



1506 Burnside Rd West

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## Wedding Information/Contract 2012

**Names:**

**Address:**

**Phone Number:**

**Date of Wedding:**

Wedding Options:

- ❑ **Ceremony Only** ~ 4 hour booking with time for the ceremony, a toast and photos. Sanctuary and grounds only (Guesthouse not included)  
**Cost:** \$500 (80 guest limit)
- ❑ **Ceremony and Light Reception** ~ 10am until 6pm with time for the ceremony, photos and a late lunch reception. Guesthouse day use included.  
**Cost:** \$1100/day (80 guest limit)
- ❑ **Wedding Weekend Gathering** ~ begins Friday evening at 5pm and ends Sunday at noon.  
This package offers you overnight at the Guesthouse and cottage for 2 nights (Fri/Sat ~ sleeping up to 8), set up Friday night, wedding day and full reception dinner, and dancing. The gathering of guests is between the hours of 10am – 10pm on Saturday (excluding guests in accommodations). We provide staff for 2 hrs on Friday for set up as well as we handle all the cleaning after the wedding (with exception to catering). So you just get to have your party and relax afterwards!  
**Cost:** \$2500 (80 guest limit for outdoor dinner / 60 guest limit for indoor dinner)

### **Accommodation needs ~ for those not choosing the Weekend Gathering Option**

- ❑ **Guesthouse** ~ A stunning, self-contained 2 bedroom home on the farm with a full kitchen, principal suite with king bed and ensuite, phone, wireless internet, built in sound system. High end appliances, luxurious linens, slate and hardwood floors. **Cost:** \$250/night ~ sleeps up to 5 adults.
- ❑ **Private Cottage** ~ Tucked behind the Sanctuary, our one room cottage offers simple accommodation with two double beds / or one double bed and one

couch. Attached bathroom. The cottage can handle light meal prep as there is only a small fridge, toaster oven and kettle.

**Cost:** \$100/nt ~ sleeps up to 3 people.

Overnight dates: \_\_\_\_\_

### **What We Offer:**

- \* Exclusive use of the farm grounds, gardens, and Sanctuary during your event
- \* Built-in Bose/Sony sound system in Sanctuary compatible for i-pod and cd
- \* 30 folding padded chairs
- \* 6 (2' by 6') tables/ 2 (18" by 4') tables
- \* Parking for 25 cars, wheelchair accessible parking near the Sanctuary. Additional parking is available on Little Rd across from the farm. Parking is limited to 25 vehicles so please encourage your guests to carpool.
- \* We can supply fresh produce and/or flowers from our Organic Garden at wholesale cost. We have also supplied caterers with produce grown especially for your wedding ~ if you are interested in this service please have your caterer contact us several weeks before your wedding day.
- \* At Sleeping Dog Farm we are deeply committed to sustainability. We offer our guests options in regards to composting food waste, recycling, and garbage. We set up systems at several different points on the farm and clearly mark ways in which your guests can assist us with managing their waste. We allocate 1 garbage can for your wedding, additional garbage cans can be provided but there is a dump fee of \$30/ per can.
- \* For the 'Weekend Wedding Gathering' we assist you with set up on the morning or evening before your event. After your wedding ends you are only responsible for cleaning away personal items from the Sanctuary and we will take care of the break down and clean up of the space. Caterers must clean up after themselves unless previously arranged ~ to which an additional fee would be charged.
- \* 'Ceremony only' and 'Day wedding' guests can choose to have our staff assist them with set up and clean up. There would be an additional charge (paid directly to each staff member) of \$20/hr.
- \* We provide a storage area for rental items/early drop off on the Friday afternoon prior your wedding. We recognize that rental pick up is generally the next business day (Monday) and will hold the items until then. Please be advised that while we will safeguard the items as best as possible, the farm takes no responsibility for any lost, stolen or broken equipment during the course of the rental.

### **What you supply:**

- \* Catering. We don't mind how you prefer to approach this. Some folks hire professional caterers, some have their families cook the meal, and some have potlucks. We welcome however you would like to see it happen. Please be advised that we hold no responsibility in relation to your food service. Whether you hire caterers, do it yourself or have a potluck the responsibility of cleaning up food and drink lies with you. In certain circumstances and with lots of notice we take care of it for an additional fee of \$50/hr for 2 helpers. Let me know if you're considering our help.

