

Your Wedding + Reception facility includes...

- Full access to the **Upper Barn** area - a 2400 square foot historic German bank barn
- Limited access to **Lower Barn** rooms - Bridal party/Immediate family only - for relaxing, changing clothes, storing your belongings, and using the B&B's restrooms
- Large entrance **deck** for catering setup
- Access to open **lawn** area below the barn – with rustic barn wood pergola + deck
- Two indoor **restrooms** in the outbuilding next to the barn for guests
- **Up to 180 guests** can be accommodated comfortably (**Max 200**)
- **Your choice for all vendors :)**

Services included...

- Setup + teardown of all tables, chairs + benches
- Direct + manage the parking
- Cleanup during and after the event (trash removal + facility cleaning)
- You are responsible for clearing tables of drinks and trash per our guidelines
- Onsite the entire time to assist you with venue related items
- Coordination of vendor deliveries and setup

Catering...

- Your choice of caterer – a list of ones that have been to the barn is available
- If you do not use a caterer, and you supply your own food, it **must be prepared onsite** and be **ready to serve**
- Food + Beverages are setup and served on the deck
- Use of chafing dishes and gel fuel (Sterno) permitted. **No roasters or crockpots.**
- Adjacent building has sink, work table, refrigerator/freezer + room for your empty boxes, extra drinks, etc.
- Ice is available onsite - \$4 per 25# bag
- Alcohol is permitted and is provided by your vendor or you

Tables, Chairs + Benches...

- All tables in our inventory are included in the rental (5' rounds that seat 6-8 + several vintage ones)
- Chairs + benches are part of our inventory and are included in the rental
- Chairs are for use in the barn + the benches are used for seating on the lawn, for your outdoor ceremony

Parking...

- Guest parking is provided in the grassy area at the rear of the property
- Handicap parking available on the pavement, if needed
- We will direct + manage the parking

IMPORTANT items to note...

- **Events must conclude by 9:30pm** to allow time for you to thank your guests, clear all tables of drinks/trash and move cake and leftover food to the B&B area. All non-lodging guest will need to leave no later than 10pm. Lodging guests and designated clean-up helpers have until 10:30pm to complete the required cleaning.
- You have until 11am (checkout) Sunday to remove decorations and collect your things.
- We are a **Non-Smoking** facility – no smoking in B&B, barn or on deck. Smoking allowed outdoors only
- **No open flames** in the barn. You may use battery operated candles, if candlelight is desired.
- The barn **does not have central air or heat**. If portable cooling unit or heaters are desired, they are available for a fee
- If **aisle petals** used, they must be real (not synthetic) and picked up afterwards
- If candy offered on a 'candy bar', all individual **candies must be wrapped** – no Skittles, M&Ms, etc. that guests need to bag themselves.

Event Date

Contact Information

Bride

Name

Email

Cell

Groom

Name

Email

Cell

Address

Responsible Party
(if other than above)

(Please Print)

Signature

Date

Deposit Information

Deposit to reserve a date

- Deposit will be applied to your event cost (it is not additional cost)

Due at time of
Agreement

\$1000

Payment #1

Due _____

\$1000

Payment #2

Due _____

\$1000

Final Payment - Balance

Due at conclusion
of your event

\$ _____

All deposits and payments are **Non-Refundable** ~ 3.5% fee for Credit Cards

Checks payable to: Ohio Barn B&B

Mail to: 8790 Dayton-Springfield Rd., Fairborn, OH 45324

Refundable Security Deposit - (cash or check)

Due upon arrival
for your event

\$250

Receipt

Date Deposit Received: _____

Date Security Deposit Received: _____

Cash | Credit | Check # _____ \$ _____

Cash | Credit | Check # _____ \$ _____

Ohio Barn B&B

Teresa Gilkerson

Signature

Date

Signed receipt emailed

Date

Event Worksheet & Rates

Sunday			
	Available 1p-10:30p (Guests leave by 10p)	Rate	Price
<input type="radio"/>	5-6 hour event – your choice of Start/End time Additional 2-3 hrs. to use before (setup) and/or after (to gather your things) Total 9.5 hrs.	\$3500	\$3500
<input type="checkbox"/>	Rehearsal Time – on the Thursday before -- Available 5p-9p Start: _____ End: _____ # of hours _____	\$200 first hour \$50 additional hrs. 4 hrs. Max	
<input type="radio"/>	B&B – Beam Room – Includes 2 guests	\$140	
<input type="checkbox"/>	Lodging for additional guests (max 2)	\$10/ea	
<input type="checkbox"/>	The Homestead – Lodging (4 bdrms/3 Baths/sleeps 11)	\$150/room	
<input type="radio"/>	Lighted Canopy (hangs in center of barn)	\$200	
<input type="radio"/>	Chandelier (hangs in center of barn)	\$0 included	
<input type="radio"/>	Port-O-Cool unit	\$250	
<input type="radio"/>	Large Tent heater	\$250	
<input type="radio"/>	3 – Patio heaters (in or outside of barn)	\$150	
<input type="radio"/>	Portable sound system	\$150	
Total			
Event Date: _____		Event Start / End: _____ pm to _____ pm	
Tables available <ul style="list-style-type: none"> • 25 – 5’ round (seats 6-8) • 4 – 8’ rectangle (seats 8-10) • 6 – 6’ rectangle (seats 6) • 1-4’ rectangle • Various vintage wood tables 		Seating <ul style="list-style-type: none"> • 200 Natural Wood chairs with tan padded seat • 44 cedar benches (lawn) 	