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610-888-6969
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Group Event/Activities Form

Indian Orchards Farm 27 Copes Lane Media, PA, 19063

Today's Date: _____ **Date of Requested Event:** _____ **Day of week** _____

Contact Information:

Name(s): _____ Group: _____
Phone number: _____ Email: _____
Address: _____

SCHOOL GROUPS / DAYCARES

\$9.99 & up per person _____ **Min \$250** includes Tour of Orchard and Veggie Land. Use of a venue space on property, & each child receives a Farm take home favor * Farms choice by season of tour *

HAYRIDE - Available for additional \$3 per person, and only available during certain seasons/times & weather conditions, Also, a waiver form must be signed prior - in order to include hayride - no exceptions. Farm Host will inform you if your booked School Group tour will be able to have a hay ride included with your tour booking prior to arrival & it must be in writing by your Host.

CHILDREN'S BIRTHDAY PARTIES

(AGE 12 AND UNDER)

\$9.99/ per person (& up if additional services are requested)

Min \$250 _____ of guests (please specify total # it is per head & total must include all parents & children)
Color Wrist Bands will be given to all your guests.

This package Includes 3 hours of Use at our outdoor party venue space located on our property*** Also Includes use of our outside restrooms. Not the use of the 1794 Stonehouse. If you would like to rent the 1794 Stonehouse please contact your HOST or Gaile to go over availability and rates for use of the Stonehouse.

BABY/ BRIDAL SHOWERS, & OTHER PARTIES / TEEN/ ADULT /BIRTHDAYS & GRADUATIONS/ CORPORATE EVENTS & RELATED-

\$ 14.99 and up/ person _____

A Min Event Rental will be required \$ _____ TBD _____

Please contact your Host for Minimum Event Rental Pricing, which will be determined by the # of guests.

WEDDINGS

\$24.99/ per person (1area) \$29.99 per person (3 areas) _____

This section is just a preliminary section to let all know we do weddings - Our Event Wedding Venue location prices start at above with an event venue minimum rental price determined by season, peak/& off peak . We can handle all sizes of wedding parties so please contact your Host for exact costs. We have a specific Wedding Venue Event Rental Form which also must be filled out for securing your date/reservation & determining exact per head pricing. Our Event Rental form also provides all of our rules & regulations along with impt information for when you book your Wedding Event here at Indian Orchards Farms.

Minimum \$750 for Sunday Patio Rental
(If Airbnb isn't being rented)

Wedding Minimum \$2500 for Sunday
(Airbnb rental is required)

The above Minimums are only during the Off-Season
Check with your Event Coordinator for Details

Note : Hayrides are NOT included with your birthday party booking unless otherwise Pre-booked for an additional fee.

Add a HAYRIDE with your booked Group Event - We will be happy to discount our Hayrides - when purchased with your booked Event (must be on same day /time as booked event - Must be pre- paid & No Refunds after booking Please specify # of adults & children (approx ages a must)

_____ adults + \$3 = Total _____
_____ children + \$ 3 = Total _____

MUST SIGN FORM & MUST PRE-PAY (at least tentative selections checked off) in order to reserve your special day & event / activities.

PLEASE FILL IN THIS FORM as best you can, ADD up your fees , add your sales tax and Farm Gratuity & then SEND YOUR PAYMENT VIA VENMO .

(TEXT US FOR OUR PROPER SCAN CODE OR LOOKUP : OUR ACCOUNT LISTED UNDER Gaile LaBar- Bernhardt (plz confirm its correct by making sure that venmo picture shows Gaile with a Brown cowboy hat and royal blue shirt for her picture)

WE MUST CONFIRM ALL VIA EMAIL OR TEXT TO BE CONSIDERED BOOKED. Also we will follow up with reviewing all your event needs dates , times and related with you on a one by one basis so that accuracy is done for your special event

Your payment authorizes us to reverse your YOUR EVENT & DATE TIME AND NUMBER OF APPROXIMATE GUESTS. (final bill for extras can be settled day at later date & definitely by your 30 day prior to event check in date.)

Please Contact Farm Event Coordinator for all details as well as booking a walk thru to see farm venue property.

We have a MIN Event rental price determined by peak / non peak season & other variables.

Please make an appointment to meet with our Farm Events coordinators for all details & other necessary booking forms. See photos on Air bnb & FaceBook / Instagram for other weddings & ideas!

