

Willow Oaks barn-facility rental policies
6219 Harley Rd
Middletown, Md. 21769
301.371.4814
WillowOakscraftcider.com
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Absolutely no outside alcohol is allowed on our premises. This is a state regulation and we could lose our license for violations

No individual under the age of 21 can be served any alcohol (even if it is a private event).

***Willow Oaks is committed to civility and tolerance. Willow Oaks reserves the right to refuse service to anyone who exhibits imagery that is abusive or abusive behavior toward staff or other guests.**

***Willow Oaks will not serve anyone who is obviously intoxicated.**

Use of facility:

Indoor capacity is no more than 75 people. Outdoor events with larger numbers by negotiation. Willow Oaks (WO) does not have large event tents.

Designated areas will be available to set up food and beverages for the private use of your guests.

Willow Oaks has lovely indoor/outdoor spaces for gathering. We don't have our own food operation so that would be up to you and your preferences. We do love Veggie Annie (who does other lovely things besides just veg.) <http://veggieannie.com>

Our main tasting room area is 750 sf, farmstand is an additional 400sf, an L-shaped open loft area with ~600sf, as well as a large deck, garden, and patio spaces.

Our rental fee is between \$125 & \$250 per hour depending on the day, time, size of event. Additional \$30 per hour for each staff member if you would like our members to help with your event.

Cider and dessert wine is available for purchase at a 20% discount when you rent at WO. We have cider cocktail recipes and can work with you to customize the drinks menu.

WO provide orientation to the building and property, as well as reasonable follow-up visits by your planning team.

Willow Oaks will provide stemless cider/wine glasses (excessive breakage will be charged at \$2 per glass)

Caterer and organizers will have access to the prep tables, sinks and dishwasher in the kitchen.

Willow Oaks can provide up to 70 folding chairs in addition to the chairs and couches that are permanent furnishings. Caterers and organizers should communicate with WO about tables.

Caterer and organizers are responsible for set up and clean up.

Willow Oaks is committed to sustainability. Please do not use Styrofoam plates and cups. Place all recyclable items in designated bins. Bins for food waste will be provided (make a Country Pleasures Farm chicken happy!) **All other waste will be bagged and removed by the caterer/organizers.**

Willow Oaks is open to the public Saturday and Sunday 11am-5pm. Any events that take place during these hours will be subject to public visitors in the tasting room and staff attending to serving in the tasting room.

Please do not use decorations that leave permanent marks, or excessive mess inside or outside our facility. No tacks, staples, pins, or tape on walls inside the Tasting Room.

No sparklers, bottle rockets, firecrackers, or any other fireworks are allowed. Absolutely no firearms are allowed on Willow Oaks property.

All items that are not Willow Oaks' property must be removed at the conclusion of your event. This includes, but is not limited to: dishes, food, glasses and table cloths.

You are liable for any damage or theft to/from Willow Oaks' property by guests, organizers, or other parties affiliated with your event.

Willow Oaks cannot and will not be responsible for acts of God, inclement weather, or your party's change of plans.

Willow Oaks will not be held liable for injuries or property damage/loss to others during this function, including, but not limited to: death, personal injury, property damage, or any other incidents that may occur to any person(s) by use of the building and premises.

Off-peak use of the Willow Oaks Barn for non-profit organizations is \$50 per hour.

This document becomes a legal and binding contract when signed by the renter and Willow Oaks. The original signed contract becomes the property of Willow Oaks, and a copy will be provided to the renter.

I _____ have read and agree to
all terms in this contract. (Renter's Signature) Date _____

_____ Date _____
(Willow Oaks Staff Signature)