

Farm on Putah Creek Wedding Packet



The Center for Land-Based Learning envisions a world where there is meaningful appreciation and respect for our natural environment and for the land that produces our food and sustains our quality of life.



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ADDRESS

**5265 Putah Creek Road
Winters, CA 95694**

www.landbasedlearning.org

www.facebook.com/FarmonPutahCreek

PHONE NUMBERS

Farm on Putah Creek Office – (530) 795-9569

Cell Phone for Leon Vehaba, Farm on Putah Creek Coordinator – (530) 693-1180

Center For Land-Based Learning Main Office (payment and contract questions only) – (530) 795-1520

EMERGENCY INFORMATION

Winters Emergency Dispatch

(530) 666-8920

The address of the farmhouse for emergency responders is **5189 Putah Creek Road**

Rental of the Farm on Putah Creek

THANK YOU FOR CONSIDERING THE FARM ON PUTAH CREEK FOR YOUR WEDDING!

Your rental supports the *Center for Land-Based Learning's* mission to inspire and motivate people of all ages, especially youth, to promote a healthy interplay between agriculture, nature and society through their actions and as leaders in their communities. Situated on 40 acres of prime farmland, the farm offers many potential wedding ceremony sites. Your guests can sit in the shade of our olive tree lined driveway while you exchange vows under the arching branches. Or you might choose to be wed on the wrap around porch of our farmhouse. Our 150 seat amphitheater overlooking the garden and creek in the distance also makes a lovely backdrop for a wedding. If you desire a peaceful and quiet setting, or lots of outdoor space for your perfect day, we can accommodate up to 350 guests outdoors.

AMENITIES

Enjoy a three-day rental period. The base rental fee allows you to use the Facilities from 8 A.M. to midnight on the day of the event, for a one-hour rehearsal the day prior to the event, and for half-day on the day following the event for clean-up. You may book the facilities for times other than those specified above for an additional fee.

THE FARMHOUSE	AMPHITHEATER
<ul style="list-style-type: none"> • Main Room - 24' X 15' (seats 18-20 around table) • Groomsman's Room - 12' X 12' • Bride's Room - 15' X 15' with couch and chair • One indoor bathroom (for bridal party only) • Kitchen facilities inside the farmhouse are limited in size, but are available for use by the bridal party or as a staging area for the caterer. The kitchen may not be used by the caterer for food preparation • The remaining half of the farmhouse is a private residence. We ask that you respect the privacy of the occupant by not entering the restricted area • Peaceful wrap-around covered porch overlooking Farm fields, walnut orchards, olive-lined drive and the Coastal Range 	<ul style="list-style-type: none"> • Seating for up to 150 people • Fire pit
	PARKING
	<ul style="list-style-type: none"> • Capacity of up to: 60 vehicles (September through May); 150 vehicles (June through August) • Gravel driveways and parking areas • We strongly encourage the clients to arrange group transportation or carpools for their guests due to parking and travel considerations
	SUPPLIES
	<ul style="list-style-type: none"> • Bathroom: paper towels, hand towels, facial tissue, toilet paper, and hand soap • Cleaning: garage bags, cleaning supplies, brooms, mops, recycling container, compost container
GROUNDS – CAPACITY 350 PEOPLE	FARM
<ul style="list-style-type: none"> • Spacious lawns surround the Farmhouse on all sides; three picnic tables and up to 150 stackable lawn chairs are included with the rental for outdoor use • One handicap accessible portable restroom 	<ul style="list-style-type: none"> • The farm showcases our wildlife friendly agricultural practices like hedgerows, tail water ponds, market garden, and organic walnut orchards • The landscape offers rustic yet stylish views and structures that have stunning photographic potential

FARM ON PUTAH CREEK IS NOT ALL-INCLUSIVE, WE OFFER THE VENUE ONLY AND BOOK ONLY ONE EVENT PER DAY. CATERING, PHOTOGRAPHY, FLORIST, DJ, ETC. ARE PROVIDED BY AN OUTSIDE VENDOR CONTRACTED BY THE CLIENT. WE DO HAVE A PREFERRED VENDOR LIST, BUT THE CLIENT IS NOT REQUIRED TO USE THEM.

