

TIN ROOF BARN

# Questions & Answers

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## 1. Scheduling Details

Q: *Can my mom/friend/vendor, etc come see the venue?*

A: Yes. If you would like to schedule a private tour there is \$50/hour charge. No unannounced or spur-of-the-moment visits, please.

Q: *When can we have our rehearsal?*

A: The rehearsal will be at 10am on the day before your wedding. Please contact your coordinator for scheduling.

Q: *Can we set up early or bring things out the day before?*

A: Arrival and setup is no earlier than 12pm on the day of your wedding. Use of the venue is limited to the day and times noted on your contract. We do allow overnight storage for personal decor for an additional fee. Refrigeration may not be available, depending on the day.

Q: *Could we extend our reception beyond 10pm?*

A: We do not extend reception times, and the TRB venue rental is concluded at 10:30pm. Please use the Grace Period as a time for your helpers, coordinator, and any remaining vendors to clear the area of your personal items and for your guests' departure. Many of our newly wedded couples have "after hour" parties in Hood River. Whiskey Tango, Cebu Lounge, River City Saloon, the Hood River Hotel, and White Buffalo Wine Bar & Bistro are great places to go, but need prior approval and notice so that they can accommodate the size of your party.

Q: *Can my guests leave their cars overnight?*

A: No. We do not allow any personal property or vehicles to stay overnight. Should a vehicle be left onsite, there will be a charge to you of \$65 per vehicle left overnight whether you were aware of this infraction or not. Please make sure your guests know that they cannot leave a car overnight. Guests will need to arrange for Designated Drivers or car pool to mitigate this issue.

## 2. Insurance and Banquet Permit

Q: *Can I use my own homeowners/renters policy rather than purchasing the additional Event Insurance through WedSafe or Eventsured?*

A: No. Due to the variances in individual insurance policies and coverage, we require the purchase of Event Insurance through WedSafe for a minimum of 1 million dollar liability. This insurance includes an "Alcohol Clause" for alcohol related incidents at no additional expense to you. Please see the "Instructions for Banquet Permit and Insurance" for additional information and how to acquire these required documents. **We also highly recommend adding on cancelation insurance that would be well worth the investment should you need to cancel or a force majeure event applies.** Please see the "Insurance" link for directions to purchase.

Q: *Where can I get the info to fill out the Insurance quote on WedSafe and Eventsured?*

A: Please review the document link, "Insurance" located on the Client Portal.

Q: *Why do I have to hire a bartender if the WA State Banquet Permit doesn't indicate that it's required?*

A: Tin Roof Barn LLC, as the host and potentially liable party, requires a WA State licensed bartender if you are serving alcohol at your wedding. Please see the "Insurance" link for directions to purchase. This permit is not automatically sent to us, so please email us a signed copy of your permit.

### **3. Decoration & Floral**

Q: *Can we move the wine barrels?*

A: No, wine barrels may not be moved from their intended location. Additional wine barrels are available for rent through TRB rentals.

Q: *Can we move the barn furniture out or around?*

A: Furnishings may not be moved. Our venue is "as is" and all indoor and outdoor furniture will remain in the same location.

Q: *Can we remove TRB decorations?*

A: No... Large items, rugs, and furnishings cannot be removed from the barn.

Q: *Are tacks or tape ok to use for hanging decorations?*

A: No. We do not allow the use of anything that pierces or disturbs the wood of either the buildings or the furniture – use removable string or wire only. Please review your contract for further decoration restrictions.

Q: *Can I put decorations in the hay lofts?*

A: No. The hay lofts are not accessible to anyone other than TRB staff.

Q: *Where can I decorate?*

A: The dining tables, hutch, and other tabletops are the main locations for decorations in the barn. You may decorate other areas as well as long as the decorations do not violate the contract. You may decorate outdoors at the arbor and ceremony patio, in the Pavilion, and set out signs/rental items/etc on the walkways for your ceremony or cocktail hour as well. Please do not disturb the landscaping or stake anything into the ground. Signs need to be on easels or in sandwich board form; do not stake anything into the ground. Do not add decorations elsewhere without prior approval from Kelly.

Q: *What can we put on the Arbor?*

A: Lights, draped fabric, chandelier, etc, feel free to use your imagination (or Pinterest)! There are hooks across the top of the arbor for you to hang things on. All floral pieces, cuttings, fabric, and decorations should be secured with wire or string only. No tacks, staples, etc. Décor must be removed by dusk. There is an electrical outlet on the left arbor pole which could be used if you wanted to string lights.

