



# Claxton Farm

## Frequent Asked Questions

### Facility

- [[ **Who owns Claxton Farm?** Claxton Farm is a privately owned working farm; Porter and Martha Ann Claxton with their five children moved here in 1976.
- [[ **How long do I have use of the facility?** Typically we divide the day into two time slots (9am-1pm and 5pm-10pm) for weddings. Four hour time slots are available for corporate events and rehearsal parties. Your event may go later into the evening with a \$400 per hour charge.
- [[ **What is included with the facility rental?** The use of our Special Event Barn with vaulted ceilings, a grand stone fireplace and covered terrace. On site parking, full service restroom facilities, a limited number of black+white gingham oil-cloth linen, thirteen 60” round tables, 125 black folding chairs, buffet service tables, bar service tables, pond fishing in our fully stocked pond, an array of lawn games, 360 degrees of unobstructed mountain views. Wedding Ceremony and Reception includes our Bridal Bower for changing into the dress, as well as ceremony set-up and take down.
- [[ **Can I visit Claxton Farm without an appointment?** Since Claxton Farm is a private working farm, we request that you have an appointment for a tour of the farm and its facilities. Any meetings with vendors involved with the event must be prearranged with your Event Specialist.
- [[ **What animals are on site?** 150 registered polled Hereford cattle, miniature horses, llamas, goats and even camels!
- [[ **Are dogs allowed at events?** Yes, dogs must be on a leash. It will be necessary for you to have someone in your group assigned to “doggie duty” to ensure clean up after your pet. Also, the Bower may be used for keeping your dog but they must be in a crate if so.
- [[ **Are guests allowed to swim?** No, swimming is not permitted.
- [[ **Are guests allowed to fish?** Yes, we have a fully stocked pond; guests must provide their own fishing poles and artificial bait. Packages available.
- [[ **Is overnight camping allowed?** No, but Claxton Farm has a list of campsites for your adventurous guests.
- [[ **What hotels accommodate nearby?** A great source of information about accommodations in Asheville can be found on [www.exploreasheville.com](http://www.exploreasheville.com). There are plenty of accommodations convenient to Claxton Farm. Please ask about our Lodging List for more information about cabins, B&B’s and more!
- [[ **Can cars be left overnight?** Generally, cars cannot be left overnight since it is a private farm and the main gate is locked. However, if you think transportation might be a problem for your guests, we can make arrangements for vehicles ranging from passenger vans to 55 passenger motor coaches. If at the end of the event, it becomes necessary to leave a car on site, arrangements must be made with the Event Manager on duty prior to vacating the property.

- [[ **Do I need to purchase event insurance?** No, we are a fully insured event service.
- [[ **Can Claxton Farm signs/barn décor be moved?** While the Claxton Farm signage and décor are fixture items, we invite groups to be as creative as they like with our facility. For the most part, we are very flexible with table arrangements, decor, etc. We do ask that groups also be responsible for cleanup of their decorations. Keep in mind that what you bring must leave with you at the end of the event so remember to delegate!
- [[ **Is the facility handicapped accessible?** Yes, your guests can be dropped off right at the event site! Parking for events is directly beside the event site with a slight incline. Handicap Parking is located right by the barn entrance with level concrete access.
- [[ **How is parking handled?** There is plenty of parking available.
- [[ **Is the parking area lit?** Yes
- [[ **Are there restrooms?** There are full service restroom facilities in the barn. Each restroom is handicapped accessible.
- [[ **Does the barn have A/C or Heat?** Yes, the barn is heated and cooled for year round event use.
- [[ **What is the back-up plan for rain?** Although weather is out of everyone's control, most importantly we have several plans in place to ensure comfort no matter the weather. Based on guest counts, some of the back-up plans bring about additional costs while others do not. Speak to your Event Specialist.
- [[ **Is smoking allowed?** Smoking is not allowed inside the barn. Smoking areas are available outside.
- [[ **Can I rehearse?** Yes, rehearsals are subject to site availability. There is a flat charge for wedding rehearsals of \$300. This charge includes your assigned M7 Bridal Attendant opening the property for a maximum of two hours. If an onsite rehearsal is not available for your desired timeframe our Bridal Attendant can travel to your rehearsal for a fee of \$100 or more based on the location. She has conducted them in hotel courtesy rooms, hotel ballrooms, city parks, back yards, restaurants, etc...
- [[ **What are the sizes of the tables?** 60" round tables are standard- which seat 8 people comfortably, with rental options for larger banquet style tables or smaller "sweetheart tables."
- [[ **What is seating like?** The seating varies depending on how many guests will be attending. With large groups (160+), we often will have a tent in addition to the barn for tables and seating. A set up that works extremely well with larger groups would be some seating inside the barn and some under the tent allowing for guests to flow freely between.

