



**Address:** 8149 Stage Road, Lancaster, WI 53813  
**Website:** <http://www.vespermanfarms.com/weddings.html>

**Contacts**

Morgan Spitzer, Venue Coordinator  
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# VESPERMAN FARMS WEDDING EVENT CONTRACT

## CLIENT INFORMATION

	CLIENT #1	CLIENT #2
Name	Bride	Groom
Phone	608.123.4567	--
Email Address		--
Home Address		--

Billing party is the same as Client #1 or Client #2

## BILLING PARTY INFORMATION

Name	John Doe
Phone	--
Home Address	--
Relationship to Clients	Father of the Bride

## VENDOR INFORMATION

Vendor information should be submitted to the venue coordinator as vendors are booked. The more information the coordinator knows about your vendors, the smoother your wedding day will go. The coordinator will call your vendors to arrange their arrival on your wedding day.

	DJ/Musician	Florist	Transportation
Vendor Name	--	Country Flowers	
Contact Name	Big Mike	Stephanie	
Phone/Email	608.xxx.xxxx		
Time of Arrival	Noon on Saturday		
Additional Notes/Requests	Sound equipment / MC / already checked out space / will provide mic for ceremony music (family friends performing live) Will be set up to left of barn (bridesmaids' side) All will come to rehearsal	Centerpieces - will deliver to barn	
	Bakery	Photographer	Other: Officiant
Vendor Name	Vesperman Farms	Adrianna Joey Photography, LLC	Cornerstone Church
Contact Name	Kyle Vesperman	Adrianna	Troy Nesbitt
Phone/Email	--	--	--
Time of Arrival	--	With bridal party	--
Additional Notes/Requests	Apple cider donuts at \$6/dozen (can take leftovers) 500 donuts (current order) We'll provide banquet tables and present donuts on silver trays with napkins.		Coming to rehearsal

## EVENT DETAILS & SCHEDULE

The following is a general agreement at the time of signing the contract. Parties will contact venue coordinator with any changes for approval and notification. Major changes must be submitted to the coordinator at least 14 days prior to the event or accommodations may not be made.

