

CONSIDERATIONS TO BE MADE BEFORE RENTING THE TROLLEY BARN

1. If you are planning on heavily amplified music, The Trolley Barn may not be the venue for you. The Barn is situated in a residential area. The maximum decibel allowance within The Barn is 90 (which is still plenty loud for a fun, music filled event). The sound level is monitored during the entire event. Financial penalties are levied on events that exceed this limit.
2. The base rental fee for a time block is for the time block only. All add-on time is charged according to the fee schedule. However, all add-on charges for time that is not used are refunded with the security deposit after the event.
 - a. We rent to only one event per day, so you may break up hours through that day as convenient for you, e.g. set-up in the morning for an evening event.
 - b. We charge time for:
 - set up and breakdown of furnishings
 - decorating and removal of decorations
 - caterer set-up access; and
 - the event
 - c. We do not charge for time used for the following, provided they are done during our office hours (10am – 1pm Monday – Saturday):
 - deliveries and pick-ups outside of rental hours
 - Barn visits to scope, measure, and plan for event
 - Tent set-ups and take-downs.
 - d. Included in the rental fee is a one hour time period for a wedding rehearsal. Rehearsals that run beyond one hour will incur charges for the additional time according to the fee schedule. Please ask your participants to be prompt for the time set. We ask you to be mindful of the main hall and basement floor when they have been prepped and buffed for an intervening event. Children may not use these areas for play. As last minute changes may occur, clients must be flexible regarding the time for a rehearsal if the Barn is rented for an event on the same day as the rehearsal.
3. The requirements for caterer licensing and insurance are strictly enforced. Do not employ caterers unless you know they conform to our minimum requirements. The Trolley Barn does not accept events that wish to self-insure for catering or that seek single-event insurance coverage. Your security deposit will not be refunded if your caterer does not provide us with proof of insurance.
4. The rear lawn is a passive lawn. No play activities or formal events are allowed on the lawn. Outdoor wedding ceremonies are restricted to the patio. The lawn may be used casually for photography and similar activities.
5. The Trolley Barn's responsibility is to provide The Barn in a cleaned state with an on-site Barn Attendant present at the event. Set-ups and break-downs are the responsibility of the client's professional staff. The Barn Attendant is present to guide the client and address problems. The Barn Attendant does not do manual labor with regard to se-ups and break-downs. Be sure to have a clear understanding with your caterer, planner, vendor, etc. as to the division of labor.
6. Children tend to see the Barn as a playground. Be sure to keep children well supervised and do not allow them to play in the garden area.