### Rentals

- [[ **Can I bring in my own rentals?** A major perk of using M7 Event Solutions is that we are a full service event planning organization, so we handle all the details of rentals for you.
- [[ **What items are available for rental?** Chairs, tablecloths, tables of various sizes, china and glassware, dance floors, tents, high chairs, A/V equipment, service ware and catering equipment, bubble machines, heaters, fans, lounge furniture, sound systems, lighting, etc.

- [[ **If I prefer not to rent china what is the option?** We have an eco-friendly disposable serveware, biodegradable cups and utensils, as well as white paper dinner napkins that are included with the menu price.
- [[ **Are specialty colored linens available?** Yes, speak with your Event Specialist about the linen options.
- [[ **Am I charged for damaged rentals?** Generally, we do not pass on replacement charges to our clients. If replacement/damage charges are excessive, we reserve the right to collect the fees.
- [[ **Am I required to have a tent?** No, you are not required, but we might strongly suggest a tent depending on the size of your party. If your guest count reaches beyond 150, a tent is an excellent option for additional seating and as a rain back up.
- [[ **Do sidewalls come with a tent rental?** Sidewalls are an option but not a requirement. Sidewall pricing is based on the linear feet required.
- [[ **Do I need to rent separate ceremony and reception chairs?** No, our staff will move the chairs from the ceremony site to the reception area. We do reserve the right to request separate rental of ceremony chairs on rare occasions where the details of the day necessitate that chairs be in place at ceremony and reception area.

### Ceremony and Reception

- [[ **Who sets up the ceremony chairs?** M7 Event Staff
- [[ **Does Claxton Farm supply the officiant?** No, but we have solid relationships with local officiants and can make suggestions. Ask to see our Vendor List for just a few options the area has to offer.
- [[ **Do I need a microphone for the ceremony?** No, the acoustics are unbelievably good and no microphone is needed.
- [[ **What items are available in the Bridal Bower?** The Bridal Bower has electricity, a small counter, dress hooks, seating and mirrors.
- [[ **What is the backup plan for rain?** Depending on your group size, guests should be comfortable inside the barn. For larger groups, we would discuss renting a tent to provide additional covered seating and an alternative ceremony site. In most cases we wait out the rain, the staff will dry the chairs and we go on as planned!
- [[ **Who is responsible for set up of tables and chairs?** M7 Event Staff will handle the set up of tables and chairs – décor is handled by a florist or the client.
- [[ **Who is responsible for clean up of tables?** M7 Event Staff
- [[ **Is there a guestbook table?** Yes, we work out the details of your needs and ask the right questions to ensure that any table needs are met.
- [[ **Is there a cake table?** Yes, we include a 48" round table – if you prefer another style table, this can be included in your rental order.
- [[ **Do I need to provide utensils?** No, we will provide utensils or rent your desired utensils for you.
- [[ **How can I display favors for guests?** You can be creative in your favor display; many choose to display their favors on the guestbook table, on a barrel or at each placesetting.
- [[ **What options are there for ceremony music?** We have many great contacts for bands and DJs ranging anywhere from bluegrass to classical jazz to Top 40s - tell

us what band or music you envision and we can make the necessary arrangements!

- [[ **Who cuts the cake? Is there a fee?** M7 Event staff will cut your cake with no additional fee.
- [[ **What items cannot be used in the décor at Claxton Farm?** Any send-off favors such as rice, confetti, birdseed, lavender, silly string, sky lanterns etc. No helium balloons are allowed outside the buildings, and no open flames are permitted inside the barn. A \$500 clean up fee will come in to play if these rules are not followed. No tacking, nailing, gluing, or sticky items allowed on any area of the venue.
- [[ **Do I need to assign seating?** This is completely your decision, whatever correlates to the atmosphere you wish to create for your wedding day. The relaxed atmosphere found at Claxton Farm often makes seating assignments unnecessary. If you decide to assign tables for your guests your Event Specialist will guide you to the items we will need logistically from you.
- [[ **When are decorators, cake bakers, photographers, and the wedding party allowed on site?** Two hours before your defined event start time.
- [[ **What transportation options are available?** The inventory available to us includes: 55 passenger motor coaches, 44 passenger school buses, limousines, classic cars, and 12 passenger vans. A possible convenience for you could be to “shuttle” your out-of-town guests to and from the Inn or Hotel.
- [[ **Can items be left overnight?** No, the property must be cleared by the end of your event time slot so our staff can clean and take down the necessary rental items.
- [[ **Is there refrigeration available for flowers or cake?** No. There is limited refrigerator space available which is usually consumed by catering so please discuss with your Event Consultant.
- [[ **Are babysitters available?** We can arrange for a babysitting service on site or provide you with contact information to pass on to parents who may choose to make arrangements directly.
- [[ **Do you provide referral information?** Yes, we have a Vendor List with photographers, florists, bakers, ministers, salons and wedding planners!