Q: *Where can I set up a Photobooth?*

A: Depending on your guest count, the Pavilion may be the only location large enough for a photobooth. There is room in the barn for a small “selfie-station” in the forward East Bay. Otherwise, plan for a booth to be set up either in the lawn games area or the Pavilion. Photo Booths cannot block any exit. Photo booth buses may park in the center of the roundabout or the Photo Bus parking spot next to the Pavilion.

Q: *Do you provide a gift or card table?*

A: No, but we do have two antique bakers tables for rent which can be used as a gift table, card table, or welcome table.

Q: *Where can my floral designer put the centerpieces together?*

A: Due to lack of open table space, we suggest having the arrangements made prior to arriving at the venue. We do not have floral refrigeration (do not put flowers in a standard refrigerator, they will turn brown!) and remember to **make sure your florist/friend removes all cuttings from the property** – TRB does not dispose of the floral or greenery cuttings. **All floral, including any installations MUST be removed by the end of the evening – please ensure your florist/friend is aware of this stipulation.** Another thing to note: if your wedding day is going to be hot, try and have the flowers set out as late in the day as possible to avoid wilting prior to the ceremony and reception. If you would like to donate your centerpieces or bouquets after your wedding, you can take them to the front desk of Hood River Providence Memorial Hospital where they have volunteers to take donations everyday til 4pm.

#### **4. Rentals**

Q: *When can we drop off and pick up our items?*

A: All decorations, floral, alcohol, desserts, and other miscellaneous items will be dropped off no earlier than 12pm on your wedding day. Rental Companies may drop off as early as 9am on the wedding day, and pick up the next day prior to 10am. All items that you bring to the venue must be removed by check-out.

Q: *When is the latest I can submit my TRB rental request?*

A: We need your initial rental request at least 14 days before your wedding.

## **5. Pre-Ceremony**

Q: *Where does the wedding party get ready?*

A: The Bridal Suite and Groom's Room are available between 12pm and 4pm. All personal items, food, and trash must be packed up and ready to be moved to the storage area of the Groom's Room by 5pm. Please leave valuables locked in your car. We are not responsible for the theft or loss of your items on our property.

Q: *Does the Bridal Suite and Groom's Room have air conditioning?*

A: Yes.

Q: *Where does the bride wait and how does she get to the ceremony area?*

A: There are a couple options including the Bridal Suite, the Barn, or the courtyard - please consult your coordinator for details.

## **6. Ceremony**

Q: *How many chairs are provided for the ceremony?*

A: 150 white resin ceremony chairs are included. There are Adirondack chairs and benches at the rear of the ceremony patio for additional seating. Your caterer or coordination team is responsible for setup/teardown.

Q: *How are the ceremony chairs arranged?*

A: There are typically 12-16 chairs per row, separated in the middle by the aisle. Setup needs to be included in your contract with either your coordination or catering team. TRB staff does not setup the ceremony chairs.

Q: *Does the DJ need to bring speakers, microphones, and a table for the ceremony?*

A: Yes. We do not have outdoor speakers or microphones at the Ceremony Patio or Pavilion. There is a DJ table located next to the barn for the ceremony. There are electrical outlets in all locations.

Q: *Can we throw petals/seeds/herbs/flowers/etc?*

A: No, nothing can be thrown for the ceremony, Grand Exit or at any other time. We are located in an agricultural area. There is a working orchard just to the north, plus working fields that surround the barn. We value the natural look of our valley and do not want various things thrown to the wind, regardless of their biodegradability.

If you are concerned with what your Flower Girl should do, we've had numerous little girls who have walked the aisle blowing bubbles and carrying baskets of flowers or waving streamers - it really doesn't matter because they're always so darn cute! We have seen some really fun Grand Exits with bubbles, light sticks, waving streamers, tambourines, human arches, etc. Due to the high probability of fire in our region, sparklers are not allowed.

## **7. Dining & Reception**

Q: *How many people can be seated in the barn?*

A: 160 total people (including bride, groom and wedding party). Babies under 6 months of age do not count against the total as they do not require space for a high chair or chair. We have high chairs available for rent through the Client Portal.

Q: *Is there a specific place in the barn for desserts?*

A: Yes. There is an 8' long wine barrel table in the bar area for the display of your wedding cake and plenty of room for additional desserts.

Q: *How many dining tables and chairs are available for our use and how many people can be seated at each?*

A: The number of dining chairs is limited to your guest count. Farm tables are limited to guest count and layout. Each table can seat 8 people with 4 on each side.

Q: *What are the dimensions of the farm tables?*

A: 96" long, 40" deep, 30" high.

Q: *Do you have a buffet table?*

A: Yes - we have a 12' long wine barrel buffet table that is available for rent.

Q: *Do you have a Sweetheart Table?*

A: Yes, available for rent. It is the same style as the Farm Tables, but sized for two at 48". It can be found under the rental section in the Client Portal.

