

Attachment B: Venue Rules
Barrelhouse 6 Distillery, 1836
Distilling LLC
Hammondsport, NY

Rules During Event Set-Up, Rehearsal, and Clean-Up

The following rules apply to vendors and family /friends setting up the venue for their event, performing the rehearsal and cleaning up after the event. Questions regarding these rules should be addressed prior to working on the property.

1. **Set-Up and Rehearsal hours for ceremony if included in package:** Set-up and rehearsal must be done between the hours of 11:00 AM and 5:00 PM.
2. **Clean-Up hours:** Clean-up must be done between the hours of 9:00 AM and 11:00 AM the day following the Wedding.
3. **Smoking:** No smoking is allowed on the property other than areas designated by the Manager.
4. **Children:** Any children on the property during this period must be supervised at all times. This is a working Distillery, and there is equipment, both modern and antique, that is attractive and dangerous to curious children. The supervisor should be identified to the Manager.

Designated Supervisors Name: _____

5. **Toilets** (4 flushable bathrooms in tasting room): toilets are provided on-site and should be used by workers for set-up and clean-up. Units should be kept clean for the event users. A cleaning fee of \$50 per bathroom will be charged if vendors and set up crew does not return the toilets to a clean condition.
6. **Parking:** Parking adjacent to set-up and clean-up areas should be limited to those vehicles actively loading or unloading equipment or items. All other vehicles should be parked in the on-sight parking lot.
7. **Attaching and Removing Items to the Property (Distillery/Trees/Fences, etc.):** No nails/screws/staples should be used at any time on the property other than specific locations identified by Manager. Before attaching any decoration item please contact the Manager for instructions. The Manager will assist in problem-solving how to attach decorative items without damaging the property. When removing the decorative items, please use care to prevent damage to the property. When all items are removed, check with the Manager to perform a walk through the property to confirm that everything is removed and there is no damage.
8. **Use of Venue Check List Items:** There are several old and valuable items, some of historical value, that are part of the venue and made available to the Renter. Care must be made to preserve these items. Use of the items must be identified on the Wedding/Event Venue Checklist to show what is required for the event and where the item will be located. These items will be "checked out" to the Renter prior to the event and "checked in" following the event. This process will assure the condition of the items is determined upon check in and that all items are returned to their proper location.
9. **Professional Photography:** Any photography prior to the wedding event day must be pre-approved by the Manager. The property may be made available for engagement and other photos, but dates and times must be pre-approved.
10. **Vehicle Traffic:** All vehicles shall travel slowly to prevent dust and hazards around the property and from other vehicles. Speed limit of 10 MPH is the maximum. The driveway is one-way only. Assistance will be normally provided to control one-way traffic, although if it is not available, all

drivers shall give the right of way to oncoming vehicles in an effort to prevent two-way traffic on the driveway. Inside the property, drivers shall look for guidance from the property Manager/staff regarding parking (temporary or long-term).

11. **Pets:** No pets are allowed on the property without prior approval by the Manager.

Approved Pets: _____

Conditions for Control of Pets: _____

Rules During Wedding Event

The following rules apply to vendors and family /friends during the event. Questions regarding these *rules should be addressed prior to working on the property.*

1. **Parking:** Vendors are to park in the back of the parking lot furthest away from the Distillery unless the owner provides special parking areas for them. Examples of special parking areas include the caterer or photographer who may need to get to their vehicle for occasionally. Guest parking will be provided as agreed to with the event sponsor. The Renter shall have the option to use on-site parking permits to control who parks on the property vs. off-site at the church. If this permit option is selected, the Manager will supply the Renter with 45 special parking permits to distribute to their guests prior to the event. The Manager/staff will greet guests/vendors and provide parking direction to assure best use of on-site and off-site parking. The Manager/staff will provide assistance and direction to any guests with special needs.
2. **Bathrooms:** Portable toilets are provided by the Farm and the Bungalow bathroom is available for women guests. These should be maintained (inspected/cleaned/restocked) every 30 minutes during the event by a person (bathroom monitor) designated by the event planner/coordinator. The bathrooms in the main house are to be available only to the wedding party prior to the ceremony and when the wedding party changes clothes. At other times the house will be locked up for security of the wedding party and house needs.

Bathroom Monitor: _____

3. **Smoking:** Smoking is permitted only in designated areas, and cigarette receptacles (galvanized pails with sand) must be used. At all times there is to be no smoking in or around the barn and out-buildings.
4. **Children:** Any children on the property during this period must be supervised at all times. This is a working farm, and there is equipment, both modern and antique, that is attractive and dangerous to curious children. The supervisor should be identified to the Manager.

Designated Supervisors Name: _____

5. **Music:** All amplified music must be turned off by 9:30 p.m. per county regulations.
6. **Alcohol:** Alcohol is only purchased from and provided by the Distillery and must only be served by Distillery staff. Distillery Staff shall be responsible for all persons served to be legal and have judgment to prevent guests from excessive consumption of alcohol. Renter's and their guests are not allowed bring alcohol to the venue. Renters and guests are not allowed to consume alcohol from any source that is not under the control of Distillery Staff. The bar must stop serving alcohol at least 30 minutes before the event ending.

Bar Closing Time: _____

7. **Ending Time:** Guests must leave by 10:00 PM per town regulations or at the time the event is concluded, whichever is earlier, and vendors must leave by 11:00 PM, or one hour after event is concluded, whichever is earlier.
8. **Catering:** The caterer will be provided space to make final preparation of food (e.g., dishing up and plating, making salads, cutting up food prepared off-site, etc.). All food shall be removed from the property by 11:00 PM on the day of the wedding event including left over food, plate scrapings, and any plates, silverware or other items used in the preparation/consumption/clean-up. The caterer shall also clean-up the area provided for food preparation.

9. **Tables, Chairs, Decorations and Other Items:** These items may remain on the premises until the following day, although table cloths and any loose items that could be broken or moved by animals or wind/rain must be packaged/collected and moved to a protected area.
10. **Vehicle Traffic:** All vehicles shall travel slowly to prevent dust and hazards around the property and from other vehicles. Speed limit of 10 MPH is the maximum. The driveway is one-way only. Assistance will be normally provided to control one-way traffic, although if it is not available, all drivers shall give the right of way to oncoming vehicles in an effort to prevent two-way traffic on the driveway. Inside the property, drivers shall look for guidance from the property Manager/staff regarding parking (temporary or long-term).
11. **Pets:** No pets are allowed on the property without prior approval by the Manager.

Approved Pets: _____

Conditions for Control of Pets: _____
12. **Confetti:** The use of mylar confetti, glitter or other non-biodegradable materials for celebration is not allowed on the property.