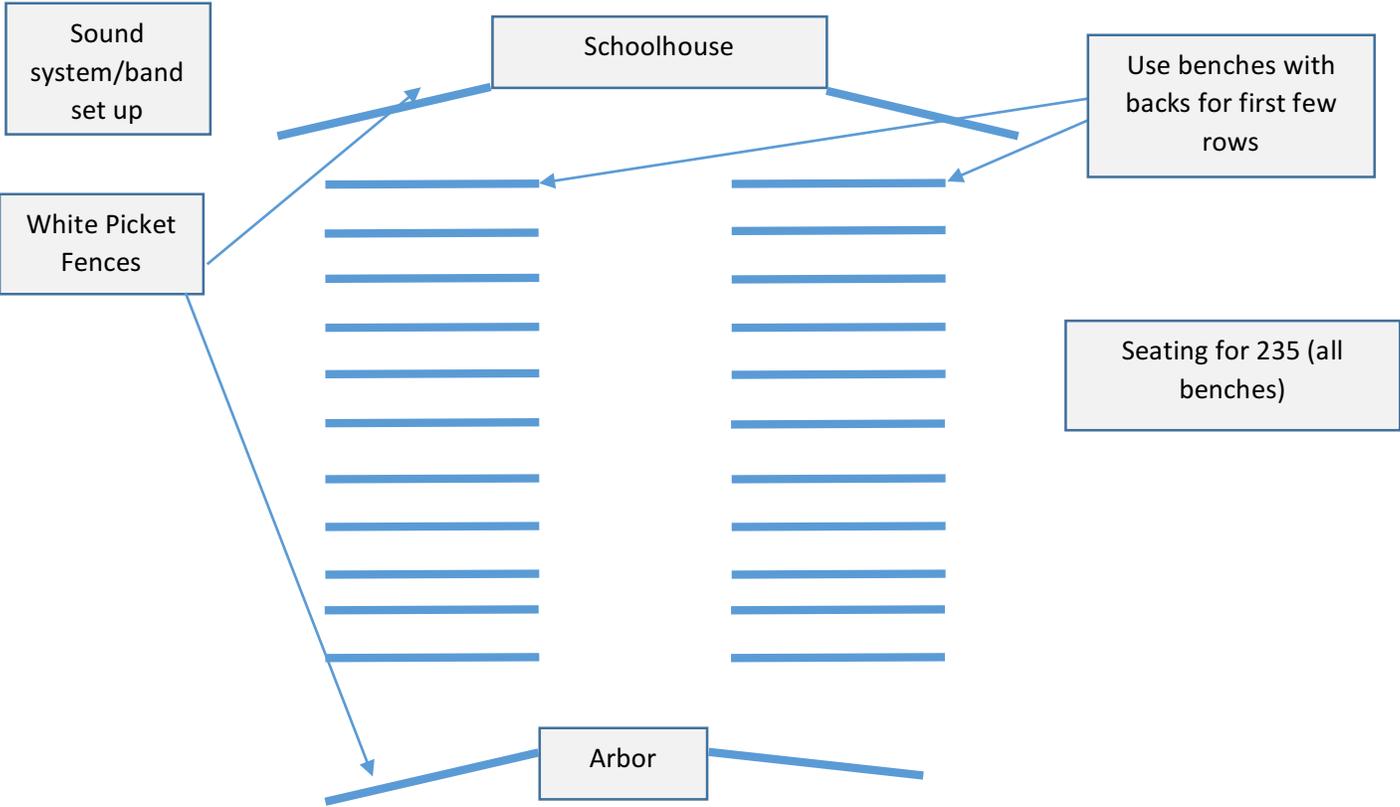
### GENERAL EVENT INFORMATION

<b>Day/Date of Event</b>	Saturday, September 16, 2017	<b>Estimated # of Guests</b>	<b>GUARANTEE: 235</b>
<b>Type of Event</b>	Ceremony & Reception	<b>Estimated # in Wedding Party</b>	18 (8 each side, B&G)
<b>NOTES</b>	Ushers/ring bearer/flower girl will not sit at head table		

### CEREMONY INFORMATION

<b>Ceremony Location</b>	Hilltop	<b>Ceremony End Time</b>	4:30 p.m.
<b>Ceremony Start Time</b>	4 p.m.	<b>Estimated # Guests Attending</b>	<b>GUARANTEE: 235</b>
<b>NOTES</b>	<p>Barn is open to all guests, mingle, set out water pitchers on bar top                      Bride to Windmill Shed at 3:30 p.m. (let FOB know 5-10 minutes before ceremony)                      Receiving line - No (bridal party/family is straight to photos)                      Photos beforehand: Bridal party will arrive at 3 p.m. (staggered arrival times)                      Officiant dismiss guests (cap at 200, everyone else can stand)</p>		

CEREMONY DESIGN SKETCH



## RECEPTION INFORMATION

All events must end at midnight. For your and your guests' safety, bar and alcohol service will end 30 minutes prior to the end of your event.

<b>Reception Location</b>	Main Barn	<b>Dinner (Serving) Start/End Times</b>	6:15 p.m. - 7:15 p.m.
<b>Reception Start/End Time</b>	4:30 p.m. - 11 p.m.	<b>Bar Start/End Times</b>	4:30 p.m. - 11 p.m.
<b>Cocktail Hour Start/End Times</b>	4:30 p.m. - 6:15 p.m.	<b>Bar Location(s)</b>	Main Barn
<b>Dance Start/End Times</b>	7:30 p.m. - 11 p.m.	<b>Guaranteed # Guests Attending</b>	<b>GUARANTEE: 235</b>
<b>NOTES</b>	<p>Bride/groom not coming to most of cocktail hour (photos will take about an hour and 15 minutes)                      Wedding party will arrive at reception at 5:45 p.m. (grand march)                      Speeches at 6:45 p.m. - 2-6 speeches / fathers may talk / blessing before meal                      Break down tables for dance - VF staff at 7:15 p.m.                      First dance, mother/daughter, father/son                      Donuts served at 7 p.m.</p>		

## DECORATING/SETUP INFORMATION

Access to the venue and ceremony space (if applicable) for decorating is available on the day before your event from 3 p.m. to 8 p.m. If there is an event scheduled on the day before your event, access to the venue and ceremony space is available on the day of your event from 8 a.m. to noon. For your rehearsal, if there is an event scheduled the day before your event, special considerations and scheduling will be discussed.

Restrictions: No flame candles, no permanent damage to walls, no live animals as centerpieces.

If any decorations require ladderwork, a Vesperman Farms employee must complete this. In some cases, a fee of \$25/person per hour will apply. Decorations requiring a ladder must be provided to Vesperman Farms a week before the wedding to allow for time to decorate.

