

Claxton Farm

General Information + Policy Form

Welcome!

Thank you for requesting more information about your event at Claxton Farm.

In the following pages you will find General Information on pricing, policies, ideas and how an event comes together at Claxton Farm.

M7 Event Solutions is a full service event and catering company caring for Claxton Farm exclusively for well over a decade.

We pride ourselves on our customer service and genuinely want to help you create a memorable event for you and your guests.

We are here to answer any questions you may have along the way!

Warmly,
Claxton Farm Events



PO Box 6100, Asheville, NC 28816
OFFICE: 828-658-1390
EMAIL: events@claxtonfarm.net

www.TeamM7.com
www.ClaxtonFarm.com
www.ClaxtonFarm.blogspot.com

Claxton Farm

Policy Form

Standard Facility Rental Fees:

Monday – Thursday Negotiable

Friday or Sunday \$1,500.00

Saturday \$2,500.00

Note: Based on a standard 4 hour event time; includes our house tables and chairs.

Wedding Ceremony & Reception Rental Fees:

Monday – Thursday Negotiable

Friday or Sunday \$1,750.00

Saturday \$2,750.00

Note: Wedding Ceremony w/ Reception Fees include use of our Bridal Bower for dressing, ceremony setup and take down, and a total event time of 5 hours (1 hour ceremony and 4 hour reception).

Minimum Expenditures:

Events at Claxton Farm require the following minimum expenditures:

Friday: \$5,500.00 Saturday: \$10,000.00 Sunday: \$7,500.00 Monday-Thursday: Negotiable

Please be advised that the event minimums described above are the least amount that your event can cost in order to use our facility. Event minimums are made up of facility fee, food and beverage costs, any entertainment or rentals contracted through our sales office, labor fees for service staff, arrangements for transportation, and any other incidentals. Event minimums do not include current State Sales tax or 10% service charge.

Weddings, Rehearsal Parties and Other Private Events:

Each event will have a defined START time and a defined END time. Decorators, florists, bakers, Wedding Parties, etc. will be allowed into the property no earlier than two hours prior to event START time. Events that run past event END time will be billed \$400 for one additional hour on site.

ALL private events at Claxton Farm must end by 10:00 PM with facility and parking areas cleared by 11:00 PM. Although we encourage clients to be innovative and creative with event themes and décor, we ask that you follow these few guidelines:

-After wedding receptions, please use bubbles or sparklers at departure of the newlyweds. Any other materials will result in a \$500 clean up fee to the client.

-Please, no helium balloons outside the buildings.

-Décor plans should be clarified with sales representative prior to event.

-If you have plans for your event to last beyond 10 pm, speak with sales representative about flexible options.

Deposits and Payment Policy:

To secure a date at the Claxton Farm, we will accept a \$1,000 nonrefundable deposit. After receipt of this deposit, the Event Specialist will provide a payment timeline listing future payment details. During this time, your sales representative will confirm all event details and issue a contract. 50% of the estimated total charges are due at contract signing. Guaranteed guest count is required **16 days** prior to your event. Final charges will be based on this amount and are due and payable **7 days** prior to event date. If final payment has not been received 7 days prior to event date, payment must be made using certified funds. Any event charges accrued during your event will be due and payable at the conclusion of the event. We accept Checks, Cash, MC, Visa, and Discover. (A 3% Electronic Payment Fee will apply to all credit transactions.)

All payments should be made payable to:

**M7 Event Solutions
PO Box 6100
Asheville, NC 28816**

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Cancellation Policy

All payments and deposits are non-refundable. Events that have gone to contract and cancel within 90 days of their event will be liable for 50% of the remaining balance due. Clients that cancel within 30 days of the event will be billed for payment in full.