GENERAL POLICIES

FACILITIES: You may use the Facilities on the dates and for the purposes agreed, from 8 a.m. to midnight on the day of the event, for a one-hour rehearsal the day prior to the event, and for half-day on the day following the event for clean-up. You may book the facilities for times other than those specified above for an additional fee. All events must end by 11 p.m. to comply with County sound ordinances and in order to allow for clean-up and closure of site by 12:00 a.m. Alcohol service must cease by 11 p.m. Guests must depart by midnight.

RESERVATIONS: We will tentatively reserve the Facilities for you for 48 hours without a deposit. If another party requests your date before you have signed a contract and/or a deposit is received, we will notify you and you will have 48 hours to submit the reservation deposit. If the deposit is not received in that time, you will lose your reservation. A date will not be considered a confirmed rental and placed on the calendar until a signed contract **and** deposit is received.

RESERVATION DEPOSIT: A reservation deposit of 50% is due no later than 24 hours after signing a contract. Personal checks or money orders/cashier's checks should be made payable to the Center for Land-Based Learning. Credit Card payments can be made by calling our office. \$30.00 charge will be assessed on all returned checks.

EVENT FEE: The total event fee (the base fee, plus all charges for requested services or equipment), less the reservation deposit, is due thirty (30) days prior to your event. Along with the event fee payment, you must provide CLBL with a list of final vendors for your event. If full payment is not made on or before 30 days prior to the event, CLBL has the option to cancel the event. Installment payments are accepted. \$30.00 charge will be assessed on all returned checks.

SECURITY DEPOSIT: A security and cleaning deposit of \$500.00 is due thirty (30) days prior to your event. The security deposit must be submitted separately from your event fee in the form of a check or credit card. We will **hold** this deposit until the event is completed. The deposit will be returned to you via the payment method you provided within 7 days after your event, less any charges for damage or excessive cleaning.

CANCELLATIONS: We will refund half of your reservation deposit if you cancel your reservation more than 90 days (3 months) or more before the event. If you cancel your reservation 90 or fewer days before the event, the entire amount is forfeited.

RESCHEDULING: In the event the Client needs to change the date of the event, every effort will be made by CLBL to transfer reservations to support the new date. The Client agrees that in the event of a date change, the CLBL refund policy remains in force based on the **original wedding date**.

ONE-MONTH MEETING: An appointment must be made to meet with a CLBL staff member **1 MONTH prior** to the wedding to review the event guidelines, vendors and clarify arrangements. Final balance is also due by this date.

SET UP/TAKE DOWN: The Client is responsible for set-up and take-down of the chairs, tables, & other items for your event.

SMOKING: Smoking is allowed on CLBL premises only in the designated outdoor smoking area at the Farm on Putah Creek. No smoking is allowed inside buildings. Lit tobacco products and tobacco residue must be placed in the appropriate waste receptacle.

GENERAL POLICIES – CONTINUED

CLEANING: The Client is responsible for clean-up of any rental facilities used. Cleaning must be completed by noon the day after the event. Cleaning includes: Removal of any and all property belonging to the Client, Vendors, and Guests, as well as decorations, trash, and anything required to return the farm to the same state of cleanliness and order as before the rental. Trash may be placed in designated receptacles, but recyclables must be removed from property.

RESTROOMS: CLBL provides one indoor restroom for limited use (~40 people) and one ADA portable restroom to handle a maximum capacity of 50 people.