- \* We have 30 folding chairs, should you prefer the traditional white wedding chairs and enough for all your guests you will need to rent them from a local company. There are lots of local companies to choose from for these services, we can help direct you.
- \* All items relating to food (plates, cutlery, glasses, serving dishes, tablecloths, etc).
- \* Alcohol and all service related to alcohol. **More on alcohol in a minute...**
- \* Maybe the most important thing is you will need is to arrange to have someone marry you! There are lots of lovely people around town who perform these duties. We don't recommend anyone in particular but ask around to other married folks and they will likely have a few suggestions for you.
- \* Most people like to remember the day with photos! We are open to any professional or budding photographer.
- \* For all trades who will service your wedding on the farm (caterers, photographers, ministers, etc.) we are happy to arrange a tour for them of the farm so they have a sense of the layout and how to best make it an amazing day for you.

### **Sleeping Dog Farm Guidelines:**

No one really likes guidelines but these are some of ours that we must uphold. If you have any questions please don't hesitate to ask. We prefer having it all really clear well before your wedding day!

- \* No Smoking in or near the buildings. There is a smoking area by the large Oak tree off the driveway (it is marked as 'smoking'). This is the only smoking site on the farm.
- \* We have a wonderful sound system in the Sanctuary for your dinner and dancing. Out of courtesy to our neighbours and because you probably don't want them to also know what you did when you were 3, we don't permit amplified sound systems.
- \* For our 'Wedding Weekend' option we hold firm our 'non-residential guests to depart' the farm by 10:30pm. This is about neighbour relationships as well as our need to feel things have settled at the end of the day. At 10pm the sound system must be turned off and guests on their way. Our cleaning crew will begin cleaning at 10:15pm. We ask that caterers are finished their clean up and depart the farm quietly by 11pm. We ask that you arrange a small group of friends to collect any important/valuable items and put them in the Guesthouse for safekeeping at the end of the evening. This will make it a lot easier for us to clean the Sanctuary too!
- \* A word about footwear.... Stiletto heels are not a friend to a woman on a farm. The majority of our pathways are pea gravel or grass. Both surfaces make walking in stilettos very challenging and frustrating. Beyond this, we have found that stilettos put small round punctures in our Sanctuary floor so have since banned them from the Sanctuary. Believe us; we are doing every woman a favour to say "No Stilettos"!

### **Guesthouse and cottage guidelines: (For Weekend Wedding or independent bookings)**

- \* Before 8am and after 10pm, the Guesthouse is for overnight guest/close family only.
- \* Many weddings think having a family dinner at the farm on the night before the wedding is a great idea. We support this too. The Guesthouse has a capacity of 15

guests for pre-wedding dinners/ post-wedding brunches (including kids). There are enough table settings in the house for this kind of dinner /brunch.

- \* Table settings (dishes, cutlery, glassware, etc) are not to be removed from the Guesthouse at any time. It's far too easy to mix it up with the caterer's dishes!
- \* Please also leave linens, towels and other items in the Guesthouse. Missing items will be charged to your damage deposit and no one wants that!
- \* We do not allow wedding events/rain plans to take place in the Guesthouse at any time unless your wedding is under 15 people.
- \* Caterers are permitted to use the Guesthouse kitchen on the day of your event (Wedding Weekend or Ceremony/Light Reception Options). If you are choosing the ceremony only option please speak with me if you feel you will also need the Guesthouse.
- \* For Weekend Wedding Guests, you are welcome to check in at the farm after 5pm on Friday. Check out is noon on Sunday.
- \* No smoking in or near the Guesthouse. The Oak tree along the drive is the only spot for smoking on the farm.
- \* Please take off your shoes before entering the bedrooms of the Guesthouse. We prefer no shoes in the house at all, but can understand the in and out thing when you're having a party. (Dirty shoe prints on the white bedroom carpets will result in having to bring in professional cleaning... which you would be paying for, so please consider this even when in a hurry, thanks!)

### **Substance Use Policy and Guidelines:**

As many large gatherings choose to include alcohol as part of the celebration it is essential that you and your guests clearly understand the legal and ethical responsibilities that accompany this choice. A few years ago the Supreme Court of Canada upheld a ruling that determined a woman responsible for an alcohol related death after a party her son hosted in the family home while she was away. This has had a major impact on all facilities that offer space for people to host events with alcohol. While we have liability insurance to protect the farm and those of us who operate it, there is no policy out there that will extend to cover our guests as well. While the potential is low, should something happen during or after your wedding that is related to alcohol, you would be held as legally liable and unless you have insurance you will be at great risk of losing everything. Not the way to start a new chapter of your life. In fact anyone related to the wedding could be named in a lawsuit (including the farm), but only those with appropriate insurance would be protected.