Inability to Perform

In the event that M7 Event Solutions, d/b/a Claxton Farm, LLC, is unable to fulfill its obligations as described in this sales contract caused by reason of fire or other casualty, or act of God, and such casualty results in partial damage or total destruction to the building(s) or premises in question, M7 shall first offer to fulfill the obligations of this contract through one of our other venues, if available. If this is not acceptable to the client we will offer to reschedule the event at Claxton Farm on a future date allowing appropriate time for repairs to the facilities, or refund to the client any monies received with the signed contract.

Outside Vendors

At Claxton Farm, LLC, we support other local businesses. Although we do not allow outside catering or party rental companies onto the premises, we welcome florists, bakers, musicians and other entertainers and artisans. Any outside vendor that is arranged by the client must first be approved by a sales representative and must provide full details regarding their role in any particular event (i.e. contact name and phone number, arrival/set up time, etc.) For any entertainer/vendor that may require the use of electricity, the client will be billed a \$150 electrical fee. This fee only applies to "outside" vendors. Decorators are allowed into the facility no earlier than 2 hours prior to event time.

Note: Vendors that are not pre-arranged with the sales department will not be allowed on property at the time of the event.

Booking Availability

In the interest of maximizing the booking potential of Claxton Farm, we have divided available dates into two time periods: **1st TIME SLOT 9:00 A.M. — 1:00 P.M.** **2nd TIME SLOT: 5:00 P.M.-10:00 P.M.**

Wedding Rehearsals

Wedding Rehearsals are subject to availability. There is a flat charge for wedding rehearsals of \$300, and a two hour maximum. If you prefer due to scheduling purposes, the M7 Bridal Attendant can travel to your Offsite Rehearsal for \$100 (based on location).

Damages to the Facility

The client will be liable for any and all damages to the facility or grounds that occur during the event, except for accidents/damages that may occur due to negligence on the part of the Claxton Farm staff. Damages also include rental items found missing/stolen/damaged during the Event.

Right to Photograph

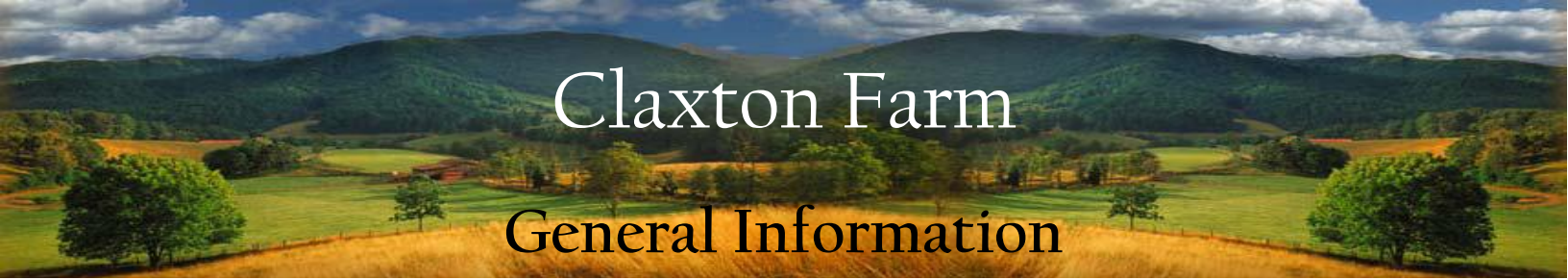
M7 Event Solutions at Claxton Farm reserves the right to photograph any event in a "non-specific" manner in order to obtain images of our event facilities in use. These photographs may be used in general promotional materials including Web site photo galleries, etc.

Client acknowledgement:

By signing below, I _____, acknowledge that I have read and understand the Claxton Farm General Policies, and will adhere to all guidelines set forth within.

Client Signature: _____ **Date:** _____

Name and Date of Special Event:



Claxton Farm

General Information

Event Staffing

Each event at Claxton Farm will require an Event Captain.

Service Attendants will be scheduled according to group size and service style.

Claxton Farm service staff is always in uniform, clean, neat and professional.

Note: Labor fees are in lieu of any gratuities. Tips are not required yet always appreciated!