### Bar

- [[ **Is security required?** Yes, security is required for all private events having a bar- the charge is \$150 per event.
- [[ **Is a Claxton Farm bartender required?** Yes – in compliance with NC State Law.
- [[ **Do you check I.D.s?** Yes, as required by law. We do not support underage drinking and reserve the right to check identification as well as refuse service to anyone showing signs of extreme intoxication. We aim to keep your guests safe from harm, especially drinking and driving.
- [[ **Are cash bars allowed?** No – the license under which we operate does not permit a cash bar.
- [[ **Can I provide my own alcohol?** You can, although we have found it to be less stressful when clients allow us to provide the beer and wine. There is a \$10 corkage fee per bottle of wine and champagne opened during the event. A \$25 fee for each case of bottled beer, and a \$125 fee per keg.
- [[ **Can I provide my own liquor?** Yes, if you provide liquor for your event, we will provide experienced bartenders to serve it and mixers to go with it. The charge is

- a one time \$5.00 per person fee for those 21 and older and includes standard mixers and garnishes. You will also be required to obtain a Limited Special Occasion Permit as well as purchase the liquor in the state of NC. Speak with your Event Consultant for more details.
- [[ **Can I limit the amount of alcohol?** Specific quantities can be placed on wine or beer usage. Claxton Farm can also allow for back up alcohol should you wish to increase the amount ordered. This must be discussed in advance with Event Specialist.
  - [[ **What beers are available?** We have an array of Import/Microbrew beers available. Of course, locals such as Highland Brewing, Pisgah Brewing, Green Man Brewing, Hi Wire Brewing, Asheville Brewing, French Broad Brewing, and more. We also have Domestic beer available. Beer is always subject to availability and may be available in limited forms (bottles/kegs).
  - [[ **Can unused beer in kegs be taken off the premise?** Because of ABC licensing laws, kegs that we provide cannot be taken off the premise.

### **Catering and Non Alcoholic Beverages**

- [[ **Is outside catering allowed?** No, M7 Event Solutions is a full service event organization with our own catering company. We can provide many different options to cater to your tastes and wishes.
- [[ **Can I arrange to taste the food?** Yes you can, please ask your Event Specialist for Food Tasting Guidelines if you are interested in a Food Tasting. Tastings are held during business hours Monday- Thursday at our catering kitchen venue.
- [[ **Do you provide non-alcoholic beverages?** Yes! The non-alcoholic beverage station is open and flowing the entire event. Sweet and Unsweet Teas, Regular and Decaffeinated Coffees as well as Coca-Cola Products and Lemonade.
- [[ **Are plated meals an option?** Yes, although we find that a buffet style works best with the atmosphere at Claxton Farm. Additional fees and/or service staff are required with plated meals.
- [[ **What happens to leftover food?** If there are any leftovers we ask that you please provide containers to carry the food home with you or we can plan to do so for a fee of \$35 for packaging. As a caterer we are unable to donate food to shelters. If you are unable to take food with you, the Claxton Family does share the food with the community.
- [[ **When is the final count due?** 2.5 weeks prior to your event. After this time, you may increase the numbers but they may not be reduced.
- [[ **Are vegetarian or allergy specific meals available?** Yes! Our kitchen can accommodate you and your guests' dietary needs. We need to know the names of those guests to ensure they get their meal.
- [[ **When are final menu selections due?** Final menu selections are due no later than 3 months prior to your event. We understand that quantities may change.
- [[ **What if extra guests show up?** If you are aware that your count is increasing as late as the day of the event, it is imperative that you notify us. Because there is no kitchen facility on site, we have a specific quantity of food available on site.
- [[ **Do I need to include vendors in guest count?** Many vendor contracts will require you to feed them if they are going to be present for most of the event. The band members/DJ, photographers/videographers can be included in the dinner; please include them in the final count. A Vendor Boxed Lunch is also available.

