

# RUM RIVER BARN & VINEYARD

## Guidelines

[www.rumriverbarn.com](http://www.rumriverbarn.com)




# Welcome to Rum River Barn & Vineyards

Rum River Barn and Vineyards is in the heart of nature in Sun Valley surrounded by Nature and history.

The Rum River Barn and Vineyards Property is also available for a variety of occasions from corporate events and reunions to anniversary and graduation parties. The grounds are an original place for a festival, concert, even a family Friday night movie at the Barn.

Please contact us to arrange a tour of the grounds and visualize your event at the historic Rum River Barn and Vineyards. Call 612-801-0546 or email [info@RumRiverBarn.com](mailto:info@RumRiverBarn.com) to make arrangements.



The Rum River Barn and Vineyard (Rum River Barn) rents areas on the grounds including the White Wedding Barn, the Loft, Open Air Stick Barn and Bridal Suite, private Courtyard, vacation home rentals and Camping areas.

## **The White Wedding Barn**

The lower level of the White Barn has a natural gathering area for your guests in the lounge area. The beautifully handcrafted oak bar is a feature that will certainly stand out for you and your guests. The upper level of the White Wedding Barn has exposed wood trusses and hand milled pine walls that make you feel as though you have arrived to a chapel. The doors on each end open to a fabulous view of the tress and grounds. The Loft will seat over 250+ for a ceremony, play, or concert, and 200+ seating for dinner tables. If you wish, bring the festivities upstairs after main floor dining for dancing the night away.

## **Open Air Stick Barn**

This is an open-air barn setting for guests to visit over cocktails and appetizers or utilized as one of the Rum River Barn and Vineyards' favorite outdoor ceremony areas.

## **Bridal Suite and Private Bridal**

**Courtyard** A wedding day can be a bit of a whirlwind. But you couldn't ask for anything better than to have a secluded place large enough for the bride, and all her ladies-in-waiting, to unwind together while getting dressed and pampered before the ceremony. Lounge furnishings and plenty of mirrors provides for all the needs. The Bridal Suite also included a spacious Private Bridal Courtyard, with white linen curtains that may be drawn for the Bride to remain unseen by her Groom and their guests.

Vacation home rentals: Guest House, Wild Flower Cottage and Rum River Camping areas are also available for rent.



## **Your Reservation/ Confirmation:**

Our Venue Coordinator is at your disposal to answer questions related to your rental at Rum River Barn and is the key player as you plan your occasion. The informational support you receive assures that your plans for the property is smoothly and efficiently synchronized, delivering just what you had envisioned. The Venue Coordinator will tentatively reserve the Rum River Barn to allow you time to tour the location, grounds and buildings.

- At the time of tour, the contract will be agreed upon and the date will be secured upon receipt of the fully executed, signed booking form and receipt of fifty percent (50%) deposit of the Basic Rental fee.
- The reservation of the date will only be extended by agreement with the Venue Coordinator.
- The decision to reserve the Bridal Room, vacation home rental or camping area rentals must be made and paid no later than thirty (30) days prior to your contract date.
- Final remaining rental fee must be paid Ten (10) months prior to your contract date.
- For contracts executed within Ten months of date, one-hundred percent (100%) of rental fee is required.
- If you cancel within Ten (10) months prior to the contract date, you will forfeit one-hundred

percent (100%) of deposits received. Contract and payments, additional rental contract and payment, damage deposit, catering license and insurance certificate may be Post mailed to:

Crystal Creek Farms, Inc.  
Attn: Carvin "Buzz" Buzzell  
42618 78th Street  
Hillman, MN 56338

## **Impossibility of Performance:**

The Rum River Barn and Vineyard shall be released of its obligations to perform under this Agreement in the event of Acts of God, including flooding, inability to obtain labor and materials or reasonable substitutes for labor and materials, governmental restrictions, governmental regulations, violating Rum River Barn and Vineyard Guidelines or governmental controls, judicial orders, enemy or hostile governmental actions, civil commotions, fire or other casualty, or other causes beyond the reasonable control of The Rum River Barn and Vineyard. Rum River Barn and Vineyards reserves the right to change guidelines as needed to meet public safety requirements, etc.



