

### Vendor Arrival/Departure

- Doors will be open at 9:00am
- All vendors need to be off the property by 12:30am Friday/Sunday and 11:30pm Monday-Thursday

### Loading and Unloading

- If the air conditioning and/or heat is on in the barn, you MUST use the doors that you enter by the bathrooms.
  - If the doors to the barn are locked from the outside, the air/heat is on
  - You cannot, for any reason, use the doors that go into the barn.
  - If you have items that you need to unload, unload EVERYTHING at once into the entry area by the bathrooms.
  - If you prop the outside door open, be sure to close it as soon as you have everything loaded into the entry near the bathrooms. Once you have closed the outside door, then you can move those items into the barn.
  - Do NOT prop the door open going into the barn at the same time you have the door going outside propped open
- If you have very large items that need to be brought into the barn, they will have to come in through the doors by the bathroom area. Again, do not prop the doors open from outside and into the barn at the same time.
  - If we do not have an event the day prior, please text (651-336-4421) or email [info@johnpfurberfarm.com](mailto:info@johnpfurberfarm.com) and let's schedule a time for you to drop those items in the barn prior to turning on the heat/air
  - If you are lucky enough to have rentals 2 days in a row, they can stay at the barn overnight. Just let us know.
- The additions (bridal suite, bathrooms, grooms' room, kitchen space and game room) are all on a separate heating/cooling system. If the temp needs to be turned up or down, please contact Furber Farm.
- If the air-conditioning is on and we continue to find the doors propped open, we will turn off the air and open all of the doors.

### Why Am I Being So Strict About the Air/Heat?

- Mostly, because I do not want YOU to be the reason the barn is not comfortable for our couples and their guests.
- We do not want a bad review to fall on us because of your negligence.
- The barn does not work the same way as your house, and we cannot cool it down in a few minutes just by adjusting the thermostat.
- The barn is on its own separate heating/cooling system
- The barn has large volumes of air. If you open a door, it creates a vacuum and sucks out all the air outside and it will not be able to keep up. Then if you add a couple of hundred bodies, it will get really warm in there in the summer.

### **Absolutely Do Not**

- Go in and out the barn doors thinking it will be quick
- Prop doors open
- Let people in when they knock or peek in the barn doors, they need to use the entrance near the bathrooms

### **Decorating**

- You cannot use nails, tacks, screws or any item that will leave a hole.
- You cannot use anything that leaves a sticky residue such as tape
- Items not allowed in the barn are; real candles, glitter, balloons with helium, silly string, and confetti.
- Items not allowed outside of the barn are; fake flower petals, confetti, and portable bonfires.
- You cannot hang anything on our sprinkler system pipes.
- The flag along with the cross in the barn are permanent features of the barn and CANNOT be covered up or taken down.
- Any lighting that comes with the barn cannot be taken down. This includes all chandeliers, twinkle lights, and café lights.
- The white curtains that hang behind the head table cannot be taken down BUT they can be covered up.

### **Storage of Items**

- You will need to store your small items in the kitchen space, out of the way of catering. If you have any boxes, totes, etc. you will need to store them back in whatever vehicle you brought them in.

### **Alcohol and Smoking**

- We do not allow smoking on or under the decks, also not a good idea to smoke near the gas meter or generator as both are connected to a gas line.
- We do not allow any alcohol to be brought into the barn when catering is there (we do allow them to drink while getting ready prior to catering showing up). We could lose our liquor license. We do an alcohol check approximately 1 hour prior to the ceremony, which you will need to go with us while we perform this. If we find alcohol it will be locked in a room and they can get it back at the end of the night from our security officer. Due to possible tailgating, we do not allow coolers or any bottles to be stored in any vehicles on our property.
- We do not allow any outside bottles, cans, flasks, in the barn after catering is there and the bar is open.

### **Additional Information You Should Know**

- The doors on the south end of the barn (near the bar) and the doors on the east side (near the DJ) must remain closed from 10:00 pm on. This is per the Cottage Grove Chief of police due to keeping the noise down for our neighbors.
- We do not allow any of our wooden tables or Chiavari chairs to go outside.
  - We do have 2 plastic outdoor chairs for outdoor use

- No standing on our chairs- please bring a ladder or a step stool.
- Please do your best to enforce these rules and if you have any questions or concerns about anything PLEASE contact us by calling or text. 651-336-4421

Thank you,  
Angi and Furber Farm Team