



## Weddings & Events

### Information

#### **What is NOT allowed?**

- Please, no artificial petals and no confetti, including biodegradable confetti. Damage deposit will be lost if confetti is used/thrown.
- Fireworks are not allowed, but we have an alternative in “Cold Fireworks”. (731-394-9372) Sparklers are ok on hardscaped surfaces.
- Dogs are allowed outside during your engagement photos, but please no dogs inside the venue. Animals may also be in the wedding ceremony.

#### **What Pin Oak Farms need to know?**

- What time will you arrive?
- Guest count & time of ceremony
- Will you need help lighting sparklers? What time?
- What time would you like the firepit to be lit?

#### **Alter Backdrops**

- What wedding/alter backdrops do you offer? Square altar with branches, circle and cross at no extra charge.

#### **Bar**

- Can I have a friend to bartend? Yes, if they are ABC licensed.
- Can I have hard alcohol? No, we are not licensed. Can I have White Claws?  
Yes
- Is glass bottles, ok? Yes

- Can alcohol be served during the ceremony? Yes

### **Bride's Dressing Room**

- What is in the dressing room? A 7-foot-tall stunning crystal mirror, bar cart, mini fridge, 7 make up stations, Keurig coffee maker, pods, creamer, sugar, and cups. Includes lounge area with seating, personal bathroom.
- How many steps from bride's room to alter? Appox 130
- Can we bring food into the dressing rooms? Yes
- No standing on furniture please!

### **Cake**

- What kind of cake table do you provide? A three-tier round cake table. The top tier is 30 in diameter, the middle tier is 40 in diameter, and the bottom tier is 54 in diameter.
- Can the cake table be relocated? Yes, but only by the POF Staff

### **Caterer/Kitchen**

- The caterer always empties trash, etc. Please make sure they understand this is their duty. In the event caterer leaves before the close of event, please have someone assigned to this duty. There is a \$200 fine if there is no bussing. Pin Oak Farms will remove final trash.
- Can the 8-foot tables be used as food tables? Yes. Where should food tables be placed? Any place that you would like food served. \*Caterers prefer them closer to kitchen.
- What is in your kitchen? French Door refrigerator, large farmhouse sink, 2 ice machines, gas cooktop stove and microwave.

### **Chalkboards**

- Use chalk only please. May be used for bar menu, drink menu, or just writing names and wedding date. Absolutely no chalk markers or chalk pens or colored chalk or stickers.

### **Cocktail "hour"**

- Works better as a "half" hour.
- What do I need for the cocktail patio? Decorations for the tables, music, and food.

- Built-in benches, 4 cocktail tables with saddle barstools, 3 commercial round tables with built in benches.

### **Dance Floor**

- Where is the dance floor? In front of the stage in barn or in pavilion. To Include rotating disco ball with LED Multi-color spotlights or in the Pavilion.

### **Damage Deposit**

- If we do not see any damage other than normal wear and tear on the walls, floors, etc, we will void your final deposit check and mail it back to you. Please make sure we have an accurate mailing address.
- If damage is found after the event, then we reserve the right to charge you later.
- We will communicate with you as soon as we notice any damage.

### **Dimensions**

- Indoor space is 40' x 50'.
- 200 chairs
- Twenty-Five 60" round tables
- (3) six-foot-long tables
- The outdoor pavilion is 64' long x 40' wide.
- (4) whiskey barrels are 20" round and 3' tall.

### **Décor Items**

“something borrowed” wedding décor may be used at no extra cost from the “Barn” door closet. Items include centerpieces, crystal decorations, etc.

### **Wi-Fi**

- Wi-Fi is available and the password is daisy1968.

### **DJ/Band**

- DJ's will use their own equipment; we do not provide.
- DJ area is in the corner by the bar, by front entrance corner, or in corner of Pavilion.
- Band can utilize patio deck facing the pavilion.

### **Fire Pit**

- Please let us know what time you would like the fire to be started. We supply wood.
- In the event of rain, the day before or day of the fire may not start.

### **Florals**

- Hanging installations can be implemented and must be taken down at the close of the event. Please provide your own ladder. No staples

### **Grooms Room**

- We provide lounge area, beverage station, 85" flat screen TV, arcade machines, leather reclining couch, chairs, 2 pub tables and 8 bar stools along with an 8-foot pool table (with sticks/chalk/balls).

### **Helpful Information**

- Typical ceremony is 14 minutes.
- Earliest arrival is 7:00 am
- Please do not leave any valuables overnight as we will not be responsible.
- Please do not leave dresses, or rings, or any items that are important to you.
- You may throw rice only.
- Can candles be in the open? No, the fire Marshall has mandated all flames must be encased, such as in a hurricane, or votive, or holder.
- Please keep in mind that your insurance policy proof, damage deposit and payment in full for the venue along with any rentals is due 45 days prior to your event.

### **Linens**

- We do not provide any linens.

### **Lost and Found**

- Any perishable items left will be thrown away. Valuable items found will be put in "lost and found" for you to retrieve. After 1 month, if items do not get retrieved, they will be thrown or given away.

- Lost and found is located in the rental building.

### **Payments**

- We accept cash, checks, and cashier check.
- Please make checks out to Pin Oak Farms.
- 25% is due when signing the rental agreement.

### **Photography**

- Engagement photos are allowed on the property. Please let us know the time Monday-Wednesday so we may ensure no other events are taking place. There is no charge for booked couples.
- No hair and make up artists at the venue for engagement photos.
- Drones can be utilized on the property.

### **Rehearsal Dinners**

- Will be held on Tuesday nights only, to allow us to re-paint and do yard work on Mondays and Tuesdays. The first family to book/pay for this evening will be the family to have their dinner that week.
- \$600 for 4 hours
- Time is from 4:30-9:00 which includes setup and breakdown.
- POF provides indoor and outdoor space, cleaning after the event, tables, and chairs.
- You must provide catering, bartender, music, and décor.

### **Rehearsal Walkthrough**

- rehearsal walkthrough will be held on the Wednesday before your wedding. You have access to the space at the designated times:
- \$300 for 2 hours

### **Rental Vendors**

- We love our rental vendors. Rentals are to be delivered (after 7am) and picked up (before midnight) on the day of your wedding. No rentals can be stored early or left the night after your wedding.

### **Before The Big Day Checklist**

- 25% deposit paid with signed agreement.
- 45 days before your date, email a copy of your insurance policy to [windyb@pinoakfarms.org](mailto:windyb@pinoakfarms.org) pertaining to the following:

Pin Oak Farms requires a \$1,000,000 insurance policy for the day of your wedding with Ronald and Windy Butler listed as the secondary insured. If you are serving alcohol, you must include liquor liability if not provided through the caterer.

- 30 Days before: \$500 damage deposit due payable to Windy Butler
- 45 days before your date, email a copy of your insurance policy to [windyb@pinoakfarms.org](mailto:windyb@pinoakfarms.org) pertaining to the following:

Pin Oak Farms requires a \$1,000,000 insurance policy for the day of your wedding with Ronald and Windy Butler listed as the secondary insured. If you are serving alcohol, you must include liquor liability if not provided through the caterer.

- Full payment is due 30 days before the event.