



THE GUEST HOUSE AT
FIELD FARM
A PROPERTY OF THE TRUSTEES

Event Venue Guidelines & Policies

PREMISES

Field Farm Reservation is a property of The Trustees of Reservations (The Trustees), a member-supported nonprofit conservation organization with a mission to protect and share the Massachusetts places people love for their exceptional scenic, historic, and ecological value. Field Farm is home to a pair of Modernist homes—one a bed & breakfast—and more than 300 acres of open fields, woods, and wetlands with four miles of footpaths.

When renting Field Farm for a private event (any event not sponsored by The Trustees), Client agrees to rent out the entire Bed & Breakfast (6 rooms) for the duration of the event, for a minimum of three (3) nights, checking in no later than two evenings prior, and checking out no sooner than one evening following the event. Client acknowledges that Field Farm is a special place with historic and natural significance. Rental provisions apply to the Field Farm function areas, and conditions are subject to change without advance notice.

PERMITTED USE

Trustees members at the supporting level and above may rent spaces at Field Farm for wedding ceremonies, wedding receptions, private social or corporate events (Event).

Hours: Unless otherwise noted in the rental Agreement, events may be scheduled between 4:00 pm and 10:00 pm with an event time frame of 5 hours. Wedding ceremonies will add 30 minutes to the Event for an additional fee. All guests must depart on contract time. Caterers and other Event vendors must complete breakdown and depart within one hour of event end time.

Authorized Use Areas: Event attendees are authorized to use all public spaces on the property. Event guests who are not staying in the Guest House are explicitly not permitted to use the restrooms in the Guest House, or enter the Guest House without permission from Field Farm Management. Visitors must take care when exploring the property after dark as not all areas are lit and are on uneven ground. Ceremonies may be held, and food may be served, only in the designated spaces.

Maximum Capacities: The Field Farm Reservation has a 100 person capacity limit.

Parking: PARKING AT FIELD FARM IS VERY LIMITED. The Guest House at Field Farm can accommodate 6 parked cars for guests. There are 6 public parking spots that can

be reserved by the trail head. Clients requiring additional parking will need to arrange for a hired shuttle to transport guests to and from alternative parking. Larger buses (i.e. school bus size) can drop off on Sloane Road, but cannot come down the driveway.

Event Set Up: Public use and enjoyment of the property may not be restricted during set up times, and reasonable efforts should be made during set up to minimize interference with Field Farm activities or visitor enjoyment of the property.

Rehearsals and Photography: Ceremony rehearsals are not included in the venue rental and may not be available. Event photography occurring prior to designated Event use times requires the permission of Field Farm in advance.

PAYMENTS AND CANCELLATION POLICY

Fees: A non-refundable initial payment of 50% of the Base Venue Fee and Guest House Lodging Fee (paid separately) plus the Trustees membership fee is due with this signed Agreement to secure Client's chosen date. The remaining Total Fees including lodging are due and payable ninety (90) days prior to the Event. Payments shall be made as directed by the Field Farm contact.

Security Deposit: A refundable security deposit is due and payable ninety (90) days prior to the Event. The security deposit will be returned within 30 days after the Event provided that there is no damage on the property, and that all Event-related materials are removed promptly after the Event.

Cancellation Policy: In the unlikely event that Client chooses to cancel or reschedule a reserved date, all payments made are non-refundable. Payments may be applied to a rescheduled date within 12 months of the originally planned Event for a 25% administrative fee.

Force Majeure: Field Farm shall be excused and held harmless for failure to perform the contracted services when prevented from doing so by cause or causes beyond its control which shall include, but are not limited to, acts of God, war, government regulation, disasters, disease, pandemics, quarantines, transportation or utility interruptions, fire, weather, travel restrictions, labor actions, acts or threats of terrorism or other public emergencies making it illegal, impossible, or commercially impracticable for Field Farm to perform hereunder. If Field Farm must cancel the Event because of Force Majeure, Field Farm will apply all payments received from Client towards the cost of a future Event for Client. If Client does not reschedule an Event within 12 months following a cancellation, Field Farm shall refund Client all payments made.

CATERING, BAR AND EVENT PLANNING SERVICES

Catering: Field Farm works exclusively with Mezza Catering in Williamstown, Massachusetts. Mezza Catering is aware of all rules and regulations for catering Events at Field Farm, and will be solely responsible for the set-up, break down, and cleaning of all Client Event spaces. Mezza will assist you in all of your rental needs including all china, glass ware, flat ware, and any other service ware for the Client Event. Single-use plastic materials are not permitted.