In light of this risk Sleeping Dog Farm requires that you obtain a permit and liability insurance to serve alcohol on our premises. Liability insurance can be purchased through an insurance broker/company. If you have homeowners or renters insurance you may already be covered so check with your insurance carrier. Some people also get protected by their parent's homeowners insurance. It is up to you to determine that you have the right insurance. We require a copy of your permit and insurance two weeks prior to your event. This policy is one of due diligence in that we are taking your best interests to heart and protecting your gathering as much as we can.

Even with insurance, Sleeping Dog Farm requires that you assume total and complete liability for yourself and your guests. Should someone from your party choose to drink and drive, the burden of responsibility falls upon the name and individual(s) associated with your reservation. At no time does Sleeping Dog Farm assume responsibility for the actions of you or your guests ~ the actions of your guests will only result in penalty to you as the people who have rented the space. Injury to the gardens, buildings or staff as a result of the misuse of alcohol will result in immediate forfeit of your deposit and may result in additional costs.

We ask that you make designated driver arrangements prior to your event and have people at your event who've specifically agreed to monitor that your gathering stays safe and enjoyable for all. It is always a good idea (and may be required by your insurance agency) to hire a professional bartender as they will have 'serving it right' and may be more likely to safely monitor alcohol consumption. Farm staff is not at any time permitted to serve or handle alcohol with guests. Please do not ask this of them as they will decline and if you are depending on it you'll be disappointed. Insurance liability does not cover farm staff in relation to serving or handling alcohol. They would be personally at risk to do so.

No illegal drugs of any kind are permitted on the property. If illegal drugs are identified to be on the property during the event your booking will be immediately terminated and you will be asked to leave, without refund. It's never happened but would be really awful so please don't put us in this position.

Ultimately, please be kind to our farm, we spend a lot of time loving and caring for it.

## **Not so small fine print:**

### **Payment for your wedding:**

- ~ Upon booking we require \$500 as deposit for 'weekend and full day weddings' and \$250 for 'ceremony only' weddings.
- ~ Two weeks prior to your wedding full payment is due.
- ~ Your damage deposit will be returned within a week of your wedding given no damage to the farm or buildings.
- ~ Cancellations with return of deposit will be honoured up to 91 days of your wedding date and all funds less a \$50 booking fee will be returned to you.
- ~ No return of deposit 90 days before your wedding.
- ~ HST or whatever tax we have will be added to your overall costs and will be due upon final payment two weeks prior to the wedding date.

### **Damage Deposit:**

We always hope to return your damage deposit in full. Please help us to do this by reading and sharing our farm and building guidelines with your friends and wedding folks (basics can go into the invitation card). It can be helpful to have a few friends be mindful of the guidelines so they can let other guests know if they are accidentally

breaching them (like smoking in the house, etc) so that you don't have to pay for avoidable mistakes.

**An Interesting Thing We Want You to Know:**

Sleeping Dog Farm operates as a non-profit, collectively run organic farm and retreat centre. Our primary intention is to provide a place for the greater community to come and do healing work ~ whether that's personal, interpersonal, community, environmental, etc. We offer our centre to a limited number of weddings every year in order to help financially support organizations who cannot afford to pay our already low workshop rates (lower than you'd pay for a wedding for sure!). All the money that comes into the farm and retreat goes back into the centre. No one on the farm is paid and all work is through trade for housing at the farm. We sort of see ourselves as little 'Robin Hoods' in relation to weddings ~ where we accept a market rate for a farm wedding and then put it back into the community where there is less money and lots of need. We tell you this so you can also feel proud of supporting us to support the wider Victoria and Island Community. So thanks!

Your signature on this contract indicates that you have read and are in agreement with our Sanctuary, Farm and accommodation guidelines. It also confirms that you are aware of our Substance Use policy and will adhere to both in order to make your day amazing and trauma free. Please return this form with your ½ payment.

**Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_  
**Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_  
**Date of Contract:** \_\_\_\_\_  
**Date of Wedding:** \_\_\_\_\_

We really look forward to hosting your special wedding here at the farm. It's a magical place to make a commitment to another person and we hope that you have the best time ever!