Q: *Do we need to bring in bottled water?*

A: This is not necessary. You can bring in bottled water if you like, but our tap water is from our private well and has been through multiple WA State Health Department quality tests and is signed off for commercial use as drinking water. We have water carafes available for rent.

Q: *Do you provide ice?*

A: No. We don't provide ice, but there is a general store/gas station 3 miles north of the barn in BZ Corners, which sells bagged ice. You can store ice in both freezers in the barn and bring in additional coolers for extra ice.

Q: *Does the barn have fans or heaters?*

A: We have several standing fans that will help move air around on the days we don't have a breeze, but we do not have overhead ceiling fans. Patio heaters may be rented through TRB or an outside rental company. A minimum of 30 days notice is required for heater rental.

Q: *Does our DJ have to use the in-house speaker system?*

A: Yes. DJs, musicians, etc, are required to use our system for the reception inside the barn.

Q: *Does our DJ need to bring a table for the ceremony and reception?*

A: We provide the permanent DJ booth inside the barn and one in the ceremony patio. They will need a small table if providing music in the Pavilion for cocktail hour or if your ceremony is held in the Pavilion.

## **8. Catering**

Q: *Do we have to use a Preferred Caterer?*

A: No, but your caterer must be approved by TRB prior to booking and you will need to pay an additional \$925 fee.

Q: *The Preferred Caterer we wanted is already booked for our date. What now?*

A: You will need to choose a caterer on our Preferred List that is available on your date. Should you not find one you like, you can choose your own "Non-Preferred Caterer" for an additional fee.

Q: *Non-Preferred Caterer: The caterer we want doesn't have full service staff, but can find people to help serve and clean up, will that suffice?*

A: No. We are sticklers about this for a reason! When not done right, catering is easily the weakest link we've seen at weddings, both here and elsewhere. If the dinner service is not executed professionally and with professional staff, the entire reception can turn into a mess as the timeline will be off (which is actually a big deal), guests will be upset, food may not be handled properly resulting in sickness, and cleanup not completed resulting in a fine to you!!

Q: *Can we have food trucks or multiple catering vendors?*

A: Yes, with stipulations. As long as you have it in your Preferred Caterer contract that they are responsible for all food and beverage cleanup, including that from other catering vendors (such as ice cream cart, food truck, pig roasters, etc), we do allow additional caterers.

## **9. Tin Roof Barn Tableware & Rentals**

Q: *How do I rent items from TRB?*

A: Just go to the first section of the Client Portal and make your selections. Once submitted, Kelly will send you an agreement and invoice. \*\*\*This system is being updated, you will receive an email once this process has been changed.

Q: *What pieces are available in the TRB vintage china and tableware settings?*

A: See the list below. You can reserve these rentals in the Rentals section of the Client Portal. We do not have linens other than our Lace Tablecloths.

- Dinner plate (approx 10"diameter)
- Salad plate (approx 7" diameter)
- Dessert plate (approx 5" diameter)
- Champagne flute
- Champagne coupe
- Wine glass
- Signature Cocktail/Beer glass
- Water goblet
- Water/juice glass
- Teacup and saucer
- Dinner fork (silver)
- Dinner knife (silver)
- Salad fork (silver)
- Dessert fork (silver)
- Teaspoon (silver)

Q: *Do you have any serving dishes or utensils for rent?*

A: No. Be sure your caterer is aware of this! We do not supply chafing dishes, family style serving plates, serving spoons/forks, steak knives, cake knives or servers, coffee or tea carafes or dispensers, etc. We do have several options for dessert trays which can be found in our rentals.

Q: *If we are renting your tableware, do you set it up?*

A: No. Your Preferred Caterer is responsible for setting the tables.

## **10. Outdoor Areas**

Q: *Do you have signs?*

A: There is a sign for Tin Roof Barn on Hwy 141, as well as signs for direction to parking, restrooms, and smoking area. Customized signs are available and will be placed at the entrance to the venue. See our rentals section for details. If you would like to have additional signs, please ensure that they are on an easel, or are a "sandwich board" type. Do not stake signs into the ground anywhere on our property. Please don't use glass in the courtyard, it's almost guaranteed to break!!

Q: *What can we use the Pavilion for?*

A: The intent of the Pavilion is for ceremony use during inclement weather. If not used for your ceremony, you may use the space for cocktail hour or bring in additional seating, photo booths, bars, etc.

