

## —Document Template—

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### ***Wedding Reservation Confirmation & Terms of Agreement***

The document shown below is the exact document we will personalize for your wedding reservation. The Terms of Agreement section, starting on the second page, will answer most of the questions you may have about your perfect, stress-free wedding day at Homestead Meadows.

When you are ready to book, just send us your chosen date and the personal information on the first page, including full legal names, phone numbers, email addresses, and residential mailing address(es). We will email you a personalized reservation document for your review and signatures.

(The document starts on the next page)

## Wedding Reservation Confirmation & Terms of Agreement

*For Your Wedding on (Day), (Date)*

(Date)

Ms./Mr. (Full Legal Name)  
(Mailing Address)  
(E-mail Address)  
(Phone Number)

Mr./Ms. (Full Legal Name)  
(Mailing Address)  
(E-mail Address)  
(Phone Number)

Dear (Couple's First Names),

We are pleased to confirm the reservation for your wedding day at Homestead Meadows, per details described on the following pages of this Confirmation. Please be assured that we will do all we can to make your wedding celebration a memorable occasion for your families and guests.

*Sincerely...the Nagy Family*

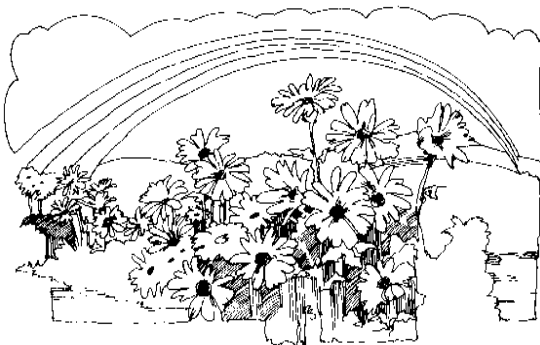
### Acceptance of Terms

We, the undersigned, accept the outlined terms, and wish to confirm the reservation at the total rental fee of \$X,XXX (See website pricing chart) plus 5.5% sales tax. Optional services, if any – see *Wedding Setup Checklist* – not included. All payments will be applied against balance of the total rental fee.

1. \$X,XXX, due on (Date) (Initial investment to firmly book the date.)
2. \$X,XXX due on (Date) (Additional investment due 6 months before wedding day).
3. Full balance of \$X,XXX (Plus any optional services) two weeks before wedding day.

Signed – Bride and Groom, or Representative Parents

Date: \_\_\_\_\_



*The Nagy Family—  
Providing thoughtful hospitality in a family farm setting*

## *Dear Wedding Families of Homestead Meadows,*

Thank you for including us in your search for the perfect wedding venue. Below are 17 reasons why over 1,500 couples, their families, and their guests have loved Homestead Meadows in the past. Please browse the Photo Gallery on our website to see many beautiful photos of the Farm's features listed below.

1. We have 65 acres of beautiful grounds, and our end-of-road location offers exceptional privacy and freedom from traffic noise and hazards to children.
2. Our landscape is dotted with ponds, wild flower plantings, ancient cedar groves and large shade trees. Split rail and stone fences provide exceptional photo opportunities everywhere.
3. We provide for you a completely private event, with no other party at the main Farm site during your wedding.
4. Our buildings are over 100 years old, yet with meticulous restoration and maintenance, they provide an environment that rivals the quality of the best new banquet facilities.
5. We have eight beautiful, large indoor restrooms that compare to those of the best hotels.
6. We have heating and air conditioning in all buildings and rooms.
7. Hardwood and tile floors with areas of carpeting provide an upscale feel, while retaining all the charm of hand-hewn timbers and hand-built stone walls.
8. Private dressing rooms are provided for the men and women of the wedding party. Hair and makeup artists are welcome to do their magic on-site.
9. Rooms in the Machine Shed can be used for staging snacks and refreshments between the ceremony and dinner hour.
10. Hundreds of tables and chairs are available for your exact requirements, and we do all the setup for you.
11. We offer a single site for your complete event accommodations--ceremony, photographs, cocktail hour, dinner, reception, dance--everything, so your guests don't need to travel to separate sites.
12. There is no extra charge for the ceremony, and there is a discount if your ceremony is held elsewhere before the festivities begin at Homestead Meadows.
13. We do all the cleanup. At the end of the night, just gather your personal items, and leave the cleanup for us.
14. Our Hayloft Wedding Chapel provides a beautiful rainy-weather alternative to an outdoor ceremony. If the weather is uncertain on your wedding day, we set up in both indoor and outdoor locations to minimize your stress. The indoor/outdoor decision can be made as weather indicates, with no stress or inconvenience to you.
15. We are minutes from many hotels in the Fox River Mall area, some of which offer free shuttle service to the Farm.
16. There are no added charges like at so many other places--so much for your ceremony, so much for each chair, so much for guest count over a certain number, etc. Our fee is simple and fixed. And, no gratuity or service fees are added, which can be 15-20% at other venues.
17. Our buildings have been through local Zoning and Wisconsin Commercial Building Code approval process, unlike the buildings of some other farm-themed venues.

