may be left on property due to other events going on the next day