



POLICIES AND PROCEDURES

The weekend rental package includes Friday, between 10 am and 7 pm for setup and rehearsal, Saturday, between 10 am and 11 pm for ceremony and reception. Sunday, between 10 am and noon for final clean-up. Please review this information throughout your wedding planning and check for any updated information on our website. Catefarms.com

Save the Date Deposit: Renter agrees to a \$1,000 Save-The-Date deposit which is due when they sign the rental agreement. The save-the-date deposit is applied toward the renter's final balance, which is to be paid in full 30-days prior to the scheduled event.

Damage Deposit: A separate, refundable damage deposit of \$500 must be paid at least 30-days prior to the event or a cash deposit will be required. The deposit will be refunded no later than 30 days after the event, after the property has been inspected for any potential damage and any resulting fees applied.

Photo Release: Renters hereby consent and agree that Cate Farms has the right to take photographs, video, or digital recordings of the event and use these media to promote and/or for advertising. Renters consent those names and identities may be revealed by descriptive text or commentary and that there will be no financial or other remuneration for recording or photographs.

Carriage House: Saturday from 10 a.m. until noon Sunday. The carriage house is for the bride and her bridesmaids' pre-wedding preparations. It is where the bride can relax, get her hair and makeup done, and have brunch with her bridal party before walking down the aisle. The carriage house is available to the bride and groom for an overnight stay after the wedding festivities. No food or drinks may be left in the carriage house and guests must remove belongings upon departure.

Fire-Pit: Our gas fire pit is a fun addition to your wedding night. This is a cozy place to hang out and chat on a starry night or a place to stay warm on a chilly evening. We want you and your guests to stay safe. A Cate Farms representative will light the fire at sundown, monitor the use, and turn off the gas at 9:45 PM.

Decorations and Setup:

1. The Final Details Form must be sent to catebarn@gmail.com two weeks prior to your event. All vendor information should be included. You may update attendance via email.
2. Decorations may not be placed on café party lights, cables, center fan, hanging heaters, or lighting grids.
3. No nails, screws and staples may be used to hang decorations, without prior approval.
4. No artificial petals due to risk to livestock and our grounds. All petals used in grassy areas must be from living plants. Should any artificial items be used or left on the property, an additional cleaning fee will be assessed.
5. Candles are allowed in protective containers with height of the wick not to exceed the container's height.

6. No Fireworks are allowed; however, sparklers may be used outside and must be collected in water buckets and removed from premises after use.

Rainy Day Plan:

7. The wedding ceremony can be held inside the barn, or you may rent a tent. Options should be discussed prior to wedding date. If dangerous weather conditions occur the event manager can make the decision for all venue guests to move indoors.

Alcohol:

8. State of Tennessee Law: Alcohol, including beer and wine is allowed on the premises. All State of Tennessee laws pertaining to the serving of alcohol, including beer and wine, must be strictly followed. Serving alcohol to any person under the age of 21 is illegal. You may not use any individual glass bottles for alcohol, tea, or other beverages. Beer may be served by keg or cans.
9. Bartender: A licensed bartender is required to serve alcohol. Must provide a copy of the bartender's licensing and liability insurance. All alcohol must be behind a designated bar area. We strongly encourage your guests to have designated drivers. Absolutely no alcohol served after 9:30 PM.
10. Inappropriate Behavior: The serving, possession, or consumption of alcohol, including beer and wine on the premises may be ordered discontinued at any time at the discretion of the Cate Farms representatives for inappropriate behavior due to excessive drinking.
11. Bartenders must take all trash associated with their food and drink service with them when they leave Cate Farms.

Music/Noise:

12. Live and recorded music is permitted; however, volume must be limited to 90 Db. (decibels). Music is permitted inside the building only unless prior permission is granted in writing by the owners. (Light music may be played outdoors in daylight hours for ceremony).
13. We do **not** allow subwoofers... "loudspeakers designed to enhance bass" out of respect for our neighbors.
14. A Cate Farms representative will strictly monitor noise levels and have the final say when it comes to maintaining acceptable volume levels.
15. Final song must be played before 9:45 p.m. to allow 15-minutes for wedding party send off.
16. Music must be lowered at 9:45 p.m. and turned off completely at 10:00 p.m.

Entrance/Exit/Parking:

17. ENTRANCE: 468 Holston Drive – Look for the Cate Farms Sign. The One-way gravel road leads to the barn where guests can be dropped off before parking in designated areas.
18. GUEST PARKING: Must be in the grassy meadow behind the farmhouse.
19. Limited handicap parking is available with convenient drop off area close to barn.
20. Any damage caused to the vehicle will be the RENTER's responsibility. We provide at least one parking attendant. You may also want to designate a person from your event to welcome and/or direct arriving guests to parking. You may also want to consider the use of valet parking attendants. (Groomsmen do a good job with this.)