Q: *When do we have to decide whether or not to use the Pavilion for our ceremony?*

A: It is advisable to make the decision as early as possible, but a minimum of 2 days prior so that your coordinator can work with your caterer, florist, and DJ to make adjustments as necessary. If you had been planning to host an extensive

cocktail hour in the Pavilion, be sure to work on a “Plan B” for weather and alternate locations for cocktail hour. Other vendors, including TRB, will need to be aware of “Plan B” so just make sure your coordinator keeps everyone in the loop.

Q: *Can we roast S'mores on the fire pit or in the fireplace?*

A: No. The fire pit and fireplace are propane and for decorative use only. You may arrange to have a S'mores station with gel burners in the Pavilion.

Q: *Can we move the outdoor furniture?*

A: No, the outdoor furniture cannot be moved.

Q: *What are the included lawn games and where are they set up?*

A: We have a permanent set up for Horseshoes and Cornhole in the field to the left of the barn courtyard as you first walk up. You are welcome to bring additional lawn games and set them up either in the Lawn Games area or in Pavilion.

Q: *Are there speakers in the courtyard or Pavilion?*

A: No. Your DJ may set up speakers in the Pavilion for cocktail hour.

Q: *Do you provide extension cords?*

A: No, you will need to provide extension cords (we recommend getting cords that are brown or black so that they are not glaringly obvious). If the cord is located in a movement area, you will need to bring a rug or other type of suitable cover for it so that it is not a tripping hazard – Do not use duct tape.

Q: *Are there electrical outlets outside?*

A: Yes. There are 4 electrical outlets on the Arbor and multiple outlets in the Pavilion. Don't forget to bring your own black or brown extension cords (normal orange cords are fine, but not very pretty to look at). Remind your DJ and coordinator as well!

Q: *Where can my vendors park?*

A: The main parking area is in front of the Bridal Suite & Groom's Room. Vendors can easily access the barn for loading/unloading from the parking area next to the barn, however, once their offload is complete, they will need to park their vehicles in the main parking area.

Q: *Are there any restrictions for our Grand Exit?*

A: Yes. The same restriction as for the ceremony - the specific clause in the contract is listed under "Decorations." Essentially, if it is something that is meant to be thrown in the air, we do not allow it (rice, confetti, seeds, flowers, etc). Sparklers are not allowed. Approved options include blowing bubbles, waving streamers, light sticks, fiber optic wands, tambourines, etc.

## **11. Photography**

Q: *Can my photographer access the hay lofts for pictures from above?*

A: No. The hay lofts are inaccessible. We have contact information for Aerial Photographers you may hire for these and other shots from above.

Q: *Where are some good areas for pictures?*

A: Everywhere!!

- Under the walnut trees in front of the guest house
- On the dirt road leading to the ADA parking area
- The field to the west of the barn
- The field to the east of the barn in front of the orchards
- Against the north side of the barn where there is silvery wood
- Bride and Groom peeking out a barn window
- Against the side of the barn or restroom building (sounds weird, but it's a beautiful background)
- Under the Arbor

Stay within the immediate grounds of the venue and do not cross any fences or boundaries or trespass to private property. There is no access to the river from the venue but you can drive 5 minutes north to BZ Corners where there is a drop-in for kayakers and it is accessible to the public.

## **12. Clean up and Grace Period**

Q: *What if our guests break chairs/tables/furniture, etc? Will we be charged?*

A: While we do expect some wear and tear on our things (within reason), we do not expect them to be rough handled so much that a number of them break. If this happens, you will be charged for the cost of their replacement.

Q: *What does the cleanup entail?*

A: For:

Food & Beverage - Caterers are responsible for food and beverage cleanup as long as you have it in your contract with them. All personal decor and florals will need to be removed by either your cleanup team, or your coordination team/florist (if contracted). Please insure you have enough people on hand to finish the cleanup within your contracted grace period.

Decorations & Rentals -

- All decoration that was brought onsite must be removed and taken with you - we do not dispose of decorations that you do not wish to keep.
- Flowers and foliage removed
- Any flowers, lights, or other forms of decoration that you put on the Arbor, Pavilion, or other areas must be removed
- All rentals removed from the property

Bridal Suite & Groom's Room -

- All items must be removed from the Bridal Suite and Groom's Room by 4pm and moved to the Storage Area
- All personal items removed
- Trash put in waste cans
- Used dishes/glassware left in the kitchen

*Q: Does our reception have to end at 10pm or can we extend through the grace period?*

A: We do not allow time extensions but there are several after-party options in Hood River if you would like to continue the celebrations. Going out in Hood River provides a new location for socializing and most guests will be happy to move to another location after having been at the venue for 6-8 hours! We recommend looking into Cebu Lounge, Whiskey Tango, River City Saloon, the Hood River Hotel, or White Buffalo Wine Bar & Bistro.

\*\*\*End\*\*\*