

## **Pricing and Availability**

*How far in advance can I reserve my date?*

18 months

*What are the rates for different days of the week and times? What about different seasons?*

In 2022, the standard event package rate is the same for any weekend; exceptions being peak weekends (Memorial Day, 4th of July, Labor Day & month of October)

*How many hours are included in the rental of the space? How early can we arrive, and how late can we stay?*

Our standard event package includes 2 full days of event time, starting Friday and ending on Sunday. Our hours of operation are 7am to 10pm. On the night of the event, you can stay until 11pm (provided there are no associated noise ordinance violations).

## **Payment**

*How much is the down payment?*

For the standard weekend event package, half of the total rental fee.

*How do you structure the payment schedule?*

In three parts: (1) down payment (2) balance remaining (3) refundable damage/excessive cleaning deposit. We accept credit cards for the down payment, only; otherwise, certified checks or money orders.

*What is included in the total? Does it cover service charges, gratuity, and cleaning fees, or are those additional line items?*

The total does not include gratuity (be it for our staff representative, your officiant, or other vendors). We recommend that you plan in advance how you would like to tip the various contributors to your event.

*What is the cancellation policy?*

If circumstances lead you to cancel your event, we will make every effort to re-book the venue and thereby refund you your payments minus the down payment. That first payment is kept by Maplewood when an event is canceled.

*When is the last possible date to make changes to our reservation?*

Your agreement will spell this out, prior to you signing it. There are circumstances that Maplewood acknowledges as exceptional, and we work with people in these instances.

## **Vendor Team**

*Do you have a list of approved or recommended vendors we can use?*

Yes! And we thank other local venues for helping us compile this list.

*Do we have to use your approved vendors? If not, are there limitations or guidelines we need to meet when bringing others in?*

You do not have to use our suggested vendors. However, should you choose to, you will receive a 3% discount (up to a total of a 12% discount) for each vendor that you use.

## **Logistics**

*Is the site handicap accessible?*

Yes and no. Handicap parking? No problem. Flat surfaces? We got you. However, the vendors you choose may introduce or remove obstacles. For example, many modern “fancy” portable toilets include stairs. We encourage you to consider accessibility along your way.

*Are there noise restrictions?*

Absolutely. Our permit has been granted to us upon the condition that we abide by Northampton County’s noise ordinance. The noise (your DJ/wedding band) ends at 10pm. Get that party started early!

*How many bathrooms are there? Will we need to rent additional portable restrooms?*

We do not provide bathrooms. You will need to rent portable restrooms. Fear not. Good ones exist!

*Is parking available on-site? How much space is there? Will guests be charged for parking?*

We have plenty of parking on-site. It’s included, friends.

## **Event Specifics**

*What is the venue's capacity?*

We can accommodate 200 guests.

*Do you have your own sound equipment and speakers, or will those need to be rented or provided by the entertainment?*

We do not supply sound equipment, staging, adapters, extension cords, etc.

*What is the backup plan for rain or inclement weather?*

We require that YOU have a backup plan! Whether it's our barn – or the rental of the best tent out there, able to shield your favorite humans from sideways rain – this is what you can do to guard against disappointment and disaster.

*Are there any décor restrictions?*

No glitter or confetti or other substance that you would not want to have to try to clean up out of your own grass :) Real candles need to be long-burning (quality wax) and either dripless or very minimal drip. Your contract will spell this out in greater detail.

*When can vendors arrive for setup?*

As early as 7:30am. We ask that when you submit the contact information for your vendors, that you supply us with an expected arrival time. We want to be there to be of help!

*Will your staff be involved in setting up and breaking down the décor? In what capacity?*

In 2022, no – Maplewood staff will not be involved in setting up and breaking down. One representative will be available for questions and for light assistance.

## **Food and Drinks**

*Do you have an in-house caterer? If so, are food and beverages included in the venue rental fee?*

We do not have an in-house catering option.

*If there is not an in-house caterer, do we have to choose from a list of approved options, or can we hire our own caterer?*

Hire away! Just make sure that they are licensed and insured. Also, remember that you will receive a discount for using one of our recommended caterers.

*Do we have to purchase liquor through you, or can we source liquor elsewhere?*

You will need to obtain an ABC license for your event, and source liquor elsewhere.

## **Staff**

*Who will be our point person as we plan our event? Who will be our point person on the day of? When can we meet them?*

You will meet Maplewood's point person as a part of your site visit. If the point person for event day is different, you will be notified 7 to 10 days prior to your event and given the chance to connect with them in that window of time.