



## **Dawn Farm Community Barn**

### **Rental Rates**

Half day Mon-Thur. (5 hours or less) - \$300

Half day Fri-Sun. (5 hours or less) - \$400

Full day Mon-Thur. (more than 5 hours) - \$400

Full day Fri-Sun. (more than 5 hours) - \$500

Projector, Laptop, DVD or VCR - \$50 extra

Rates for non-profits, Dawn Farm staff and alumni, and recovery-related groups are negotiable.

Rates include use of our tables and chairs.

An additional \$200 security deposit is due to reserve a date.

### **Barn Guidelines**

#### *Renting the Barn*

To rent the Community Barn, please complete the online contact form. Reservations can be scheduled up to 12 months in advance. Once a date is agreed upon, we will ask you to sign a rental agreement and submit your deposit. A security deposit of \$200 and a signed contract is required at least 30 days prior to your event to hold your date.

#### *Cancellation*

In the event of a cancellation, please notify us as soon as possible.

#### *Capacity*

The barn is approximately 3200 square feet.

The maximum capacity for the Community Barn WITHOUT chairs is 240. With chairs, the capacity is 141. With the addition of tables, the recommended capacity is further reduced.

### *Security Deposit*

A security deposit of \$200 is required in order to secure a date for your event at least 30 days prior to your event. You are responsible for any damage to the Community Barn caused by the rental party and their guests, and the security deposit will be applied to any damage incurred. Any amount due in excess of the deposit will be immediately due to Dawn Farm. Full or partial deposits will be returned to you in a timely manner following inspection of the Barn.

### *Delivery and Pick-Up of Extra Items*

Delivery of decorations, food, or additional tables and chairs should be scheduled during the rental time period. Pick-up of any large items after the rental period must be scheduled in advance to avoid scheduling conflicts. We will attempt to accommodate any decorating or set up time, but please be aware that arrangements outside the rental period may incur an additional rental fee. Delivery trucks must remain in the parking lot and may not back up to the doors. Failure to adhere to this policy may result in termination of your rental and forfeit of your security deposit.

### *Parking*

Dawn Farm has a sizeable parking lot available for use. Please note that Dawn Farm employees will also be using the lot, specifically during normal business hours. During summer months, accommodations can be made for parking on the grass, if needed.

### *Use of the Grounds*

Rental of the Community Barn includes access to the barn and to the designated smoking area near the fenced in trash area. Guests are allowed to visit with the farm animals and are encouraged to come into the reception area to buy fresh eggs.

Because Dawn Farm is a working treatment center, all other areas of Dawn Farm are off-limits to the rental party and their guests.

### *Tables and Chairs*

Rental of the Community Barn includes the use of our tables and chairs. We have approximately twelve 4' round tables, eleven 6' rectangular tables, and 150 stackable chairs.

The initial setup of tables and chairs can be completed by Dawn Farm, if a floor plan is specified in the rental agreement. The rental party is welcome to make any changes to the set-up during the event. Any additional tables and chairs required can be rented independently by the rental party. Please be aware that Dawn Farm does not provide any table coverings or decorations.

### *Food*

Renters may bring outside food into the Barn. The Barn kitchen area includes a double sink, standard-sized refrigerator/freezer and microwave. Standard drip coffee pot or percolator is available upon request. Cups, plates, silverware, napkins, coffee and coffee supplies are not provided.

### *Trash Disposal*

The rental party is responsible for disposing of any trash upon conclusion of the event, including any trash produced on the grounds outside of the Barn. Dawn Farm will provide trash bags and receptacles.

### *Smoking*

The Community Barn is a non-smoking facility. Smoking is permitted only in the smoking area near the dumpster. The rental party is responsible for clean-up of any smoking materials. Smoking in or around the Community Barn may result in immediate termination of the rental contract, without refund.

### *Alcohol and Other Drugs*

Dawn Farm is an addiction treatment center, and no alcohol or other drugs are permitted on the property. The presence of alcohol or other drugs by the rental party or its guests will result in immediate expulsion of the individual responsible, and will result in termination of the rental contract, without refund.

### *Animals*

No outside animals are permitted at the Community Barn, unless they are leader or guide dogs. Please be aware that farm animals are present on the grounds, and mistreatment of any animals, including unauthorized feeding, is strictly prohibited.

### *Music, Including DJs and Bands*

Music is permissible at reasonable volumes that do not interfere with normal Dawn Farm operations. Dawn Farm staff can provide guidance in setting a reasonable volume for sound. Any live music providers must comply with the conditions of the rental agreement. Music providers should be aware of the time of the rental agreement, and should take that time into consideration during set up or breakdown of equipment.

### *Decorations*

Decorations may be affixed with non-adhesive putty. Please do not use staples, tacks, nails, or sticky tape! Additional lighting may be used so long as it can be plugged into existing outlets. No alterations to the fuse box or electrical system are permitted. Use of candles may be restricted to ensure the safety of the facility and guests. Any decorations must be removed by the rental party before the end of the contracted rental period.

### *Bird Seed!*

For special events, bird seed may be thrown outside of the building. Rice and confetti are not allowed.