

## Weddings and Events at Hopcott Farms

### 2020 Wedding Package and Event Guidelines

Hopcott Farms provides a beautiful agricultural setting for hosting events unparalleled in the lower mainland. We are located 40 minutes from Downtown Vancouver. We have hosted a variety of events including picnics, parties, conferences, BBQs, corporate parties, weddings, reunions, long table dinners, music events, and team building events. Thank you for reading our Event Guidelines. If your question is not answered in this document contact the Venue Coordinator at Hopcott farms, [rachel@hopcottfarms.ca](mailto:rachel@hopcottfarms.ca) (604.418.1249)

The address of the farm is 13672 Reichenbach Rd Pitt Meadows.

#### **Wedding Season**

Our wedding season runs from June to September. We book one wedding per weekend. Our barn is not heated so please keep this in mind when booking your event.

#### **Number of Guests**

We are able to host events up to 150 people.

#### **Your Wedding Ceremony includes:**

Benches

Set up and take down of bench's

Tents – (4) Marquee Tents (20ft by 20ft)

Wedding Arch and various props

Sound System

Bridal Room

#### **Your Reception at Hopcott Farms includes:**

(2) 2 hr long site visits for event planning purposes scheduled with the Venue Coordinator

Access to venue to setup on the day previous to the wedding day (9 am to 8 pm)

Tables and Chairs

Bar Area with fridge, freezer, and sink with running water.

Use of Carriage Kitchen, fridge, freezer, food prep area, BBQ and running water

Overnight parking is available. Gates will be locked at the main entrance at 12:30 am on the event day and will be reopened at 9:00 am the following day.

Wedding rehearsal – Rehearsals can be scheduled on the day previous to the wedding. Please schedule this with your Venue Coordinator at the time of your booking confirmation.

Tents – (6) Marquee Tents (20ft by 20ft)

Picnic tables

Meadows Mountain Slide

Rocking Chair Porch

Selection of farm and vintage props (wine barrels, photobooth props)

Use of assorted lawn games (Giant Jenga, Ring Toss, Corn Hole)

Access to venue on day after wedding for cleanup (9 am to 5 pm)

***Venue Rental Fee – \$8000 (plus 5% GST)***

**Site amenities – For a detailed list and pricing please see Appendix A**

On advance request, the Farm can rent resources for your event. All resource requests must be made upon confirmation of your booking. Any changes or additions to requests must be communicated to the Venue Coordinator no later than 28 days prior to your event.

## **SOCAN**

You are required by law to pay a fee to SOCAN (Society of Composers, Authors, and the Music Publishers of Canada). For more information please see <https://www.socan.ca/licensees/why-socan> or call them at 1.866.944.6223. This charge will be added to your invoice.

## **RESOUND**

You are required by law to pay a fee to Re:Sound. Re:Sound represents the rights of artists and record companies. For more information please see <http://www.resound.ca/faq/> or call them at 416.968.8870. This charge will be added to the invoice.

## **Food and Beverage**

### **Option A**

We are able to offer cash bar, host bar or bar tokens. We are happy to bring in requested beverages for your wedding day. The renters are allowed to supply wine during dinner service. All other liquor and bartending services will be bought through Hopcott Farms.

### **Option B**

A Special Event Permit (SEP) must be obtained in order to serve alcohol at your event, and someone must be designated as your SEP holder. A copy of your permit must be submitted to the Venue Coordinator at least 2 weeks prior to your event. Permits must be visible on the wall

of the venue during your event. The permit must be posted where the alcohol is to be served. Alcohol must remain in the immediate vicinity of the event, and no alcohol is permitted off-site.

Applications are completed online through the British Columbia Liquor Distribution Branch. You should allow a minimum of one month for this process. Please see the BC Liquor Control & Licensing Branch website for details on special event permits, including license fees, amounts and types of alcohol that can be served, liquor pricing, etc. Make sure your guests get home safely. Make sure that there is a plentiful supply of food and non-alcoholic beverages are available and reasonably priced or free. We recommend organizing designated drivers, or a shuttle service and posting a list of taxi service phone numbers.