If your event is very very small let your Farm coordinator know & we will check our calendar to see if we can try to see how we can work with your small wedding party needs

We can also supply your Wedding Favors - we have 4 oz honey in beautiful decorative jars with cork & then shrink wrapped sealed to prevent leaking \$ 4.99 /each x _____ = \$ _____

OTHER PARTIES TYPES

_____ (customized party)
\$ _____ and up/person _____ Min TBD see Host / Gaile

Notes: _____

More Additional Services can be found on our website under ADDITIONAL SERVICES FOR WEDDING /PARTIES/VENUE FORM. PLEASE FORWARD BOTH FORMS OVER TO US WITH YOUR TOTAL APPROXIMATE REQUEST FOR BOOKING : PLUS THE FOLLOWING : IF REQUESTED

(Event must be prepaid for estimated number of participants-with No refunds for # falling below as we will be reserving our farm for specifically that many on that date & time
Also - Final Head Count MUST be texted/called or emailed 7 days prior to event date with Farm coordinators confirmation reply)

15 % Gratuity plus 6 % Sales tax will be added for ALL bookings regardless of size or type

If our AirBnb is NOT rented the day of your event, Kitchen may be available for an additional fee. We have plenty of storage, refrigeration & oven heating abilities at other houses on this farm. AIRBNB IS NOT INCLUDED WITH PATIO RENTAL & PATIO RENTAL DOES NOT INCLUDE AIR BNB USAGE

Thank you for supporting Sustainable Agriculture!

Payment*
Venmo - _____ Date _____ Sent By _____
(Please look up search Gaile Bernhardt - & please text 610-888-6969when sending)
PAYMENT *

WE TAKE VENMO OR CASH ONLY

Signature of GROUP RESPONSIBLE : _____ Date _____
Signor of Farm Event Coordinator _____ Date _____

(Please also sign below under our FARM RULES AND POLICIES SECTION

Be prepared to see where your fruits and vegetables & honey really come from

Can't wait to Meet you all

Sincerely,
The Staff at Indian Orchards Farms

* NO Refunds

*Because we are reserving this location(s) for your special event and date & specific # of guests stated. We are unable to refund for any cancelled events, nor especially for any no shows under the amount of this contract's initial reservation. No Exception ! We do not refund for Covid since you are booking knowing the risks ahead of time. We do allow you a price protection percentage of over 10 guests (over your reservation count only) you can pay this difference upon your notice. REPEAT - We do not refund for any guest count UNDER reservation held number . If underestimating on our contract occurs it will result in a \$5 per person increase to your stated rate. If you are within 10 guests no extra charges will occur. Also we reserve the right to make this \$5 increase PP over the stated contract number on a case by case basis. Gaile/Hostess will advise if this occurs.

Example: you pay for 200 and 209 rsvp & arrive -you just pay your SAME rate x 9 guests. If you pay for 150 & 200 rsvp & attempt to show up - you pay \$5 more per person & its due immediately. Communication is the KEY - please keep Gaile/Joe in the loop at all times so we can work with you and help to not have any extra fees. NOTE : You are required to electronically send us a GUEST LIST of all prospective guest /attendees/staff/family members 30 days PRIOR - REQUIRED (showing all who will be attending your event on our property) If event is within 30 days then the guest list is due at least 14 days prior minimum. All events (not weddings) will be required to wear wrist bands on our property during the months of September & October only. We will reconcile your account and get any additional information/items you may need pre paid for & organized/ready for your special day within your 30 day or min 14 day check in or you can contact your Host as soon as you know of any additions or changes or special needs.

Since Covid is known now - we must advise you that no event cancellation will be allowed “ due to covid “ since you are aware of Covid prior to booking. We are a private event location so we will Not cancel your event. Cancellation will only occur from your end and we will reserve the right to follow our NO Refund after booking policy. Please do your head count prior to paying for reserving your date or you can pay the difference at our 30 day /14 day prior meeting. We also reserve the right to add our \$5 fee per person fee if any event rental is underestimated by more than 10 guests. All differences are due immediately. If concerned about Rain/Weather issues, please prepare with a Tent company and look up your prospective date on the Farmers Almanac website to get a better view of weather the date you are anticipating selection .

All School tours will be rescheduled for another day if rain is an issue for schools/Day Cares bookings. Also, It will be up to the school group leader to collect all permission slips prior to the arrival day of your booked event date.

Farm owners or workers assume no responsibilities for any student as it will be assumed that coordinator's signature above on the group activity form here within has gotten all permission slips from the school principal(s) & or board prior & this individual is over age 18 and is authorized to sign on behalf of their group. This group coordinator will make sure all students receive proper permission prior to arrival as well as FULL payment & forms authorized by the school administrator . Please send an email from the School admin if a school credit card will be used for booking that is in a name different from the coordinator presenting group on the date of arrival.

* Final bill of all expenses will be settled the day of the event. Any last minute changes may be subject to changing costs necessitated by available staff, resources, facilities, etc.

*Enter at your own Risk as we are a WORKING FARM - dress appropriately

*All event paperwork must be completed prior to event commencement

*All orchard rules and regulations must be followed prior to, during, and following the event

*By signing this form, I recognize that upon entrance to the orchard I assume full responsibility for any injury to myself or to any persons within my group, and discharge Indian Orchards Farm, I.O. Associates, LLC and all

related owners, Gaile & Ben Bernhardt, Robert & Sarah Bernhardt & staff or contractors for damages, injury, or loss related to my or my group's use of the land or facilities on the property, whether caused by myself, students teachers, parents & Indian Orchards, or any other third party.