NUMBER OF GUESTS	NUMBER OF ADDITIONAL STANDARD PORTABLE RESTROOMS REQUIRED**	NUMBER OF ADDITIONAL ROYAL RESTROOMS REQUIRED
0-50	Existing Restrooms	Existing Restrooms
51-100	1 additional portable restroom	} 1 Royal Restroom Trailer
101-150	2 additional portable restrooms	
151-200	3 additional portable restrooms	
201-250*	4 additional portable restrooms	1 additional standard or Royal Restroom

**Over 250 guests you are required to have one portable restroom for every 50 guests.*

***We encourage clients to rent a handwashing station with their portable restrooms*

PARKING: No more than 60 vehicles are allowed on the premises during the months of September through May, and 150 vehicles during the months of June through August. The Coordinator will direct parking for events with less than 200 guests. For events with greater than 200 guests, an additional fee is charged to hire parking assistance. We strongly encourage you to arrange carpool or transportation options for events of >200 guests.

DECORATIONS: All decorations which are attached to the Farmhouse (either inside or outside) must be approved in advance. No nails may be used on inside or outside walls. Please DO NOT use scotch tape, tacks or other methods of hanging decorations or posters to farmhouse walls that will damage the paint. Confetti and silly string are not allowed.

DANCE FLOOR: CLBL does not presently furnish a dance floor. GUEST may arrange set up of a dance floor from an outside rental service. Specifications and location must be approved by CLBL.

DOGS: Dogs are allowed on CLBL premises only with express written permission.

ALCOHOLIC BEVERAGES: The client assumes all liability for the service of alcohol. For events over 100 people, alcohol can be served only by an insured/licensed bartender or caterer at Client’s expense – no self service. A bartender/caterer not on our approved list must provide a certificate of insurance to CLBL at least one month before event. If client does not use a caterer or bartender for alcohol service, then client is responsible for disposing of all trash and removing recycling from site. Security is optional but *highly recommended* for weddings over 200 guests serving alcohol.

FOOD & BEVERAGES: You are responsible for supplying your own food and beverages. All food must be prepped before bringing it to the event center. A list of preferred caterers is available but the client is not required to use them.

INSURANCE: Guest must provide CLBL with proof of liability insurance, and name the Center for Land-Based Learning as an *additional insured* on the liability policy for the day(s) of the facility rental. Proof of insurance must be provided to CLBL no later than 30 days before facility use. Coverage must be no less than \$500,000 when no alcohol is served, and no less than \$1,000,000 when alcohol is served. **FAILURE TO PROVIDE PROOF OF INSURANCE WILL RESULT IN CANCELLATION OF THE EVENT.**

BOOKING PROCESS FOR THE FARM ON PUTAH CREEK

TOUR: Learn what the Farm on Putah Creek has to offer. We encourage prospective renters to schedule a tour of the Farm with Leon Vehaba, Farm Facilities Coordinator, to familiarize yourself with farm facilities, and choose the rental package that is right for you.

NEEDS ASSESSMENT: If an onsite tour cannot be arranged the following list of needs should be discussed via a phone conversation:

- Event set-up
- Bathroom/Portable Restroom needs
- Eating/Dining (location)
- Table/Chair needs
- Catering/Food (we do NOT provide, a Vendor List is on page 10)
- Parking Needs

CONTACT: Review this packet and email the following information to Leon Vehaba at Leon@landbasedlearning.org: **Name, type of event, prospective date of event, number of guests, and your contact information including name, address, email, and phone number.** Leon will contact you to discuss your needs and determine price.

PRICING: Review prices (base price plus additional charges) and determine final price – THIS, IN PART, IS BASED ON YOUR ESTIMATED NUMBER OF GUESTS, so please provide a close approximation of invited guests in your email.

CONTRACT: CLBL will generate a contract once you decide to book the venue. Please make an appointment to review and sign the contract with our Contract's Coordinator, Jen Allen (530) 795-1520. The deposit (one half of total rental fee) is due at time of signing. If you are unable to sign your contract in person, the following timelines apply:

- Deposit is due 24 HOURS after the signed contract is returned.
- Payment is by CHECK or CREDIT CARD. Please mail checks to:
Center for Land-Based Learning
5265 Putah Creek Road Winters, CA 95694
- For credit card payments please call (530)795-1520

SAVE THE DATE: Reservations are TENTATIVE until a contract is signed and the deposit received. If a 2nd party inquires about the same date, CLBL will attempt to contact the primary contact person of the 1st party to request the deposit to hold the reservation. If the deposit **and** contract is not received within 48 hours, the 2nd party will have the option to place a deposit for rental of the facilities.