We invite you to come for a personal tour. Please send a text message to 920-205-4200 to arrange.

*Thank you~The Nagy Family*

# Reservation Terms of Agreement

This document, when appended to a Confirmation page, constitutes the entire agreement for an exclusive wedding reservation at Homestead Meadows.

## 1. EXCLUSIVITY AND HOURS

- a) On the wedding day we will provide exclusive use of the Farm buildings and adjacent landscaped areas for your reception and also ceremony, if desired. The exception to this exclusivity is the potential on-site rehearsal of the following day's wedding party during the dinner hour. (Please see more in 13. REHEARSALS below.)
- b) A discount of \$100 is offered if the wedding ceremony is not held on site.
- c) For on-site ceremonies, you are welcome to use our facilities for dressing, makeup, and other preparations on the wedding day.
- d) Hours are as follows: Starting time – 10AM; Ending time: Fridays – Midnight; Saturdays – 11:30; Sundays & Weekdays – 11PM; Music stops one half hour earlier.

## 2. CAPACITY

- a) Capacity of the Farm can be interpreted in various ways, and should be understood.
- b) In good weather we can accommodate thousands in a picnic environment, or in any weather with a party tent, at an additional cost. *The capacity guidelines explained below ensure high quality indoor accommodations for the listed numbers, in the event of inclement weather.*
- c) We have two buildings for occupancy by guests – the Barn and the Machine Shed.
- d) The Barn – The Barn has a lower level dining area and an upper level reception/wedding chapel area. We can seat 222 in the Barn's lower level dining area. Larger groups can be accommodated for dining as follows:
  1. in the upper level of the Barn (100 guests)
  2. in a tent set up outside the lower level. Please keep in mind that the tent option will involve additional costs for tent and furniture rental. We do not move our tables and chairs into a rented tent, due to soiling and damage to the bottoms by rough surfaces.
- e) Capacity in the upper level reception area is 362 for receptions and 180 as a chapel for wedding ceremonies.

## 3. COST AND FINANCIAL OBLIGATION

- a) The fee for our rental accommodations will be as indicated on the first page of this *Confirmation of Exclusive Wedding Reservation*.
- b) Rental fees will be paid in installments per the schedule listed. Payments are nonrefundable. (Please review Cancellation policy at the end of this Confirmation.)
- c) Optional costs such as over-capacity accommodations, media rentals, hayrides, and remote site setup fees shall be additional according to the separate published fees.
- d) Payments will be received by bank draft, personal check, money order, or cash. **We do not have credit card processing available.**
- e) If the wedding is cancelled, you are obliged to notify us in writing promptly so we can attempt to rebook the date. *Failure to do so will incur an obligation for the balance due.*

## 4. SCHEDULE DETAILS

- a) Setup of food service and personal décor can begin after 10AM on the wedding day.
- b) Ordinarily no personal items may be brought or left before or after the wedding day.
- c) Music must conclude one half hour before the above listed closing time. Band or DJ should be prepared to pack and leave promptly – in about one half hour.

## 5. SETUP

- a) We will provide facilities and setup for an outdoor or indoor ceremony, based on your preference and weather conditions. (Sites away from buildings involve a setup charge.) Final decision regarding indoor or outdoor setup must be made by noon on the wedding day so we can complete setup during our setup shift.
- b) We will provide facilities and setup for your dinner and reception. (See details on table decorating below under 8. DECORATING.)
- c) Items brought in by the wedding party will be set up and taken down by the party.

## 6. CLEANUP

- a) We will do all cleanup after the event, except pickup of personal items and decorations brought in by the wedding party. Personal items must be removed at the end of the wedding day, unless arrangements are made in advance.
- b) If china dinnerware is provided by the caterer, table cleanup is done by catering staff. Dishes must be removed and washed off-premises.

## 7. STAFFING DURING THE EVENT

- a) We will provide staffing during the entire event to ensure that problems are addressed and bathrooms are serviced hourly.
- b) We will provide staff for optional services such as hayrides and *setup* of rental media equipment. *Operation* of media equipment is the responsibility of the wedding party.

## 8. DECORATING

- a) Dining Tables – Covering and decorating the dining tables is the responsibility of the wedding party.
- b) Reception Tables – We will cover the tables in the upper level reception hall with a white spill-proof poly banquet roll. You are welcome to use your own centerpieces.
- c) Table covers and décor can be set up by the wedding families and/or their decorating consultant or caterer starting at 10AM on the wedding day.
- d) Live candles can be used in the lower level dining area but not in the upper level reception area. Electric candles may be used in the reception area.
- e) Standard Homestead Meadows decorative items such as the LED lighting and silk ivies around timber columns are not to be removed.
- f) You are welcome to add decorative items of your choice to complement existing décor. Nails, push pins, and staples can be used in the timbers but not in the plastered walls.
- g) No lit candles are allowed at the reception dance due to the danger of fire with boisterous drinking and dancing activities.
- h) No confetti, glitter, and other difficult to clean up decorative materials are allowed.

