



FARLEY CENTER SPACE USE POLICY FOR
WEDDINGS, CEREMONIES AND OTHER LARGE GATHERINGS

We are glad you want to celebrate your ceremony, with the land as witness. Due to the special needs of ceremonies there are particular arrangements and details that need to be coordinated. All general rules* also apply for ceremonies.

- ❖ 120 person capacity, (guests and ceremony participants) for an outdoor ceremony, 40 persons for an indoor ceremony.
- ❖ There are two time frames to choose from for your ceremony
- ❖ All activity related to your ceremony must occur WITHIN your selected ceremony rental time. This includes access to changing room, musicians setting up, etc...

SCHEDULING

Reservations are required. All space use reservations are made by calling the Farley Center Office at 608-845-8724, Monday-Friday from 9:00 - 4:00, or e-mailing info@farleycenter.org. The following days and times apply for large group reservations:

Days	Times Available
Friday, Saturday and Sunday	8am-11pm
Monday-Thursday	2-10pm

FEE RATE SCHEDULE

All fees are billed immediately after the reservation is made. Fees are payable by cash, check, or by credit card via Pay Pal. A non-refundable deposit is required at the time of reservation. Full payment is due within six (6) weeks prior to the event date. Fees are subject to change. All fees quoted to prospective users will be honored for the duration of the calendar year. By making or authorizing payment to the Farley Center, Lessee agrees to be bound by all terms and guidelines of this Agreement. Space use agreement and deposit must be received to guarantee your reservation.

Event	Fee	Non-refundable deposit
Special group events (weddings, ceremonies, etc)	\$1000 base rate	\$500

If space set up or clean up requires more than the day of the ceremony, an additional \$100 fee will be charged daily.

CEREMONY GUIDELINES

A private changing area will be made available prior to the ceremony. There is a washroom just outside the changing area and one upstairs. The storage of any equipment or other accessory items belonging to the users is not permitted unless paying the additional day charge. Farley Center is not responsible for any equipment or other accessory items left at the Farley Center at any time.

1. Rehearsals are scheduled on an availability basis only.
2. Please do not use paper runners on the grass since they can shred. Cloth, hard plastic, or plastic-backed papers are acceptable.

3. Throwing rice, glitter, birdseed, confetti, and releasing of balloons is prohibited. Use of fireworks is prohibited. Bubbles are acceptable outdoors only.
4. Chairs and all other equipment may be set up on paths and grassy areas. Chairs, tables, podiums, electrical cords or the like are not provided by the Center. Lessees wishing chairs or other equipment may contract with a rental service or provide their own. Chairs, musicians and all other equipment must be set out and taken down WITHIN the rental time. Tents can be set up on the grounds, but we ask that you fill in any holes left in the ground. Rented tent set up and take down may occur within the rental company's schedule.
5. Please note that the Farley Center remains open to the public during your reserved time. There will be no other event during your reserved time, but other types of program activities may be occurring- for example the farmers may be working in the fields or the packing shed, or visitors may come to talk to staff etc..
6. We take reservations for ceremonies up to 1 year in advance of the occasion on a first come first served basis.

***GENERAL RULES AND REGULATIONS**

Individuals or groups utilizing the Farley Center building or grounds must comply with the following space use rules and policies. Failure to comply with these rules will result in the loss of utilization privileges.

All groups or individuals are responsible for the behavior of their guests and invitees. Groups or individuals specifically shall take responsibility for alcohol consumption of guests and any behaviors which may be harmful to any of the facilities, including the plant life, building, grounds, landscaping or other property of the Farley Center.

-No smoking inside. No firearms on premises. No fireworks. No fires.

-If furniture is rearranged, it will be put back in its original place prior to leaving.

-Groups will be responsible for cleaning of the kitchen and all areas utilized, removal of table cloths, personal equipment and assuring that the premises are in the same good condition as when the group took responsibility for the premises. This includes but is not limited to the following:

- All tables and chairs must be wiped off and clean. Wipe up any spills on floors and counters.
- Put all disposables in heavy duty garbage bag or garbage container.
- Recyclables must be placed in recyclable containers only.
- All cardboard boxes must be broken down, bundled and placed in the blue recycle bins in the garage
- Put away any tables, chairs and other equipment that your group sets up outside.
- Use of Center audio-visual equipment will be returned in working order
- Any additional table and chair set up outside must be taken down prior to leaving. Table cloths are not available through the Farley Center. Additional tables and chairs or tents must be provided by group or rented from a supplier.
- The use of nails, screws, tacks or the like, other than painters tape, to fasten decorations or other materials to walls, doors or from the ceiling is strictly prohibited.
- Candles are allowed only if the flames are enclosed in a glass candle holder/lamp, or the like.
- All evening events must conclude in time for everyone to be out of the space by 11:00 p.m.
- We request that you limit parking to about 20-30 vehicles, carpooling is encouraged.
- We ask that the sound level not be intrusive on our neighbors.
- Private caterers share in the responsibility for the use of the premises and must have their own liability insurance. Anyone serving alcoholic beverages for groups open to the public, needs to be a licensed bartender or have a Wisconsin Responsible Beverage Server certificate.