

## HISTORIC GUIDELINES ~ 2017

### ANY VIOLATION OF THESE POLICYS WILL RESULT IN THE LOSS OF ANY DAMAGE DEPOSIT PAID

#### THE FRONT PORCH AND STEPS~

Only the wedding party will be allowed to access the front steps and front porch of the plantation house, for prearranged photographs. Absolutely no unsupervised children are allowed on the steps or front porch of the plantation house. Guest may access only the designated areas of the event, no exceptions. The fenced in area around the plantation house is a private plantation area. No guest, vendors, or unsupervised children are allowed access to the private fenced area.

#### RAINY WEATHER CONDITIONS~

When rain has occurred prior to the wedding and standing water is present on the plantation grounds, the event will take place inside the red barn. The rain plan must be decided by the rehearsal day. The red barn is the rain back up plan and can accommodate up to 200 seated guest. Antonia plantation will not set up any wedding equipment, wedding chairs or decorating on the plantation grounds in rainy weather and or in wet grass. No outside tents are allowed on the property. Antonia plantation will rent to you and install canopy tents for the walkway to under the house if needed.

#### WEDDING AND RECEPTION TABLES, CHAIRS AND OTHER EQUIPMENT~

All wedding equipment and decorating items for all events will be set up by Antonia plantation staff. Tables, tablecloths and table top decorations will be ready at least 1 hour before the event, depending on weather conditions and ceremony seating at the ceremony location will be ready 1/2 hour before start of the ceremony. All equipment will be moved after ceremony into reception area if applicable and or determined. **SMOKING~** No smoking allowed in the barn, the bridal or groom dressing area, under the house or on the porch. Smoking is only allowed in the designated smoking area, which is outside of the barn around the blue picnic table.

#### PROPERTY AND THE OAK TREES ~

Please respect our historical home, oak trees and grounds. Any children or guest in unauthorized areas or creating damages of any kind, will be considered a violation of the historic guidelines.

## EVENT BEHAVIOR ~

Our staff will be working hard and with great regard, to make sure your wedding day is a wonderful experience for you and your guest. Please respect our historic home, property and our employees in turn. Any member of the wedding, the wedding family, wedding party or any guest in attendance who is obviously impaired or acts or speaks aggressively toward an Antonia plantation employee will be asked to leave the venue and will be removed by a WBR PARISH SHERIFF. This includes anyone who is behaving and or speaking in a rude or inappropriate manner, regardless of their position or title. Antonia plantation reserves the right to terminate any event that poses a threat and or bodily harm to any person on the plantation property. All guest will be escorted to their vehicles. There will be no refunds of any kind.

## THE BARN AND UNDER THE HOUSE ~

**NO SMOKING** IN THE BARN, THE BARN APARTMENT, UNDER THE HOUSE, OR AROUND GUEST SEATING. SMOKING IS ALLOWED AT THE BLUE PICNIC TABLE IN THE SIDE YARD.

All areas of our property will be cleaned and in proper working order for your venue. Due to the nature of the historic 1811 age of the property, some items may occasionally go out. We cannot be responsible for i.e., light bulbs or strands of lights or similar items that may go out during the event. At the time of the rehearsal practice any items that are not in acceptable working order, must be brought to the attention of Antonia plantation. An appropriate plan and repair will be made in time for the start of the ceremony.

## LOSS OF ELECTRICITY / POWER ~

Antonia plantation cannot be responsible for loss of power during any event. We have only lost power for a short while during one event. However, we do not have generators. If bad weather has been forecast for the weekend of your event, plans should be made by you, to have a generator (capable of running the functions of your wedding) delivered and installed by a licensed professional

## VENDORS ~

If an outside vendor is allowed they **MUST SCHEDULE APPOINTMENTS TO ACCESS THE PROPERTY and NO DRIVING TO THE BARN!!!!!! TO UNLOAD OR LOAD AT ANY TIME!!!!** No heavy, tall or very large items can be used on the plantation property, this includes all heavy and large items requiring two or more people to lift and move, any lighting or items that require set up, electricity, nailing or flame. All decorating must be approved before installation, no exceptions if an outside vendor is approved, they must read and follow the guidelines. All vendors must be licensed and submit license to Antonia plantation. They must bring all needed equipment and submit their provided services for the bride and groom to Antonia plantation.

### ON SITE PARKING, UNLOADING, DROP OFF AND SECURITY~

Parking is in designated parking area only. No driving to the barn or on the plantation front or back lawn at any time\*\*\*\*\*

### VENDOR AND HELPER DROP OFF, UNLOADING AND PICK UP ~

Vendors must contact Antonia plantation for access to the property only licensed and bonded vendors will be allowed on the plantation property. They must be on the approved vendor list to gain entrance to the plantation. All deliveries of outside vendors must schedule a time, to come onto the plantation property for any reason. No exceptions a plantation employee is available and **will need to be scheduled**, if needed to help unpack, unload, carry items, hang items, haul items and do general task at a price of 40.00 per hour. This person will have all applicable tools needed, ladders, hammers, dolly etc.

### WBR DEPUTY SHERIFF~

Will supervise, direct and park all guest and will be present throughout your event, starting a half hour before the event begins and until your guest leave immediately at the end of the event. Well lit, convenient on-site parking is available. Guest parking is located on the grassy lot on the side of plantation back driveway. Guest will not be allowed to park on the grounds until thirty minutes before the start of the ceremony. **No vehicles will be allowed to park overnight**, any overnight parking fees will be deducted from deposits.