## 9. RESTRICTIONS ON NUISCANCE AND HAZARDOUS ITEMS

Because of difficulty of cleaning up small, artificial items, as well as safety concerns, the following decorative and entertainment items are not allowed:

- a) Plastic or paper confetti, rice, or birdseed sprinkled on tables, floors and grounds
- b) Glitter or other sprinkled decorative particles
- c) Remote controlled flying drones
- d) Fireworks of any kind, including Chinese lanterns designed to rise in the air

## 10. FOOD SERVICE AND SERVING UTENSILS

- a) Catering for food service can be arranged with any caterer of your choice. There are lists of food and beverage caterers on our website for your convenience.

- b) Self-catering is allowed, but food must be brought in ready to serve.
- c) No cooking is allowed on site, including opening and heating of canned foods. Professional grilling is allowed, as long as no grease or ashes will be spilled.
- d) You or your caterer must provide all related serving, eating, and drinking utensils. Our insurance does not allow us to provide coffee pots, water pitchers, and the like.

**11. BEVERAGE SERVICE** (Items a-d are based on WI laws in force at time of booking.)

- a) Alcoholic beverages can be served but not sold on premises.
- b) You can purchase beverages at any retail or wholesale vendor of your choice.
- c) Hard liquor service requires mature (but not necessarily licensed) bartenders.
- d) We recommend that hard liquor service be concluded at 10PM. This will limit your liability, should some guests over-indulge in alcoholic drinks served free of charge.
- e) Should Homestead Meadows obtain a Wisconsin Liquor License, we will offer the best possible accommodation of your beverage preferences at competitive prices.

**12. DANCE MUSIC GUIDELINES**

- a) Dance music must be staged indoors.
- b) Music cannot be loud enough to disturb the tranquil country atmosphere and neighbors of Homestead Meadows.
- c) Music must conclude one half hour before the above listed closing times. No recorded music can be played after the music ending times.
- d) Your band or DJ should be prepared to pack and leave in about one half hour.

**13. REHEARSALS**

- a) Most wedding parties do not rehearse on site, or do so on the wedding day, during morning setup activities. Some parties prefer to rehearse on site on a day before the wedding day.
- b) When possible and does not present a conflict with another event, we will provide an on-site rehearsal opportunity, at a modest cost of \$100.
- c) The rehearsal must be brief – about 45 minutes.
- d) If scheduled on Fridays and Saturdays, rehearsals must be scheduled during the dinner hour – between 6 and 7PM. This is so as not to interfere with the event under way.

**14. SECURITY**

- a) Do not leave valuable items like wallets, cell phones, purses, and cameras unattended.
- b) Lock valuables in your car.
- c) Remember, no group is entirely safe from mischief and crime.

**15. COMMUNICATING WEDDING DAY DETAILS TO US**

- a) Details of your wedding schedule and setup are provided to us by completing the Wedding Setup Checklist posted on our website at:  
[http://www.homesteadmeadows.com/event\\_planning.htm](http://www.homesteadmeadows.com/event_planning.htm)
- b) Send us the Wedding Setup Checklist with your final payment two weeks before the wedding day. Or you can e-mail the Checklist separately.

Please know that we have refined the above guidelines over many years and more than eleven hundred wedding events. Observing these guidelines will help us work with your families and assistants to create your perfect wedding day at Homestead Meadows.

# Homestead Meadows' Policy on Wedding Cancellations

The standard policy of wedding banquet facilities is that wedding deposit payments are non-refundable. Homestead Meadows follows this standard.

There are several reasons for nonrefundable deposits. Here are some thoughts to explain why this policy is reasonable and necessary.

## Reason 1

If deposits were refundable, many couples without firm plans or serious commitment would reserve a date and later cancel. Cancelled dates are often not possible to re-book, or are rebooked at much reduced rates.



## Reason 2

The wedding banquet business is a challenging one, as evidenced by the fact that several banquet facilities in Northeast Wisconsin have gone out of business—some more than once—within the past few years. Some reasons are:

1. Large group facilities require a high investment, and are utilized mostly on weekends.
2. Most wedding couples visit many different facilities before they decide where to book. This results in high expenses scheduling visits and holding personal and telephone, e-mail, and text messaging discussions.
3. Lots of staff members need to be available to staff a wedding—for setup, monitoring, and cleanup functions. This creates challenges in hiring and training help, and dealing with high staff turnover.
4. When a wedding is cancelled after being booked, it is likely that other couples who may have been interested in the same date had been turned away.
5. Even if the date is booked again later, the marketing expenses for booking the date have added up significantly. It costs a great deal to meet with wedding couples and their families—sometimes repeatedly—and to turn away other couples after a date is booked.



Homestead Meadows has set reasonable initial and scheduled investments for weddings and other events to book dates firmly and hold them over months. These payments are nonrefundable.

Please consider this when making your plans. We want you to be sure that Homestead Meadows is the right place when you are ready for your spectacular country wedding.