FINAL BALANCE: Balance of Rental Fee and security deposit is due 30 days prior to your event (preferably at your 30-day meeting).

YOUR RENTAL OBLIGATIONS CHECKLIST

- POLICIES:** Read and understand Center for Land-Based Learning’s rental policies and contract.
- DEPOSIT & SIGNED CONTRACT:** Make an appointment to sign your contract and submit your reservation deposit.
- CONTACT PERSON:** Assign a primary ON-SITE contact person. This may be the same person as your Pre-Rental contact person or may be your wedding coordinator. This person should be someone other than the bride who will be at the event itself.
- RESTROOMS:** Reserve additional restrooms as needed based on number of guests.
- FOOD & BEVERAGES:** You are responsible for supplying your own food and beverages. All food must be prepped before bringing it to the event center.
 - A list of preferred caterers is available on Page 10 but the client is not required to use them.
 - List of local caterers/restaurants available on the Yolo County Visitors Bureau website at <http://www.yolocvb.net/>
All Winter’s restaurants are familiar with the Farm on Putah Creek
- BARTENDER:** Provide CLBL with a copy of your contract with a certified, licensed bartender or caterer for events of >100 guests.
- PROOF OF LIABILITY INSURANCE:** Proof of liability insurance is due 30 days prior to your event. Wedding insurance companies can be found on our vendor list.
- 30-DAY MEETING:** When you sign your contract, we will set a tentative date for your 30-day meeting. On the day of the meeting you should bring: final balance payment, security deposit, proof of liability of insurance, and final vendor list (including required restroom and bartender contracts, if applicable).
- DIRECTIONS FOR GUESTS:** Remember that cell phone reception is poor the closer you get to the Farm so insure that your group has clear directions and signs.
- SIGNAGE:** Provide signage for the road intersections: The Farm on Putah Creek is in the country – many people get lost. Don’t expect that directions alone will work. Signs at all major intersections are extremely helpful. This [Google map: http://tinyurl.com/8xspnvp](http://tinyurl.com/8xspnvp) shows the intersections to mark.
- SET UP:** Center for Land-Based Learning will deliver agreed-upon amenities, chairs and garbage cans to the location of the event, but the client is responsible for their setup and placement.
- CLEANUP:** The client is responsible for clean up of any rental facilities used. This includes:
 - Removing all personal/guest property & signage.
 - Restacking plastic chairs. Please stack only matching chairs together.
 - Wiping down tables, folding and stacking them.
 - Wiping down counters in the farmhouse.
 - Sweeping farmhouse floor.
 - Taking out the garbage & remove recyclables from property.

DIRECTIONS TO THE FARM

For a Google map, go to <http://g.co/maps/urv25>. For directions, go to our website: www.landbasedlearning.org, under “Contact Us”. Typing our address into a Google maps search results in the WRONG LOCATION; to avoid getting lost use the directions below or the map/directions from our website. Also be aware that cell phone reception is intermittent as you near the Farm so you may not be able to call for directions.

DIRECTIONS FROM THE SACRAMENTO AREA

1. Take I 80 toward San Francisco
2. Take the PEDRICK RD/SIEVERS RD exit toward SACRAMENTO. (0.29 miles)
3. At the Stop Sign, cross Pedrick Road and turn LEFT onto SIEVERS RD/CR 436. (2.75 miles)
4. Turn RIGHT onto STEVENSON BRIDGE RD. (2.84 miles)
5. Turn LEFT onto PUTAH CREEK RD. (3.78 miles)

DIRECTIONS FROM THE BAY AREA

1. Take I 80 E toward SACRAMENTO.
2. Merge onto I 505 N toward WINTERS/REDDING. (10.77 miles)
3. Take the exit toward PUTAH CREEK ROAD. (0.15 miles)
4. Turn LEFT onto GADDINI RD. (0.21 miles)
5. Turn RIGHT onto PUTAH CREEK RD. (2.28 miles)