## Hours of Use:

The rented buildings and surrounding grounds are available from 8:00 am until 1:00 am daily for single day and multiple day rentals. If the grounds and buildings are available the day before, the Venue Coordinator can make arrangements to begin styling/decorating earlier for an early set-up fee.

- Rental hours must be confirmed with the Venue Coordinator and indicated on your rental contract.
- Unless otherwise arranged with the Venue Coordinator, property check-in is between 8:00-10:00 am on the day of the rental agreement.
- The city of Hillman under a conditional use permit; requires that all outdoor music and celebrations must end at 12:00 am. All guests should vacate the buildings, grounds and parking area by 12:30 am. Unless prior arrangements are made with the Venue Coordinator, all guests should vacate the buildings, grounds and Barn parking area by 12:30 am and event planners/organizers no later than 3:00 am.

- All vehicles are required to be removed from the Barn Site Parking areas no later than 8:00 am the following day of your event. Shuttle service vendors can be used if desired.

- By the designated end time on your contract, all personal items, decorating, party accessories, liquor, catering, and audio/video must be removed from site.

- All catering and rental equipment/supplies must be delivered and picked up on the day of the rental during your rental hours. Event Coordinator must approve, in writing, any arrangements for early or late delivery/pickup with early/late fee. On-line request/approval is acceptable.

## Set-up Information:

Any table, chair, bar, dance floor, stage, staircase, lighting, audio/video, etc., rented through an outside vendor can be set-up by Rum River Barn and Vineyard with Venue Coordinator agreement within thirty (30) days of contract date with an additional fee.

\*A dance floor is required for any dance held in the Loft area of the White Barn. Rental of a dance floor can be arranged through the Venue Coordinator or an outside vendor. Rum River Barn and Vineyard provides one hundred (100) hay bales for the use of a ceremony, providing seating for two hundred (200) guests. It is required that hay bales are set-up or torn-down the on the same day of the contracted event and remain on the grounds for no longer than 12 hours. If you require assistance with the hay bale set-up or take-down, this service can be contracted through the Venue Coordinator.







## **Food Preparation/ Catering Service:**

Rum River Barn does not have catering or serving limitations or charges other than those imposed by the Public Health Department. This approach gives you more flexibility regarding your budget than you may experience with other venues.

We offer an indoor catering area within the first level of the white wedding barn.

There is plenty of electrical and water service. Some Caterers provide tenting to cover their cooking/service area, while others require you to provide it for them. Be sure to find out. Food can be served indoors or outdoors. Licensed caterers are recommended, but are not required.

- The event holder is responsible for cleaning the catering area, removing trash and recycling

- The Health Department regulations require that all food-related garbage (a.k.a. leftovers) be removed immediately following an event.

- Renters agree to provide a copy of the Catering Guidelines to their caterer.

Our website provides a list of caterers with whom we have had positive experiences, a list of preferred vendors can be provided by the Venue Coordinator

## **Linen:**

Linen is considered part of the decorating/style of the event. In many cases, the table linens, napkins are provided by your Caterer. If your Caterer does not provide this service for you, you have a choice to rent from a vendor or linens can be added with the Event Coordinator. All of the linens are required to be removed from the tables and either taken off the property to be returned to the rental company/caterer or be bagged/boxed and placed in the catering staging area to be picked up by the rental company/caterer the following morning.

## **Music Entertainment:**

Dancing, DJ's and bands are allowed both indoors and out. However, music must conclude at 12:00 am.

## **Fire Pit:**

Rum River Barn and Vineyard provides a fire pit on the property for use during your event. While this is included in your rental agreement, prior arrangements must be made with the Venue Coordinator. Purchase of firewood may also be arranged with Venue Coordinator.