<b>Decorating Day/Date</b>	Friday, September 15, 2017	<b>Decorating End Time</b>	6 p.m.
<b>Decorating Start Time</b>	1 p.m.	<b>Spaces to Decorate</b>	Main Barn, Hilltop
<b>Rehearsal (if applicable) Location</b>	5:30 p.m. (on 9/15)	<b>Rehearsal Start/End Time</b>	7 p.m.
<b>Estimated # Attending</b>	30		
<b>NOTES</b>	<p>Will need head table backdrop and lights                      47 feet (between barn)</p>		

## VENUE RENTAL AGREEMENT

Vesperman Farms agrees to provide the venue space and ground for the client's event for the price of \$x.xxxx.00 (including all items listed below).

COST OF EVENT INCLUDES	DETAILS
<b>Twelve hours of access on the day of your event</b>	
<b>Seating for up to 275 people (includes basic linen service of white tablecloths)</b>  Rounds: 17 (140 ppl) Banquets: 50 (300 ppl) Picnics: 35 (280 ppl)	Tables Required for Head Table (and chairs): 7-banquet head table  No. Banquets: 37  No. Rounds: 3 rounds (8 chairs each)
<b>Additional Tables as Needed</b>	Registry: banquet  Donut: banquet  Gift: banquet  Possibly snack table: banquet
<b>Up to three meetings with venue coordinator to plan your event</b>	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<b>Professional, helpful staff who will complete all set-up and strike</b>	Deadline for Set Up: Friday, September 15, 2017 at 3 p.m.

ADDITIONAL OPTIONS	COST	NOTES
<b>Ceremony Packages</b> Valley View (\$xxx.00) Hilltop (\$xxx.00) Main Barn (\$xxx.00)	Hilltop (\$xxx.00)	

## CEREMONY AGREEMENT

Vesperman Farms agrees to provide the space and grounds, set up and strike, seating, and staffing for a wedding or ceremony in our two ceremony locations. In our valley view location, Vesperman Farms will provide transportation to the spot as part of the ceremony cost.

<b>Ceremony Location</b>	Hilltop	<b># Benches Needed</b>	All
<b>Guaranteed (RSVP'd) Number Attending</b>	<b>GUARANTEE: 235</b>	<b>Arbor? Y/N</b>	Yes
<b>NOTES</b>			

### ADDITIONAL NOTES

Round - 5 feet across, seat 8 Banquet - 6 feet tables, seat 6
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## PAYMENT AGREEMENT & SCHEDULE

The client agrees to pay Vesperman Farms a total package fee in the amount of \$x,xxx.00 for the use of the property on the following dates.

Description	Date	From	To
Decorating/Rehearsal	9/15/17	3 p.m.	8 p.m.
Ceremony/Reception	9/16/17	3 p.m.	11 p.m.

The client agrees to pay a deposit of \$500 upon receiving completed signed contract. Once Vesperman Farms receives the deposit, your date will be reserved. This deposit is non-refundable and will be applied to the total amount of your package price.

Client agrees to pay the remainder of the rental fee of \$1,450.00 plus any additional services fees 10 days prior to event. The remaining balance will be paid upon the conclusion of the event.

The total balance includes the following charges:

<b>Event Rental (- deposit)</b>	<b>\$x,xxx.00</b>		
<b>Ceremony Package</b>	<b>\$xxx.00</b>		
<b>TOTAL</b>	<b>\$x,xxx.00</b>	<b>Paid in full (8/27/18)</b>	

### PAYMENT OPTIONS

Cash	\$
Certified Check	\$

## TERMS OF AGREEMENT

The client(s) agrees to keep clean and secure the designated event space during the period covered by this rental agreement. The client agrees to keep the building and passageways clean and accessible to all persons at all times. The client agrees to properly dispose of trash, food, and garbage not covered in the clean-up/ strike agreement (e.g. decorations, snacks).

Any damage to furniture, floors, walls, ceilings, doors, mirrors, windows, or other property of Vesperman Farms is the sole responsibility of the client. It is also the client's responsibility to ensure decorators know the guidelines of the damage clause. Client will secure approval from Vesperman Farms before using fire or flame of any kind (e.g. candles, sparklers, fireworks). The client is responsible for any damage or losses incurred by guests or other persons during the event. Cost for incurred damages will be subtracted from the damage deposit and if damages exceed the deposit amount, Vesperman Farms reserves the right to bill the additional charges to the client. Client will be responsible for the additional costs within 10 days of the event.

