



*White Barn Estates*



Weddings



Proms & Formals



Wedding Reception



Date Parties

Company/Organization: \_\_\_\_\_ Date: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

EVENT DATE: \_\_\_\_\_ EVENT TIME: \_\_\_\_\_

**White Barn Estates Payment Schedule**

Date of Payment	Payment for	Type of Payment	Total
	<b>TOTAL FACILITY AND DEPOSIT PAYMENT DUE AT DATE OF BOOKING</b>		\$
	Contract Payment		\$ -
	Contract Payment		\$ -
	<b>Final Contract balance 30 Days Prior to Event</b>		
	<b>TOTAL CONTRACT FOR WEDDING</b>		\$
	Food Payment		\$ -
	Food Payment		\$ -
	<b>TOTAL FOOD ORDERED</b>		\$
	<b>TOTAL BAR &amp; BEVERAGE</b>		\$ -
	Bar, beverage & food payment due 10 days prior to event		\$ -
<b>Total Payments</b>			
<b>Subtotal Contract</b>			
Charges incurred 10 days wedding and at wedding must be paid by credit card that night.			
<b>Total</b>			

ANY OTHER PAYMENT SCHEDULES MUST BE SUBMITTED IN WRITING FOR THE APPROVAL OF THE WHITE BARN ESTATES BOARD.

Facility Fee and Deposit must be paid day of booking.

\_\_\_\_\_  
Bride/Client Signature & Phone Number

\_\_\_\_\_  
WBE Representative

\_\_\_\_\_  
Person Responsible for Payment & Phone Number

Attention Event Planner:  
Payments must be scanned and emailed to business office for archiving and tracking purposes.







Date of Event: \_\_\_\_\_

Name/Organization: \_\_\_\_\_ Date: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

## Event Rental Options

#	Description	Each	Item Total
	Chocolate Fountain does not include fruit	\$ 400.00	
	Champagne Fountain does not include drink	\$ 75.00	\$ -
	DJ Services	\$ 600.00	\$ -
	Golf Clubs	\$ 8.00	\$ -
	Billiards	\$ 15.00	\$ -
	Horseshoes	\$ 15.00	\$ -
	Croquet	\$ 15.00	\$ -
	Bingo includes two staff	\$ 500.00	\$ -
	Casino Games includes three dealers	\$ 500.00	\$ -
	Golf Carts per cart	\$ 8.00	\$ -
	Driving Range per person	\$ 7.00	\$ -
	Projector, Microphone & Podium	\$ 50.00	\$ -
	White Chairs	\$ 4.00	\$ -
	Linens other then white per table	\$ 10.00	\$ -
	Napkins other then white	\$ 0.20	\$ -
	Cloth Napkins for	\$ 0.20	\$ -
		Subtotal	\$ -
<b>Total Rental Options</b>			

Bride/Client Signature & Phone Number \_\_\_\_\_

WBE Representative \_\_\_\_\_





Date of Event: \_\_\_\_\_

Name/Organization: \_\_\_\_\_ Date: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Number Served: \_\_\_\_\_

## Catering Order

Serving Start Time \_\_\_\_\_

#	Course	Description	Each	Total
				\$ -
				\$ -
	Appetizers			
				\$ -
	Entrees			\$ -
				\$ -
				\$ -
	Sides			\$ -
				\$ -
	salads			\$ -
				\$ -
	Desserts			\$ -
	Bring Your Own Food	Includes Clean Up	\$500.00	\$ -
				\$ -
			Subtotal	\$ -
			Tax	
			Gratuity 15%	
			<b>Total Catering Order</b>	

Bride/Client Signature & Phone Number \_\_\_\_\_

WBE Representative \_\_\_\_\_



Date of Event: \_\_\_\_\_

Name/Organization: \_\_\_\_\_ Date: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Number Served: \_\_\_\_\_

## Beverage Order

#	Beverage	Description	Each	Item Total
	Wine			\$ -
				\$ -
				\$ -
				\$ -
	Champagne			\$ -
				\$ -
	Spirits			\$ -
				\$ -
				\$ -
	Mixers			\$ -
				\$ -
				\$ -
	Coffee			\$ -
	Tea			\$ -
	Soda			\$ -
			Subtotal	
			Tax	
			Gratuity 15%	
			<b>Total Beverage Order</b>	

Bride/Client Signature & Phone Number \_\_\_\_\_

WBE Representative \_\_\_\_\_





***Inclement Weather Policy***

***Weddings***

In the event of inclement weather, gazebo weddings will be transferred to the White Barn.

***Events & Parties***

Rainchecks will be issued for your outdoor event should inclement weather interfere.

***Cancellation Policy***

***Weddings Only***

If wedding is cancelled Security Deposit is forfeit. Cancellation within 30 days of the ceremony will result in loss of Security Deposit & ½ the Ceremony Payment. Cancellation within 14 days of the ceremony will result in total monies paid being forfeit.

***Parties & Events***

No refunds will be given for any other event cancellations. We will be glad to reschedule your event, or apply monies paid as a credit for future event.

I HAVE READ AND AGREE TO THE TERMS OF THE 'INCLEMENT WEATHER POLICY' AND THE 'CANCELLATION POLICY' AS DESCRIBED ABOVE:

_____	_____	_____
Customer/Responsible Party (Print)	<i>Customer Signature</i>	Date
_____	_____	_____
White Barn Estates Agent (Print)	<i>Authorized Signature</i>	Date

**NO CONTRACT OR AGREEMENT IS CONSIDERED AGREED UPON, AUTHORIZED OR VALID UNLESS THIS DOCUMENT IS SIGNED AND DATED BY BOTH PARTIES. IF CUSTOMER HAS ANY PROBLEMS OR CONCERNS, THEY SHOULD CONTACT THE OWNER.**