### **Catering**

You are able to bring in your choice of caterer for the event.

Hopcott Premium Meats offers catering services. Please request a catering package from the Venue Coordinator for more information.

Caterers must make contact with Hopcott Farms Venue Coordinator at least 2 weeks before the event to review location of set up and the food warming plan.

### **A working farm**

When considering Hopcott Farms for your event, please keep in mind that we are a production farm. This means there may be farm equipment, farm staff working, and other farm production activities happening. Though we maintain the grounds, it is generally bumpy and not paved.

### **Visiting the site**

Contact our Venue Coordinator to set up a time to view the site and discuss details, by phone (604.418.1249) or email ([rachel@hopcottfarms.ca](mailto:rachel@hopcottfarms.ca)). Please thoroughly read the guidelines prior to meeting with the Venue Coordinator as this is a thorough document.

### **Site protocol**

The site protocol must be observed at all times. The event organizer/renter must communicate these site rules to your guests. Typically, these rules are read to guests at the beginning of the event.

- Please do not walk in any cultivated areas (crop fields) or disturb any plants.
- Do not harvest any produce or other plants.
- All cars must be parked within farm gates in the gravel parking lot. Absolutely no parking on the road.
- The site must be left in the same state as you found it so it can continue to be enjoyed by others.

- Please ensure your guests wear appropriate footwear as the outdoor terrain is uneven and a combination of loose gravel, field, and grass.
- No open flames of any kind are allowed in the barn or any other building
- No gas powered heaters are permitted in the barn
- No discharge of firearms on premises (“Firearms” means a rifle, pistol, or shotgun and includes airguns, air rifles, air pistols and spring guns,)
- No fireworks or sky lanterns are permitted
- For their safety children must be supervised at all times
- No smoking except in the designated area; this is strictly enforced. Smoking is permitted at fire pits. Signage will be provided.

### **Curfew and noise**

- 1030pm all garage doors to barn must be closed to reduce noise
- 11:00pm music must be turned off
- 12:00am event must be finished
- 12:30am the event area must be vacated and gate will be locked

### **Set-up and clean-up**

Set-up and clean-up are the responsibility of the renter.

Set up can be started the day previous to the wedding from 9 am to 8 pm

Clean up can be completed the day after the wedding from 9 am to 5 pm. All buildings and gates will be open at 9 am.

A post event cleanup checklist will be provided to the renter.

### **Cleanup**

Remove all decorations and all belongings.

Please use the recycle reciprocals and garbage cans provided.

Cardboard, organic waste, and recyclables need to be separated from the garbage.

The venue must be left as you found it.

### **Decorations**

All decorations require prior approval from our Venue Coordinator. Approval from the Venue Coordinator is required of any use of nails or staples. Any and all nails or staples MUST be removed during cleanup. Glue or any like material is not permitted on any walls, doors, posts,

ceilings or any like objects. The use of tape, balloons (as these are detrimental to livestock) sparkles, confetti, rice, glitter, candles, or open flame of any kind is strictly prohibited. The venue is not responsible for any items left overnight.

### **Deliveries**

- Rental equipment must be delivered during your rental period.
- If delivery or pick-up is required outside of these hours, please consult the Venue Coordinator. We will do our best to accommodate this if necessary.
- You must have someone on site to receive all rentals and direct the delivery staff to the correct location. Farm staff are not responsible for receiving deliveries.
- It is the responsibility of the renter to communicate the approved drop-off and pick-up times, the site open hours, and any relevant site policies to the rental company.
- All rental equipment must be picked up during the rental period or, if approved by the Farm, the day after the event. For day-after pick-ups, please consult with the Venue Coordinator at least 30 days prior to your event.

We cannot assume responsibility for rental equipment.

### **Power and Water Access**

The Barn and separate Bar Area are equipped with power. There is access to hot and cold water on site.