Client is responsible for the respectful and responsible behavior of their guests when engaging in the available farm activities. We expect that all people attending events will treat the property with respect and enjoy the activities safely. Children must be supervised at all times while on the farm. Children are not allowed to enjoy the farm activities without a parent/ guardian supervisor.

Vesperman Farms reserves the right to remove any persons from the event space or premises should the conduct of the person threaten the property, staff, or people at the event.

The client agrees not to hold Vesperman Farms liable for any bodily injury or other harm or damage to anyone in the undersigned party's group. Vesperman Farms does not accept responsibility for the loss or damage of any property left at the farm prior to, during, or after the event. Furthermore, Vesperman Farms is not liable for any loss, damage, or injury to any person or property caused by or arising from any act or omission of the client, guests, invitees, or other agents from any accident or casualty caused by the failure of the client or the party of the client to maintain a safe premises. The client hereby waives right to claims or demands against the Farm. Smoking is permitted only in designated outdoor areas at Vesperman Farms.

Vesperman Farms is a working farm, and at any given time during the year, we may be involved in construction, farm projects, or events at the farm. We therefore ask your help in keeping your guests safe and secure when interacting with other potential farm guests and activities, and to make sure children at your event are supervised at all times. Vesperman Farms reserves the right to terminate this contract if client fails to meet any of the above terms.

Signature of Client #1	See hard copy for signatures	Date
Signature of Client #2		Date
Signature of Vesperman Farms Representative		Date

## MASTER EVENT SCHEDULE

Time	Description	Note
<b>FRIDAY</b>		
3 p.m. - 8 p.m.	DECORATING & REHEARSAL	Rehearsal: 6 p.m. @ Hilltop <b>Needs: head table backdrop/lights</b> DJ/Officiant coming to rehearsal
<b>SATURDAY</b>		
11:15 p.m.	Florist Arriving	
12 p.m.	DJ Arriving	
3 p.m. - 3:30 p.m.	Photos Around Farm	Wedding party/family
3:15 p.m. - 4 p.m.	Guests Arrive	Golf cart drivers take people up to space Set water pitchers/cups on bar
3:30 p.m.	Bride to Windmill Shed	FoB to shed 10 minutes to wedding
4 p.m.	CEREMONY @ Hilltop	No receiving line; bridal party/family photos after ceremony
4:30 p.m. - 6:15 p.m.	COCKTAIL HOUR	Check appetizers (clients provide) throughout cocktail hour / set out kettle corn (coordinator refill)
5:45 p.m.	Grand March	DJ coordinates
6:15 p.m. - 7:15 p.m.	DINNER SERVICE	Blessing before meal Head Table: family style Family Tables: release first for buffet Guest Tables: release S to N (tables to be broken down released first)
6:45 p.m. / 7 p.m.	Speeches	2-6 speeches (DJ coordinates)
7 p.m.	DONUTS & Apple Cider	VF staff set out on tables (okay with silver serving trays w/ napkins)
7:15 p.m. - 7:30 p.m.	Break Down Tables	All VF staff
7:30 p.m.	First Dances	
7:45 p.m. - 11 p.m.	DANCE	DJ coordinates
11 p.m.	BAR CLOSES	Bartender have DJ announce last call at 10:45 p.m.

## CATERING AGREEMENT & DETAILS

### Service

All servers and service fees are included in the meal cost. Vesperman Farms serves a country buffet style dinner menu. The head table (if applicable) is always served family-style at no additional cost. Other tables can be served family-style at an additional cost of \$5/person.

Head Table	Buffet	Family Style	# Guests	18
Family Tables	Buffet	Family Style	# Guests	24
Guest Tables	Buffet	Family Style	# Guests	193

### Food Carry-In/Out Policy

With the exception of cake, cupcakes, and edible favors, no carry-in food is allowed for any catered event. Vesperman Farms is not responsible for any food-related issues regarding wedding cake, cupcakes, or edible favors, nor is Vesperman Farms responsible for any unauthorized food items not covered in this catering contract. Plates, silverware, and additional needs for allowed carry-in food must be provided by the client. In observance of food, health, and safety regulations, the contracting party is not permitted to take home food that is left over from buffet, served meals, or other functions.

Client is approved to bring in own cheese curds, sausage/cheese tray, and slush mix (with mixers).

Vesperman Farms can assist you with cake cutting services for a fee of \$50, if requested.