Bar Service: Caterer will be responsible for all bar services, including provision of the liquor license and liability insurance, ordering, receiving on-site and serving. All Massachusetts Liquor Laws will apply to Events held at Field Farm. All beverages must be poured into glass drinking cups. Beverages must be served by a TIPS-trained server, and in compliance with all relevant laws and regulations. Bar service cannot exceed 4.5 hours, and must end 30 minutes prior to Event end.

Event Management Service: Mezza is a qualified event coordinator and will oversee vendors, event set up, and event breakdown. Field Farm staff will be available to work with Mezza and the Client for general coordination with a focus on assuring the protection of the property and adherence to these guidelines.

RENTAL EQUIPMENT, TENTS, AND OTHER VENDORS

Vendor List: Mezza Catering will assist you in selecting additional vendors, including florists, musicians, DJs, photographers, event planners, officiants, restrooms, rental equipment, etc. A list of vendors must be submitted to Field Farm contact at least 1 month prior to the Event.

Rentals: Mezza Catering will assist you in arranging any rentals (tents, restrooms, tables, chairs, linens, dance floor, A/V Equipment, etc.). Storage at the property is limited and must be coordinated with Field Farm.

Rental Deliveries: Deliveries must be scheduled in advance with the Field Farm contact. Deliveries will be accepted on the Premises between 10:00 am and 5:00 pm daily. Staff at Field Farm will be on site to receive deliveries, but will not be responsible for physically handling deliveries and/or guaranteeing accuracy or condition.

Tenting and Restrooms: Tents and restroom rentals may be set up on the Premises one day before the Event, and must be removed on the day after.

SAFETY AND SECURITY

Event Arrangement: Field Farm reserves the right to approve the arrangement of tents, tables, etc. on the Premises, including the placement of bars, dance area, band or DJ. Field Farm personnel will be on duty at all times during the function to ensure the safety of all guests and vendors.

Conduct: The conduct at Events must conform to the municipal and public safety regulations of the Town of Williamstown, particularly with respect to noise and traffic. Client assumes full responsibility for any loss or damage to the buildings, grounds, or equipment whether by Client or Client's guests, vendors or caterer.

LIABILITY AND INSURANCE

Client shall assume all liability for, and indemnify and save harmless, Field Farm and The Trustees (and its officers, directors, members, employees, and agents) from loss, damage, and cost, including reasonable legal expenses, occasioned by Client's use of the premises to the extent caused by the breach of this Contract or the negligence or misconduct of Client, the Client's vendors, or guests (or employees of any of the

foregoing). Client releases The Trustees from all liability from illness or injury as a result of or related to hosting an Event on a Trustees property.

Mezze Catering will maintain Comprehensive General Liability Insurance subject to a combined single limit of at least \$1,000,000 for bodily injury and property damage liability per occurrence, and to a general aggregate coverage of \$2,000,000. The caterer's insurance shall include Liquor Liability Insurance, shall name The Trustees as additional insured and shall give The Trustees a Waiver of Subrogation in favor of The Trustees.

VENUE USE RESTRICTIONS

Client, Client's guests, vendors, and caterer must be in compliance with these guidelines and the use restrictions set forth herein, established to ensure safe and wonderful Events while protecting this special property and its contents. Field Farm Event staff reserve the right to end Events early if Clients or their guests fail to comply. Clients use of the premises is subject to approval by Field Farm Staff.

Food Service: Restrictions include, but are not limited to:

- Self-catering and drop off catering are not permitted without prior permission from Field Farm staff.
- Cooking or food preparation is not permitted in the Guest House kitchen.
- Menus may not include CBD or cannabis infused food or beverages.

Beverage Service: All beverage service at Field Farm must be provided by the caterer. Restrictions include, but are not limited to:

- Cash bars are not allowed.
- Shots are not allowed.
- Alcoholic beverage service must stop one half-hour prior to the end of the scheduled Event or after a service period of four and a half hours, whichever comes first.
- Catering and Field Farm personnel are authorized to withhold alcohol service from guests who appear intoxicated or who are unable to produce proof of legal drinking age. Under no circumstances will Field Farm personnel serve alcohol.