- [[ **Is children's pricing available?** Yes. We have Children's menu options available; ages 2 – 11.

### Staff

- [[ **What M7 management is on site on event day?** There will be an Event Captain, whose main role is to be the liaison between the property owners, our company, you and your family/guests. The Event Captain main focus is set up, event staff, and food. The Event Captain also ensures that the wedding and reception are executed exactly as we have planned and that you and your guests are served to the fullest extent possible. If you are having your wedding at Claxton Farm- there will also be a Bridal Attendant present to help make sure all your needs are met and the ceremony runs smoothly. The Bridal Attendant is on duty from the set up start time intercepting and directing vendors, directing the ceremony processional and keeping the timeline flowing smoothly until the monumental moments have occurred such as cake cutting; special dances, etc. After the Bridal Attendant has completed her duties, the Event Captain will assume the full role to the end of the evening. Service attendants according to your group size will also be onsite, including: grill cooks, buffet attendants, and general maintenance staff.
- [[ **What role does staff play during the event?** They perform many roles including making sure the event site stays clean, dirty dishes are taken away, your food and drinks are set-up and served, and you and your guests are happy and have everything you need.
- [[ **What are the duties of the Bridal Attendant?** To make sure everything is in order and will run smoothly, to organize everyone in their roles for the ceremony, and most importantly, to make sure the bride is happy, stress-free, and enjoying one of the most important days of her life!
- [[ **What does the staff wear?** Our staff members are in uniform: a black M7 Event Solutions polo shirt and black pants, and are always clean, neat, and professional. The Event Captain and Bridal Attendant may be dressed in nice, professional attire.
- [[ **Is tipping required?** Tipping is not required but always appreciated.
- [[ **Why is the staff paid for two hours before and two hours after the event?** These are the typical times required to prepare the facility for your guests. Depending on the specific details of your event, additional set up/staff time may be required.
- [[ **What is the service charge?** The service charge is 10% and will be added to your event subtotal. This is a "planning fee" and is paid, in part, to your Claxton Farm Event Sales Office. Services covered in this fee are on-site client meetings, planning and coordinating all event details- including but not limited to rentals, entertainment, catering, staffing, etc.

### Entertainment

- [[ **Can I secure my own entertainment?** Yes you can, although we would prefer to contract the entertainment as we find it relieves stress for all. If you book a DJ

or Band directly, there is a \$150 electrical fee charge. If you are contracting with a band, they should supply their own equipment.

- [[ **What types of bands are available?** We have great contacts and working relationships with many bands and DJs from Bluegrass, Classical, Swing, Folk and Top 40.
  
- [[ **Is a sound system provided?** We will be happy to rent a sound system for you, this is generally to allow for iPod applications and for microphone usage. You are required to provide the device, the adapter cable, and the operator/Emcee for the evening. This is not a PA system for a band – this sound system is not adequate for their needs.
  
- [[ **Do I need to count band members in guest count?** If you wish to have a meal for the band, they should be included in the guest count. A Vendor Boxed Lunch is available. Please be sure to read their contract because some bands require hot meals.
  
- [[ **What restrictions are there on entertainment?** The entertainment must stop at the time designated in your contract, and the Event Captain reserves the right to turn down the sound if the band becomes too loud. At 10pm we ask that all music be played inside the venue to adhere to the community noise ordinance.
  
- [[ **How long does a band have to set-up for?** Two hours prior to the event time.
  
- [[ **Is there enough electricity?** Yes, general band set ups do not usually require additional power. If you are contracting with a band it a good idea to discuss power needs prior to event day. Claxton Farm has an industry standard; four dedicated 20 amp circuits.
  
- [[ **Is there enough lighting?** Yes, the stage area and dance floor have standard lighting. Some bands choose to provide additional stage lighting and should clear this with the event coordinator prior to event day.
  
- [[ **Does Claxton Farm have a stage?** No, our outside bandstand is a flat concrete area measuring 12 x 14. The inside bandstand area is 12 x24. If a stage is required by the band speak with your Event Specialist about rental and set up options.

**There will be many, many more questions along the way so please feel free to contact our Claxton Farm Event Sales Office.**

**We are here for you as you plan this special event!**

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