## Liquor Service:

Renters must adhere to all state and local laws governing alcohol use. Rum River Barn does not apply an additional fee to allow you to provide your own liquor. This approach gives you more flexibility with your budget.

- Rental client assumes liability for alcohol service and consumption.
- Rental client supplies all alcohol. You may purchase the alcohol or have your caterer provide it.
- Alcohol may be consumed on the grounds with the exception of the parking lot or in vehicles.
- No alcohol service to minors.
- Alcohol service concludes at midnight.
- Rum River Barn assumes no liability for alcohol service or consumption. We advise you to check with your insurance agent to ensure you have adequate coverage for your event.

## Decoration:

- Open flame candles are not permitted inside the Barn at any time.
- No Rice, Bird Seed, Hay or Straw allowed in Barn.
- No Rice, Bird Seed, Sparklers, Fireworks or Confetti allowed inside buildings or .Grounds.
- Flower petals leaves may be used indoors, if you use a runner and they are picked up immediately following the ceremony. An outdoor ceremony does not need a runner, but pick-up/ rake-up of the petals is required.
- Light covers or lanterns are permitted when hung according to guidelines.
- Unless prior approval has been made, no nails, tacks or other unauthorized hanging/attachment devices allowed on walls or woodwork.

The event coordinator can authorize hanging/ attachment devices allowed upon special request prior to event.

- The ceiling has some hooks for hanging decorations. 3M hangers and/or tape are allowed. Suction cups may be used on glass surfaces.

## Insurance:

All clients must carry insurance to cover their event. Typically, homeowners/renters insurance will cover an event of this type. However, if you are looking for an insurance option, many of our previous clients have purchased insurance through [www.WedSafe.com](http://www.WedSafe.com) Please note: The Rum River Barn and Vineyards & Crystal Creek Farms, Inc. have no business affiliation nor receive any profits, etc. from this or any other insurance company. A minimum coverage of \$500,000 Bodily Injury and Property Damage Liability and \$1,000,000 single occurrence is required. The insurance policy must be in the name of the person signing the rental lease.

Proof of insurance is required before your event takes place and must be received thirty (30) days prior. The certificate of insurance must show Crystal





Creek Farms, Inc.; Carvin F. Buzzell, Jr.; Rum River Barn and Vineyard, as an additional insured. Copy should be sent to: Crystal Creek Farms, Inc. 42618 78th Street Hillman, MN, 56338 or emailed to [info@RumRiverBarn.com](mailto:info@RumRiverBarn.com) Event Coordinator will provide additional information as requested.

### **Smoke Free Building:**

A NO-SMOKING policy is in effect throughout the buildings.

- Smoking is permitted outside only and ash cans must be provided.
- Deposit will be deducted for clean-up of remaining cigarette/cigar stubs.

### **Damage Deposit:**

The minimum damage deposit is \$400 and the Event Coordinator has the right to modify the amount if necessary. The entire damage deposit will be returned within fifteen (15) days unless:

- Guests smoke indoors, or cigarette/cigar stubs are left on the grounds surrounding the buildings and in the parking areas.
- Vandalism or damage to anywhere on the property; buildings and surrounding grounds.
- Necessary surplus cleanup (i.e. excessive garbage, confetti, glitter, silly spray, popcorn, etc.)
- No Hay or Straw allowed in Barn.
- Hay bales or bale linens are damaged, broken, incorrectly stacked, or left on the grounds.

### **Advertising Guidelines:**

All advertisements, announcements or posters must refer to the building as the "Rum River Barn and Vineyards."

### **Building Security/ Lock-Up Procedures**

Rum River Barn and Vineyard staff or a property owner will lock the building at the conclusion of your event. If any items are left behind we will put them in our storage area for you to pick up within 15 days. If your item(s) is/are not picked up within 15 days, we will assume either that you have donated them to The Rum River Barn and Vineyards or they will be thrown away.