### EVENT DAY PREPARATIONS AND DECORATING~

All decorating will be implemented by Antonia Plantation

### DECORATING~ NO OUTSIDE DECORATING ~

No decorating persons or vendors are allowed on Antonia plantation property. Antonia Plantation Staff will implement all decorating items. Placement of personal pictures, photographs, favors and small gift items can take place the day of the event, in the event day early arrival time frame (see package selection for time frame). Additional personal decorating time can be scheduled at 100.00 per hour. These items must be approved by Antonia plantation. No large or heavy decorating items can be brought onto the plantation property at any time, no exceptions. all items such as hay, dressers, buffets, furniture, vintage doors, windows, barrels, ladders, backdrops, chandeliers, bars, serving backdrops, photo booths etc. can be rented from Antonia plantation, or can be included in a wedding reception package. No permanent fixtures or items will be allowed. Candles and open flame must be approved, no exceptions at all...

### EVENT TIME~

Guest will be allowed to access the grounds and proceed to ceremony seating 10 - 15 minutes before the start of the ceremony~

Events times will vary. The ending of the event must be announced 15 minutes before the end of the event by the Dj or entertainment. This allows guest time to line up for the departure line. Guest must exit to their cars by the end of the allocated time line, no exceptions. Additional time can be added to any event at 750.00 per hour plus tax. Please allow time to arrange staff for extended stay.

### REMOVAL OF DECORATING ITEMS AFTER EVENT~

We are not responsible for lost or misplaced items. Antonia Plantation will not hold wedding items. All personal items must be removed immediately after the event. A thirty minute frame is allocated to remove your personal items after your event. Additional time can be purchased for item removal at 750.00 per hour plus tax. A sheriff's deputy will supervise all guest as they leave the plantation immediately at the end of the event, and the guest will not be allowed to assist with the removal of any items. We cannot store or hold your items. If items are not taken away immediately at the end of your venue a 500.00 charge will apply. Vendors have a half hour time frame for item removal.

### DRESSING AND PICTURES~

The bride and the wedding party can arrive before the start of the event for preparation and dressing, see package selection for time frame. Pictures can be taken within the allocated early arrival time. The barn has a private dressing apartment available before event and there is a changing room available for the men. The changing room for the men will be locked at the start of the wedding ceremony and guest will not be permitted into that area, after the start of the ceremony.

### PRE EVENT PHOTOGRAPHY~

Bridal photos can be taken at the plantation for 275.00 dollars (3 hour session) prior to the wedding day. The day and time must be scheduled. For engagement, family, couple and save the date photographs, a session can be booked at Antonia plantation prior to your event. No one is allowed to enter the plantation property without scheduling and permission for any reason.

### REHEARSALS

The wedding rehearsal must be scheduled and held, one or two days before the event. No outside alcohol can be brought in or consumed during the rehearsal. During the rehearsal alcohol can be purchased from Antonia Plantation and pre arrangement is required. A day of service coordinator can assist

with the set up and practice of the wedding ceremony but must be scheduled and cost will be determined by services provided. The rehearsal time is one hour and guest parking is in a designated area. No cars can be left unattended after the rehearsal or left overnight. Guest are allowed onto the property 5 minutes before the start of the rehearsal time

### FOOD AND BEVERAGE ~

#### NO OUTSIDE ALCOHOL CAN BE BROUGHT ONTO THE PROPERTY OR CONSUMED AT ANY TIME

- ❖ Alcohol can be purchased through Antonia Plantation for the bridal party, pre ceremony and must be arranged
- ❖ Guest alcohol consumption before the ceremony can be purchased through Antonia Plantation and must be prearranged through management

### RECEPTION GUEST FOOD AND BEVERAGE

Your final guest attendance is required 21 days before the event day and confirmed again on rehearsal day.

#### Guaranteed Guest Counts

Once a guaranteed count is given, final payment is required by rehearsal night. A guest counter will be used on wedding day at the reception buffet. Additional payment will be based on the final guaranteed number or the actual number, whichever is greater. If no guarantee is given, your highest estimated attendance will be considered your final guarantee. All overages must be paid at the end of the event. No food & beverage refunds will be issued after the event.

All food and beverages will be provided by Antonia plantation. You can select from several wedding menus to suite your needs and budget. Ceremony alcohol service will begin after the ceremony. No alcohol consumption is allowed on the grounds prior to the ceremony.

### DEPOSITS AND PAYMENTS ~

You and any of your representatives must read and follow the historical guidelines of Antonia plantation.

*Any violation of the guideline policies will cause the loss of the damage deposit. Antonia Plantation will contract and supervise all vendors and a fee is included. All deposits are nonrefundable and are required to schedule an event. A payment of 1/3 of the balance is due 120 days before the scheduled event. The balance along with your final guest count is due 21 days before the event and reconfirmed again at the rehearsal. All guest will be counted at and during the reception buffet. Any guest overages will be due and collected at the end of the reception. No refunds will be given on food and beverages. Any event cancelled 120 days before a scheduled date will forfeit all deposits and monies paid.*

*A 500 dollar maintenance fee {nonrefundable} deposit and a 250.00 red wine fee {nonrefundable} is required. If any deposits and or payments are not completed by the 21st balances due timeline, the event will not go forward and no refunds of any kind will be issued. If any payment is made through a credit card, a 6 % processing fee will apply, any payment through PayPal will incur a 4% fee. All NSF payments / checks will be charged a 50.00 dollar chargeback fee. If there is more than one NSF payment all monies paid must be made with a cashier's check. Any date saved 12 calendar months in advance will incur a 13% increase on food and beverage cost for event guest count. Please make all payments to: Jan becnel*

*THANK YOU THE ANTONIA PLANTATION AND THE RED BARN*

*READ BY* \_\_\_\_\_

*DATE* \_\_\_\_\_

*Antonia Plantation* \_\_\_\_\_