DIRECTIONS FROM DAVIS

1. Take COVELL BLVD West (becomes West Covell Blvd.) (1.85 miles)
2. W COVELL BLVD becomes CR 31/CR E6. (3.01 miles)
3. Turn LEFT onto CR 95. (0.86 miles)
4. Turn LEFT onto RUSSELL BLVD. (0.19 miles)
5. Turn SLIGHT RIGHT onto CR 95A. (0.81 miles)
6. CR 95A becomes STEVENSON BRIDGE RD. (0.54 miles)
7. Turn RIGHT onto PUTAH CREEK RD. (3.78 miles)

Preferred Vendor List



Farm on Putah Creek is not all-inclusive, we offer the venue only and book only one event per day. Catering, photographer, florist, DJ, etc. are provided by an outside vendor contracted by the client. You are more than welcome to hire any vendor that you like; however, the vendors listed below have a record of putting on outstanding events here at the farm.

WEDDING PLANNER

LILY SPRUCE – EVENTS, NATURALLY

Genevieve Roja
(415) 265-6205
g@lilyspruce.com
lilyspruce.com

PFEIFFER EVENT PLANNING – WEDDING PLANNING, INVITATIONS & CANDY STATIONS

Kendra Pfeiffer-Wershing
(530) 756-0546 • (888) 737-0546
Kendra@sacramentoweddingplanner.com
www.sacramentoweddingplanner.com

PHOTOGRAPHER

VIS À VIS PHOTOGRAPHER

Julia Aue
(801) 349-5088
julia.aue@gmail.com
www.facebook.com/juliaauephotography

FISCHBEIN PHOTOGRAPHY

Scott Fischbein
(530) 277-7326
www.readyforyourcloseup.com

SARAH PEET PHOTOGRAPHY

(415) 994-044
sarah@sarahpeetphotography.com
www.sarahpeetphotography.com

SOUND RENTAL AND DJ

RDM ENTERTAINMENT & AUDIO AND VISUAL RENTAL

Robb Wallace
(530) 668-9400

CAKES & CUPCAKES

CAKES DONE WRIGHT

Nicole Wright-Main
(530) 908-0256
cakesdw@gmail.com
www.facebook.com/CakesWright

LET THEM EAT CAKE

(530) 750-CAKE
letthemeatcakedavis@gmail.com
www.letthemeatcake-davis.com

CATERERS

BUCKHORN CATERING

(530) 795-1722
catering@buckhornsteakhouse.com
buckhorncatering.com

MULVANEY'S B&L, CULINARY SPECIALISTS

(916) 441-1771
www.mulvaneysbl.com/culinary-specialists.php

MAGPIE CATERERS

1409 R Street, Suite 102, Sacramento CA 95811
(916) 452-7594
info@magpiecaterers.com
www.magpiecaterers.com

TUCOS

Pru Mendez
130 G Street, Suite A, Davis, CA 95616
(530) 757-6600
tucos.org

FLORISTS

YOLO BULB

Mike & Diane Madison
(707) 678-0102

STRELITZIA FLOWER COMPANY

Jill Bettencourt
(530) 758-5050

RENTAL COMPANIES

A GRAND AFFAIR

Kimo & Amy Bernauer

(530) 574-0787

www.agrandaffairrental.com

CLASSIC PARTY RENTAL

(916) 444-6120

sacramento.classicpartyrentals.com

RESTROOMS

YOLO PUMPING SERVICE

(530) 662-5534

ROYAL RESTROOMS

(877) 922-9980

LIGHTING & GENERATOR

SACRAMENTO THEATRICAL LIGHTING

(916) 447-3258

BEVERAGE SERVICE

BELLA BARTENDING SERVICE

Ann Del Castillo

bellabartending@att.net

(530) 908-4847

EVENT INSURANCE

WEDSAFE

www.wedsafe.com

(877) 723-3933

PRIVATE EVENT INSURANCE

www.privateeventinsurance.com

(877) 723-3933