Cake Cutting	Yes		No	X
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### Confirmation and Guarantee

The menu for your event must be decided upon at least 30 days prior to the event date. Any changes, additions, or substitutions to this menu after this confirmation date will be subject to substitution fees.

A guarantee of the number of guests attending your event must be provided to the venue coordinator at least 14 days before the event. Your guarantee is the minimum amount that you will be billed for a catered event. Vesperman Farms will overset your meal at 5 percent, which you will not pay for unless more than your guaranteed number of guests attend. Final payment of all catering services is due upon the conclusion of your event.

### Tax and Gratuity

A gratuity or service charge is not included in the catering menu costs. Any tip or gratuity is at the discretion of the event party. A 5.5 percent sales tax applies to all catering menu items.

### Dinnerware and Seating

Included in the menu pricing are dinner and flatware for up to our maximum capacity of 275 people. Additional dinnerware, flatware, and seating can be provided at an additional rental cost (see rental fees below).

### Dinnerware Rental Fees

Plates	\$0.70/plate
Cake Plates	\$0.40/plate
Silverware Set (knife, fork, and spoon)	\$1.50/set of silverware
Tables	\$5.00/banquet \$7.00/round \$10.00/picnic
Chairs	\$1.00/chair

### Linens

White linen tablecloths for up to our maximum capacity are provided with the meal cost. Vesperman Farms uses paper napkins for all catered events. White linen napkins can be rented at an additional rental fee of .40 cents/napkin. Additional tablecloths can be rented at \$9.00/tablecloth. For other colors, please speak with your venue coordinator.

### Catering Cancellation/Additional Fees

As much advance notice for cancellation is greatly appreciated. In the event that a cancellation does occur, all deposits and paid amounts are non-refundable. Additional charges will be assessed for services and items requested and/or used that are not clarified in the contract.

### Menu Pricing

Menu pricing is subject to review and may change at any time. Menu pricing is not locked in to a contract date or signing. Vesperman Farms reserves the right to review pricing and make necessary adjustments at any time.



### MENU SELECTION

\*Brisket can be substituted on the two entrée buffet for no additional cost (per Kyle).

Basic Buffet – Two Entrée (\$xx.xx/person)

#### Entrées

Roast Pork Loin

Brisket

*Sides (choose one vegetable, one potato, and one salad)*

Corn

Seven-Layer Salad

Cheesy Potatoes

**Kettle corn (as appetizer during cocktail hour): \$xx**

# **BEVERAGE**

## **Bar Options**

Vesperman Farms offers a beer, wine, and champagne beverage menu. No hard alcohol can be served at a Vesperman Farms event.

## **Service**

All beverage pricing includes two licensed bartenders for seven hours. Additional bartenders (recommended for any parties over our capacity) can be provide for a \$50/hour fee. We can offer cash, open, or customized tabs for your event or reception. The bar will always close 30 minutes prior to the end of your event. Vesperman Farms will not serve alcohol past 11:30 p.m. for any event.

## **Beverage Carry-In/Out Policy**

No outside alcoholic beverages are allowed at a Vesperman Farms event. Any outside alcoholic beverages will be confiscated by a Vesperman Farms employee and the person responsible may be removed from the premises.

## **Confirmation and Guarantee**

The beverages for your event must be decided upon at least 30 days prior to the event date. Any changes, additions, or substitutions made after this confirmation date will be subject to substitution fees.

A guarantee of the number of guests attending your event must be provided to the venue coordinator at least 14 days before the event. This guarantee will help to clarify beverage orders for your event.

Final payment of beverage services is due upon the conclusion of your event.

## **Responsible Consumption Policy**

Client agrees to the responsibility for the proper and lawful consumption of alcoholic beverages at Vesperman Farms during the duration of the event. Alcoholic beverages will be purchased and served through Vesperman Farms only. This service will exercise due care in serving alcoholic beverages, and will refuse service to any person appearing to be under the age of 21 or any person who appears to be intoxicated. Identification and proof of age will be requested from any person who appears to be under 21 years of age. Alcoholic beverages will be removed from anyone believed or confirmed to be a minor or from any intoxicated person. Alcoholic beverage service will end 30 minutes prior to the end of the event. The client agrees to fully cooperate and assist Vesperman Farms in enforcing not only the laws of the State of Wisconsin and the policies of Vesperman Farms.

## **Tax and Gratuity**

A gratuity or service charge is not included in the beverage menu costs. Any tip or gratuity is at the discretion of the event party. A 5.5 percent sales tax applies to all beverage menu items.