21. Catering Vehicles are not allowed to block gravel driveway. Unloading is allowed at kitchen entrance, but all vehicles must be moved to designated parking area in the grassy meadow behind the house prior to event start time.
22. No parking allowed in gravel driveway or on the grass around barn. This area must remain clear for safety and emergencies. Guests can be dropped off at the barn entrance. All vehicles must park in designated areas.
23. Late Arrivals: After front entrance gate closes for ceremony late arrivals may enter driveway between house and black barn.
24. EXIT: Follow signs to gravel road that leads to Holston Drive. Exit between black barn and the farmhouse... or when necessary, you will be directed to exit behind the farmhouse into the adjoining ball field property that leads to Maple Street.

Smoking:

25. Smoking/Vaping is **not** permitted at Cate Farms. If you must smoke, please do so in your own vehicle.

Responsibility and Security:

26. The renter agrees to be responsible for any damage done to Cate Farms property by the renter, guests, or other individuals attending your event. Cate Farms shall not be liable for any loss of property, damage or injury of any kind or character to any person or property caused by or arising from any act or omission of the renter, or any of his guests, invitees, employees or other agents from any accident or causality occasioned by the failure of the renter to maintain the premises in a safe condition or arising from any other cause.
27. The renter, as a material part of the consideration of this agreement, hereby waives on its behalf all claims and demands against Cate Farms for any such loss, damage, or injury of the renter, and hereby agrees to indemnify and hold Cate Farms free and harmless from all liability for any such loss, damage, or injury to other persons, and from all costs and expenses arising there from, including but not limited to attorney fees.
28. Renter must obtain Special Events Liability Insurance of \$1 million dollars or greater through the renter's personal insurance provider, or an event insurance provider like www.wedsafe.com. Cate Farms, Keith & Paula Cate, and Immediate Family must be named as an "additional insured" on the insurance certificate that is to be provided to us. This is to protect you and Cate Farms. Proof of insurance is due with final payment.
29. We reserve the right to charge for damages that you may cause that are over and above normal wear and tear to the facilities.
30. Children under 18 are not permitted to wander the grounds unsupervised by an adult.
31. Cate Farms is a working cattle farm located in the center of various wildlife, plants, and animals. The venue is not responsible for guests who have negative interactions with or injuries from wildlife or nature.
32. Due to the local livestock, no pyrotechnics of any kind are allowed on property. We do allow a sparkler exit with 20-inch (maximum) metal sparklers if it takes place in the designated gravel area and the renter provides a water bucket for extinguishing. (Two fire extinguishers are available in the barn should they be needed for emergencies.)

Event Conclusion and Cleanup:

33. All events must conclude at/or before 10 pm.
34. Renters and their helpers have until 11 pm to remove their belongings and return movable furniture to original location.
35. All decorations must be removed without leaving damages. Be considerate of others and leave the property as you found it.
36. Renter is responsible for disposing of all trash into designated garbage containers, removing decorations, personal belongings, and boxes used to transport items to farms.
37. Caterers must empty refrigerator, clean sink, and counters, and sweep kitchen floor. All areas used by caterers must be returned to the condition in which it was found.
38. All Caterers/Vendors/Bartenders must take all trash associated with their food and drink service with them when they leave Cate Farms. This rule applies inside the barn as well as other outside areas and the Carriage House.
39. Renters must complete their clean up no later than noon, Sunday.

Cancellation Policy:

40. Renter agrees to a \$1,000 save-the-date deposit which is due when they sign the rental agreement.
41. The save-the-date deposit is applied toward the renter's final balance, which is to be paid in full 30 days prior to the scheduled event.
42. The renter understands that upon entering this agreement, Cate Farms is committing to the agreed upon event time and dates and thus cancellation would result in lost income and business opportunities for Cate Farms. Therefore, the following cancellation limitations will apply. If renter needs to cancel for whatever reason, they must provide a written request 180 days (6-months) or more prior to their scheduled event to receive a full refund of their save-the-date deposit. Otherwise, cancellation will result in the forfeiture of the \$1,000 save-the-date deposit.

Note:

- The \$1,000 save-the-date deposit will be due at signing. This reserves your date and time.
- The total rental fee including refundable \$500 damage deposit must be paid 30 days before the scheduled event.
- The Cate Farms contract agreement states that the renter understand and accepts the policies and procedures stated in this document.
- We accept payment via Check, Cash, or Venmo @keithcate. If mailing a check, please make it out to Cate Farms and send to the following address:

Keith Cate
1504 S. Obrapia Street
Tampa, Florida 33629