

### Your Wedding + Reception facility includes...

- Full access to the **Upper Barn** area - a 2400 square foot historic German bank barn
- Limited access to **Lower Barn** rooms - Bridal party/Immediate family only - for relaxing, changing clothes, storing your belongings, and using the B&B's restrooms
- Large entrance **deck** for serving food and beverages
- Access to open **lawn** area below the barn – with rustic barn wood pergola + deck
- Two indoor **restrooms** in the outbuilding next to the barn for guests. One is wheelchair accessible
- **Up to 180 guests** can be accommodated comfortably (**Max 200**)
- **Your choice for all vendors :)**

### Services included...

- Setup + teardown of all tables, chairs + benches
- Direct + manage the parking
- Cleanup during and after the event (trash removal + facility cleaning)
- You are responsible for clearing tables of drinks and trash per our guidelines
- Onsite the entire time to assist you with venue related items
- Coordination of vendor deliveries and setup

### Catering...

- Your choice of caterer – a list of ones that have been to the barn is available
- If you do not use a caterer, and you supply your own food, it **must be prepared onsite** and be **ready to serve**
- Food + Beverages are setup and served on the deck
- Use of chafing dishes and gel fuel (Sterno) permitted. **No roasters or crockpots.**
- Adjacent building has sink, work table, refrigerator/freezer and room for your empty boxes, extra drinks, etc.
- Ice is available onsite - \$4 per 25# bag
- Alcohol is permitted and is provided by your vendor or you. \*\* Professional bartender required if serving hard liquor.
- \*\* Bar closes 30 minutes prior to the end of the event

### Tables, Chairs + Benches...

- All tables in our inventory are included in the rental (5' rounds that seat 6-8 + several vintage ones)
- Chairs (for in the barn) + benches (for outdoor seating) are part of our inventory and are included in the rental

### Parking...

- Guest parking is provided in the grassy area at the rear of the property. We will direct + manage
- Handicap parking available on the pavement, if needed

### IMPORTANT items to note...

- **Maximum 7 hr. event** – so Last Song/DJ must stop 7 hours (max) from the time of your ceremony.  
ex. 3:30p ceremony, DJ stops by 10:30p | 5:30p ceremony, DJ stops by 11p
- **Events must conclude by 11pm** –  
to allow time for you to thank your guests, clear all tables of drinks/trash and move cake and leftover food to the B&B area. All non-lodging guests will need to leave no later than 11:30pm. Lodging guests and designated clean-up helpers have until 12a to complete the required cleaning.
- You have until 11am (checkout) Sunday to remove decorations and collect your things.
- We are a **Non-Smoking** facility – no smoking in B&B, barn or on deck. Smoking allowed outdoors only
- **No open flames** in the barn. You may use battery operated candles, if candlelight is desired.
- The barn **does not have central air or heat**. However, portable heat or cooling is available as needed at no extra cost.
- If **aisle petals** used, they must be **real** (not synthetic) **and picked up afterwards**
- If candy offered on a 'candy bar', all individual **candies must be wrapped** – no Skittles, M&Ms, etc. that guests need to bag themselves.

*The Ohio Barn*  
*Reservation Agreement*

Event Date	
------------	--

**Contact Information**

Bride	Name	Email	Cell
Groom	Name	Email	Cell
Address			
Responsible Party (if other than above)	(Please Print)	Signature	Date

**Deposit Information**

<b>Deposit to reserve a date</b> <ul style="list-style-type: none"> <li>Deposit will be applied to your event cost (it is not additional cost)</li> </ul>	Due at time of Agreement	<b>\$1250</b>
<b>Payment #1</b>	Due _____	<b>\$1250</b>
<b>Payment #2</b>	Due _____	<b>\$1250</b>
<b>Final Payment - Balance</b>	Due at conclusion of your event	\$ estimated

**All deposits and payments are Non-Refundable ~ 3.5% fee for Credit Cards**  
**Checks payable to:** Ohio Barn B&B                      **Mail to:** PO Box 96, Enon, OH 45323

<b>Refundable Security Deposit - (cash or check)</b>	Due upon arrival for your event	<b>\$250</b>
--	---------------------------------	--------------

**Receipt**

<b>Date Deposit Received:</b> _____ Cash   Credit   Check # _____ \$ _____ PayPal   Venmo	<b>Date Security Deposit Received:</b> _____ Cash   Check # _____ \$ _____
---	---

<b>The Ohio Barn</b>	Teresa Gilkerson	Signature	Date
<b>Signed receipt emailed</b>			Date