### **Washrooms**

There are two washrooms. These washrooms are not wheelchair accessible. Renters are responsible for providing accessible washrooms if required.

### **Contracts**

Private rentals: A signed contract is required for all rentals.

### **Payment and cancellations**

1. Upon confirmation of the booking, a non-refundable deposit is required to secure the date. The deposit is 25% of the estimated total rental fee for your event. A second non-refundable payment of 25% of the total venue fee is due 6 months before the event. The balance of the rental fee is due 90 days prior to the event date.

2. A damage deposit equal to \$750 is due 60 days prior to the event date. This damage deposit covers damages, additional staffing, or fines that the renter may have incurred such as:

- If damages are incurred to farm property

- Any cleaning required as a result of incomplete post-event clean-up will be charged to the renter
- Unexpected labour required of Farm staff due to lack of coordination requiring last minute staff assistance.
  - Unauthorized use or misuse of farm equipment or infrastructure
  - Excessive noise and/or music during the event and/or if the event organizer/renter does not comply when asked to reduce volume.
  - Noise and/or music extending past the curfew of 11:00 pm
  - Failure to vacate the site by the agreed-upon lock-up time 12:30 am
- The event was in violation of the Pitt Meadows Noise Control By-Law Bylaw #2138
- The event continued past 12:00 pm
- The event exceeded the occupancy limit
- The event was found to permit underage drinking and/or drinking without the proper licenses

### **Cancellations**

If you cancel your event, we require a written cancellation notice (via mail or email). If the cancellation notice is received between 60 and 90 calendar days prior to the event, the renter agrees to forfeit 60% of the total rental fee. If the cancellation notice is received less than 60 days prior to the event there will be no refund. Any applicable refund will be issued to the applicant named on this contract.

A wedding is not booked until your deposit is processed and the contract is signed and received by the Venue Coordinator. Upon receipt of your payment and signed contract, other requests for this date and time will be denied.

### **Venue Coordinator**

There is a mandatory Venue Coordinator who will be onsite for your wedding from 12:30 pm to 12:30 am. This person is present to ensure the safety of both your guests and the protection of the facility.

### **Site Contact**

We require a site contact name and cell phone number. In the case of weddings the site contact cannot be the bride or groom. We require the site contact to be at the venue until the last guest has vacated the site. The site contact will also be responsible to ensure the following:

11 pm music off

12 pm event over

12 30 pm venue has been vacated and Hopcott Farms Staff are able to lock gates and buildings.

### **Insurance Requirements**

Event Liability insurance including Host Liquor Liability insurance insuring HOPCOTT FARMS against any liability arising out of the Applicants use of the premises during their rental period is required. Such insurance shall be in an amount not less than \$5,000,000.

### **Inquiries**

To book your event at the Hopcott Farms:

- Review this document thoroughly. If you have further questions that are not answered by our event guidelines, please contact us at [rachel@hopcottfarms.ca](mailto:rachel@hopcottfarms.ca)

- Arrange for a site visit, you must view the site and meet with the Venue Coordinator before requesting a booking time.

- To submit a booking request, please provide as much detail as you can including:

- Your contact information, including mailing address

- Preferred Event date and a second choice

- Purpose of rental

- Estimate of number of attendees

- Details regarding catering, rental equipment and alcohol consumption

- Hopcott Farms Venue Coordinator will contact you to discuss the details of your event and schedule a site visit.

## Appendix A – Site Amenities and Pricing

<b>Item</b>	<b>Pricing</b>
Request to move tents	\$60 per tent
Propane Fire Pit	\$60 per fire pit ( 2 fire pits available)
Hay Bale Rental	\$5 each
Mini Donut Machine 2 hr Rental of the machine Operated by Farm Staff 420 mini donuts Bags 1kg bag of cinnamon sugar Additional 420 Mini Donuts	\$350      \$150
Popcorn Machine 2 hr Rental of Machine Operated by Farm Staff 100 1.5 ounce butter flavoured filled popcorn bags	\$300