Claxton Farm Bridal Attendant

A M7 Bridal Attendant is required for weddings at Claxton Farm for a fee of \$400. If you have enlisted a Professional Wedding Coordinator then your Coordinator will work directly with the M7 Bridal Attendant the day of your event.

Service Charge

A 10% service charge will be added to your event subtotal. This is a “planning fee” and is paid, in part, to your Claxton Farm Special Event Consultant. Services covered in this fee are on-site client meetings, planning and coordinating of all event details on contract, including rentals, entertainment, catering, etc.

NC Sales Tax

Current State Sales Tax will be added to your event subtotal.

Non-Alcoholic Beverages

Unlimited non-alcoholic beverages - \$3.00 per guest

Beverages include Coke, Diet Coke, Pibb Xtra, Mello Yello, Pink Lemonade, Sprite, Iced Tea, Water and Coffee with condiments for the duration of your event.

Alcoholic Beverages: Beer Available at Claxton Farm

Domestic Kegs..... \$325.00 Import Kegs..... \$495.00

Domestic Bottles..... \$3.50 ea Import Bottles..... \$4.75 ea

Note: We have numerous varieties of beer available to you including famous locally brewed favorites.

Ask your sales representative for a list of available beers. Bottled beers are restricted to groups of 75 or fewer.

Alcoholic Beverages: Wine Available at Claxton Farm

Wine is charged per bottle opened - \$22.00 each

House Champagne is charged per bottle opened - \$29.50 each

750mL bottles of our private label Crest Mountain Wines, vinted and bottled exclusively for us at Biltmore Estate Winery. We feature a Chardonnay, Pinot Grigio, White Zinfandel, and Pinot Grigio as well as a hearty and smooth Merlot and Cardinal's Crest. *There is the option to bring in your own wine for a corkage fee.*

Other Alcoholic Beverages: Liquor by the Drink

Beverage Mixers (standard mixers with juices, garnish, tonics, etc.) - \$5 per person

Clients interested in serving hard liquor at their event bring that product themselves. You will be required to purchase the liquor in the state of North Carolina and obtain a Limited Special Occasion Permit when purchasing the liquor. Ask for your permit application with our signature of approval. We will provide experienced bartenders to serve it and mixers to compliment.

Security

A Security Officer is required at all private events where alcoholic beverages are served; \$150.00 per event. *Our bartenders and service staff will do everything possible to ensure that your guests enjoy themselves while visiting Claxton Farm. They will also do everything possible to keep your guests safe from harm, especially drinking and driving. We do not support underage drinking and reserve the right to check I.D. as well as refuse service to anyone showing signs of extreme intoxication.*

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Entertainment and Farm Related Attractions

Bon Fire w/ Marshmallow Roast \$100.00

Bon Fire w/ S'mores \$150.00

As the sun sets, we'll stoke up the fire and have marshmallows and roasting sticks on hand.

Professional DJ \$700.00 to \$1,000.00

We know our DJ's personally and ensure that they will work with you to provide the variety of music that YOU want to hear. They are professional and courteous with your guests and generally assist with the flow of the evening. Note: All amplified music at Claxton Farm is subject to volume control by your Event Captain.

Carolina Bluegrass Band \$800.00 to \$1,500.00

Bobby and Blue Ridge Tradition is our featured house band at Claxton Farm. They are perfect for the setting and have played at a large variety of events. Other bluegrass bands are available.

Variety Band \$2,000 to \$5,000

There are many fantastic local bands that can liven up your reception. We have recommendations to share and are happy to book entertainment for reception.

Transportation Services

Inventory available to us includes: *44 passenger School Bus *55 passenger Motorcoach * 29 passenger Minicoach * Limousines * Classic Cars * 15 Passenger Vans

YOU NAME IT! Over the last decade, we have come to know many talented musicians, artists, storytellers, speakers, magicians, etc. If you want it, we'll get it. From hot air balloons to horse and carriage, we can provide it all. Just let your Special Event Consultant know exactly what you are looking for!



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