

Claxton Farm

Policy Form

Standard Facility Rental Fees:

Monday – Thursday \$2,250.00

Friday or Sunday \$2,750.00

Saturday \$3,750.00

Includes 5 hours of Event time for Ceremony and Reception

Includes 4 hours of Event time for Reception Only

Event Minimums:

Monday – Thursday: No Event Minimum

Friday or Sunday: \$8,000 PLUS Tax and Service

Saturday: \$15,000 PLUS Tax and Service

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 \$500 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 Claxton Farm, we will accept a nonrefundable deposit equal to the venue fee for your chosen date. 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 3.5% 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

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.



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Pandemic Postponement/Cancellation Policy:

If we are able to execute your event, but you decide you are not comfortable with hosting, here are the options for moving. You can select a new date that falls on a Monday – Thursday and we will simply move your event to the new date. If you prefer to move to an available Friday – Sunday date, we will need a non-refundable payment of the full facility fee (based on the new date you chose). If we are mandated to close down again, by the government, we will move your date to any date of your choosing. If you want to cancel your event altogether (during a government mandated close down), the initial deposit paid will not be refunded. If the initial deposit does not cover the cancellation fees from other vendors M7 has booked for you, additional monies will be held to cover those cancellation fees. All remaining money will be refunded at M7's earliest convenience. If you decide to cancel while we are still able to host your event, we will follow the cancellation guidelines listed.

Inability to Perform

In the event that M7 Event Solutions, d/b/a Claxton Farm, is unable to fulfill its obligations as described in this Sales Contract caused by reason of fire, or other uncontrollable casualties that result 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 funds received with the signed contract, minus any fees already paid out (commissions, taxes, booking fees for other vendors).

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.

Wedding Rehearsals

Wedding Rehearsals are subject to availability. There is a flat charge for wedding rehearsals of \$400, and a one hour maximum. If you prefer due to scheduling purposes, the M7 Wedding Attendant can travel to your Offsite Rehearsal for \$200 (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 Signature: _____ Title: _____

Date: _____