* I agree also to pay for any damages to the property, facilities, staff, or resources of Indian Orchards Farm and its owners and/or I.O. Associations, LLC caused by myself or any member of my group.

EXTRA'S

Please Circle or Check off your Choices and Add to Subtotal

(if there are items you don't see please ask your Host)

EXTRA'S (NOT INCLUDED WITH RENTAL & DEPENDS ON QUANTITY RENTED)

- 50 Chairs White #_____x \$1.40 per chair = \$_____
- 50 Chairs Chiavari #_____x \$5.00 per chair = \$_____
- 40 Kids Chairs #_____x \$1.00 per chair = \$_____
- 2 Tables Round 48" (wood) #_____x \$8.00 per = \$_____
- 3 Tables Round 60" (wood) #_____x \$10 per = \$_____
- 2 Tables Round 70" (wood) #_____x \$12 per = \$_____
- 5 Tables Round 60" (plastic) #_____x \$9 per = \$_____
- 3 Tables Rectangular 5' x 30"(plastic) #_____x \$8.50 = \$_____
- 9 Tables Rectangular 6' x 30"(plastic)#_____x \$9.00 = \$_____
- 1 Table Rectangular 8' x 32" (wood) \$15 = \$_____
- 2 Mini Refrigerators 1 Red___ 1 Silver _____x \$35 each \$_____
- Roll Up Wooden Antique Bar _____ \$ 75
- Outside Games (ping pong table, ladder ball, corn toss)___\$95 flat for all
- Table Set Up & Break down (based on quantity) \$ _____ TBD
- Chairs Set up & Break down (based on quantity) \$ _____ TBD
- Large Wooden Photo Board (Weddings/Baby Showers/Special events) \$55
- Skid-w/ sign Sweets (used for Desserts) (display behind dessert table) \$15
- Queens Chair (For Brides, and Mother's to be) \$20
- Security for Table and Chairs Min \$75(depends on quantity) SECURITY \$_____
- Security for _____Example -ping pong table & games etc etc etc
- _____) SECURITY \$_____

Wrought Iron Furniture

- King and Queen Table + 12 Chairs \$150
- 2 High Top Tables + 5 High Chairs \$75
- Wrought Iron Bar \$100
- 2 Low Tables + 4 Chairs \$75
- All the Wrought Iron Furniture + 10 Rocking Chairs \$350
- 4 Umbrellas for Wrought Iron Tables \$25
- Fire Pit (includes specific amount of wood) \$85
(Extra Wood for Fire Pit, if needed) \$40
- BonFire (only in specified area, includes specific amt of wood) \$250
- Trash Can Rentals (cans only: Bags & trash removal not included) \$5/each
- _____
- Fees for Early Arrival of Tent /or Party Items Min\$100
- Honey Favors (our Honey Favors are Made to Order 14 day Min)
- Jars #_____ Decorative Murth x \$4.99 ea. = \$_____
- \$2 ea. Bears \$___ea.
- Pink Blue Yellow Green White (circle one)

Airbnb Day Rate (for existing checked in guests \$250 \$250
Non Airbnb Guest Day Rate \$289 plus \$125 Cleaning Fee \$289+125=

Wedding Event Minimum \$2500or Saturday Booking Dates**

Event Rental	\$_____
Additional Services Sub-total	\$_____
AirBnb Total	\$_____
Day Rate	\$_____
Outside Vendor Fees(if applicable)	\$_____
Favors	\$_____

Other _____ \$ _____

SUB TOTAL \$ _____

Plus 15% Gratuity \$ _____

Plus 6% Sales Tax \$ _____

Security - based on Event \$ _____

GRAND TOTAL (prepayment required) \$ _____

(PLEASE VENMO this total due to us in order to save your date and book your event- any final balances will be reconciled later closer to your event date) No event is considered booked unless you have sent in your signed proper forms & Grand Total funds listed above !Call us with any questions or concerns

Thank you for supporting Sustainable Agriculture

(Venmo for Gaile LaBar-Bernhardt, is on the last page) Then text a copy of your Venmo to 610-888-6969. Once received you should receive a text confirmation. If you do not receive a text or email from Indian Orchard Farms or Gaile Bernhardt your event will NOT be considered BOOKED & will need you to contact us to confirm receipt of all forms & your full pre-payment)

Final Balance Due (for all additions) 30 Days prior to Event or 7 days if event is booked within 30 days of your event date \$ _____

* exemption for certain special events inquire with Gaile Bernhardt directly *

No Refunds or Credits once Date is Reserved

Full Payment by Cash or Venmo Only

Who is responsible for Set-up and Breakdown

Name _____ Cell# _____

Outside Vendor List ~ Arrival Time ~ Cell # & Fee's (if applicable)

Date _____ Signature of Responsible Party _____

Date _____ Signature of Farm Host _____



Gaile LaBar-Bernhardt

@Gaile-Bernhardt