**Glassware & Service**

Glassware including wine, champagne, and pint glasses for up to our capacity of 275 is provided in the beverage costs. Additional glassware can be provided at a rental cost (see rental fees below). Some drinks – tap beer and soda – will be provided in plastic cups.

**Glassware Rental Fees**

Wine Glasses \$0.60/glass  
 Pint Glasses \$0.80/glass

**Refunded Half Barrels**

All untapped half barrels will be refunded to the client at the end of the night.

**Catering Cancellation/Additional Fees**

As much advance notice for cancellation is greatly appreciated. In the event that a cancellation does occur, all deposits and paid amounts are non-refundable. Additional charges will be assessed for services and items requested and/or used that are not clarified in the contract.

**Beverage Pricing**

Beverage pricing is subject to review and may change at any time. Beverage pricing is not locked in to a contract date or signing. Vesperman Farms reserves the right to review pricing and make necessary adjustments at any time.



**BARTENDING**

Two bartenders for 7 hours each are included with beverage price. Any additional bartending service requested will be \$50 per person/ per hour.

Number of Bartenders	Locations	Times Needed	Type of Service	Cost
2	Main Barn	4:30 p.m. - 11 p.m.	Beer/wine/soda	\$0.00

**Beer**

Domestic - \$250  
 Specialty - \$260-\$300 (depending on order)

Number	Type	Number	Type
2	Busch Light (\$xxx)		Pabst Blue Ribbon (\$xxx)
	Coors Light (\$xxx)	2	Spotted Cow (\$xxx)
	Miller Light (\$xxx)		Potosi (seasonal) (approx. \$xxx)
	Bud Light (\$xxx)		Blue Moon (\$xxx)

Tap 1 Busch Light keg and 1 Spotted Cow keg at beginning of cocktail hour. Ask Dennis Schmidt before tapping either second keg.

### Unlimited Soda

Unlimited soda includes Pepsi, Mountain Dew, root beer, orange, lemonade, water, and coffee. Provided in plastic cups.

Unlimited Soda (\$150/night)	YES	X	NO
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### Wine/Champagne

Wine and champagne are sold by the bottle. Per case is available as well (12 bottles per case unless otherwise noted).

# (B/C)	Type	# (B/C)	Type
Yes (cash bar)	Cabernet (\$xx/bottle; \$180/case)		Pinot Noir (\$xx/bottle; \$xxx/case)
Yes (cash bar)	Pinot Grigio (\$xx/bottle; \$xxx/case)		White Zin (\$xx/bottle; \$xxx/case)
	Sauvignon Blanc (\$15/bottle; \$xxx/case)		Moscato (\$xx/bottle; \$xxx/case)
	Merlot (\$xx/bottle; \$xxx/case)		Sauvignon Chardonnay (\$xx/bottle; \$xxx/case)
3 B	CHAMP: Wycliff Brut (\$xx/bottle; \$xxx/case)		Prairie Fume (\$xxx/bottle; \$xxx/case)

### ADDITIONAL NOTES

Place 2 bottles of champagne on head table at beginning of cocktail. If go through, give third.

All open except wine.

CASH BAR: Pinot Grigio/Cabernet as wine options.

APPLE CIDER (4 gallons at \$xx/gallon) - to be put out when donuts are served. Serve hot. Use small sample cups as cups for cider.

**PRICE ESTIMATE**

Venue Rental Fee (paid)	\$x,xxx.00
Ceremony Fee (paid)	\$xxx.00
<b>SUBTOTAL</b>	<b>\$00.00</b>
Food Costs (\$xx/person x 235 people)	\$x,xxx.xx
Donuts (500 donuts [42 dozen] x \$x/dozen)	\$xxx.00
Kettle Corn	\$xx.00
Beverage (\$xx [soda], \$x,xxx [beer], \$xx. [3 bottles champagne]), \$xx[4 gallons cider])	\$x,xxx.xx
Tax (5.5%)	\$xxx.xx
<b>SUBTOTAL</b>	<b>\$x,xxx.xx</b>
<b>ANTICIPATED TOTAL COSTS</b>	<b>\$x,xxx.xx</b>

**AMENDMENTS & AGREEMENTS**

This contract may be amended only by written agreement duly executed by Vesperman Farms and the contracted client. I have read and understood the terms and details of this contract.

Signature of Client #1	See hard copy for signatures	Date
Signature of Client #2		Date
Signature of Vesperman Farms Representative		Date