Parking & Transportation: PARKING AT FIELD FARM IS VERY LIMITED. The Guest House at Field Farm can accommodate 6 parked cars for guests. There are 6 public parking spots that can be reserved by the trail head. Clients requiring additional parking will need to arrange for a hired shuttle to transport guests to and from alternative parking. Larger buses (i.e. school bus size) can drop off on Sloane Road, but cannot come down the driveway.

Restricted Areas: Event guests are not permitted to use any areas other than those listed as Authorized Use Areas. Event guests who are not staying in the Guest House are explicitly not permitted to use the restrooms in the Guest House, or enter the Guest House without permission from Field Farm Management.

Decorations: Signs, and other decorations may not be attached to property sculptures, signs, gates, fences, walls or trees. Taping, tacking, hanging, wrapping, or affixing in any way of any Event materials on the exterior or interior of the buildings is

not allowed. Balloons are not permitted. Decorations not removed at the end of the Event may result in a forfeit of the security deposit.

Smoking & Vaping: Smoking and vaping of any kind is not permitted on the property.

Animals: Leashed dogs are permitted outdoors as part of a ceremony, but must be taken off property as soon as the ceremony ends. Service animals must be working and under control at all times

Open Flames: No open flames or candles may be used at Field Farm.

Celebratory Equipment: Cannons, fireworks, sky lanterns, sparklers, and similar items are not permitted anywhere on the grounds.

Entertainment Equipment: Entertainment rentals, including photo booths, arcade games, bouncy houses etc. must be approved in advance, and may not be permitted.

Treatment of Outdoor Sculpture, Structures and Architectural Features: Standing, sitting, climbing, or decorating on property structures, including but not limited to sculptures, trees, exterior walls, retaining walls, balustrades, fences, and buildings, is strictly forbidden.

Treatment of Landscape Features: Dumping of ice or grey water is not permitted on the lawns or in planting areas. Driving is not allowed on or across any lawn area. Runners or carpets are not allowed on any lawn areas. Florists must use outdoor spigots and sweep up after installing and removing flowers outside the building. Shepherd hooks or stakes can be placed in lawn areas only after consultation with Field Farm to protect our irrigation systems. Outdoor heating units must be approved in advance by Field Farm staff.

Drones: Use of Drones to film the Event and the Facility for private use only must be approved in advance by Field Farm, and may only be used by licensed, experienced operators.

Miscellaneous: Airplanes, helicopters, gliders, hang gliders, sky divers, hot air balloons or other aerial acts or equipment are not permitted on the property as part of an Event. Rice, bird seed, confetti, or similar items may not be thrown or used as part of the ceremony or celebration. The Trustees reserve the right to reject any activity during an Event at any time and for any reason.

Music and Dancing: Amplified music is allowed in compliance with local noise restrictions. Music must be provided by professional musicians, DJs or sound technicians.

Client Responsibility: All items brought to Field Farm by Client or Clients' guests are the sole responsibility of the Client. This includes but is not limited to decor, florals, pictures, gifts etc. Client is responsible for ensuring that caterer and other vendors remove all equipment and Event-related supplies the same evening as the Event, and failure to do so may result in forfeit of security deposit.

Statement of Non-discrimination: The Trustees does not discriminate due to Client's or their guests' race, color, religion, gender identity, sexual orientation, ethnicity, national origin, age, military service, veteran status, or disability, or impose different

restrictions on any of these bases, or make any statement(s) for any of the foregoing reasons in order to discourage a Client from renting Field Farm as a venue, or cancel a client's reservation on any of these bases.

PERMISSION

When renting Field Farm for a wedding or event, Client recognizes that Field Farm staff has the right to take photographs of the Event, including images of Client and Client's guests. Client consents to the taking and publication of photographs for purposes of promoting Field Farm as an event venue. Client agrees that Field Farm may use photographs with or without Client's name, and that such use shall be without payment of fees, royalties, or any other compensation.

COMPLIANCE

Client acknowledges and agrees that its right to use Field Farm may be terminated upon a failure by it, or its guests or vendors, to comply with these Guidelines or the reasonable directions of Field Farm staff, and may result in Client and its guests or vendors being removed from the premises. In such case, neither Client nor any of its guests or vendors shall have any right to receive a refund of amounts paid for use of the premises, or compensation for any other claimed damages or liabilities, and Client agrees to indemnify The Trustees against any such claims brought by The Client's guests or vendors. Client agrees that no use of the premises shall be made which is offensive or excessively noisy; nor shall any use be made which is contrary to any law, or regulations established by The Trustees generally for use of the property of which the premises are a part.

