

# Valley View Farm *Welcome Guide*



# 2024 Event Rates

## January - March

Saturdays &  
Holiday Weekend Days\*  
\$12,500

Fridays & Sundays  
\$12,000

Thursdays  
\$9,000

## April, November & December

Saturdays &  
Holiday Weekend Days\*  
\$18,000

Fridays  
\$16,000

Sundays  
\$13,000

Thursdays  
\$10,000

## May - October

Saturdays &  
Holiday Weekend Days\*  
\$20,000

Fridays  
\$19,000

Sundays  
\$18,000

Thursdays  
\$15,000

Maximum occupancy 200  
Suggested maximum occupancy November-April is 175

\*Fridays, Sundays & Mondays

Catering packages, bar packages, and optional additions are separate fees.

# What's Included

## *Venue*

- Exclusive use of venue: 11AM-10PM on the day of your event plus arrive as early as 7am for hair and makeup in the Baldwin Loft  
Options to extend the evening until 11pm or 12midnight available
- Air conditioned & heated barns
- Two separate getting ready spaces for both sides of the wedding party
- Lighted parking lot with 100 spaces. Includes four accessible parking spaces and a parking attendant with golf cart escort
- Furniture: Hand-crafted wooden farm tables and cross-back chairs for up to 200 guests, ceremony benches for up to 200 guests, high-top and low cocktail tables, Adirondack chairs, DJ booth, two custom-built stone fire pits and more
- Four private restrooms in our Yellow Barn
- [A library of decorative items](#)
- Time on the farm for an engagement photo session, please schedule with your planner
- One hour of rehearsal time prior to your event - to be scheduled around existing events
- MUSE Cider Bar open to guests for welcome drinks prior to the ceremony
- Planning services with our team of experienced wedding planners, with a customized document to organize all the details and recommended vendors listings (read more about these services below)
- On the wedding day, your dedicated wedding planner - along with our staff coordinators - will be on hand to organize vendors, help with decorations and manage the event (read more about these serves below)
- Options to stay the weekend in the Farmhouse or extend the evening

# What's Included

## Planning & Coordination

### Before the Wedding

- *Initial consultation with couple during tour and subsequent venue visits followed by unlimited communication with your wedding planner*
- *At least 2 in-person meetings with your wedding planner - an initial meeting soon after booking and a final meeting prior to the wedding*
- *Digital planner access which includes guest list and seating chart management tools*
- *Personalized vendor recommendations*
- *Vendor confirmation and management with on-site vendors: catering, photographer, videographer, rentals, cake/dessert, hair, makeup, DJ, band, florist, photo booth, transportation, and officiant*
- *Ceremony rehearsal, procession, and recessional planning*
- *Consultation on the marriage license procedure*
- *Consultation on save-the-dates and invitations scheduling*
- *Creation of floor plans for the ceremony, cocktail hour and reception*
- *Creation of detailed timeline*
- *Final walk-through with couple at rehearsal*

### On the Wedding Day

- *Ensure vendors have arrived on time and are set up and are ready to go when needed*
- *Provide vendors with assistance and direction with load-in and break down*
- *Setup of special event decor items including favors, escort card, menus, guest book, etc.*
- *Delivery of welcome drinks to couple and wedding party during prep time*
- *Disbursement of personal flowers and including pinning on boutonnieres and corsages*
- *Golf cart escort for the couple during first look photos and throughout evening*
- *Provide assistance to the photographer with things such as first look, family and bridal party photos*
- *Provide parking attendants and golf cart escort for guests as they arrive to the venue*
- *Orchestrate ceremony line-up and procession, introduction of couple into reception and later for toasts and cake cutting*
- *Assist with guest transition from ceremony to cocktail hour as needed, and movement from cocktail hour to reception*
- *Move floral designs from ceremony to reception and set up of any stations/decor on patio later in the evening*
- *Make sure that photographer, DJ and other vendors break for a meal at the best time*
- *Communicate the schedule of events throughout the night with couple, family members and wedding party*
- *Dim lights for dancing, check rest rooms and keep fire pits going all evening*
- *Coordinate the collection of cards and gifts received at wedding*
- *Distribute gratuities to vendors*
- *Communicate with transportation to ensure they are running on time and ready for scheduled departure*
- *Make sure everything is in place for easy clean up and pack up*
- *Schedule pickups of rented items following the event*

# Optional Additions

## *Venue*

- Extend your event until 11pm or 12midnight for an additional \$1,500 plus tax, per hour.
- Rent our on-site Farmhouse. Available on a first-come basis, and clients can book for as many days as they wish. Reach out to your planner for availability.
- Farm Products available individually or as wedding favors:
  - MUSE Cider Bottles: Details on our cider varieties can be found [here](#).
  - Valley View Farm Maple Syrup and Maple Candies: Please give us at least two weeks notice to fill an order.
  - Valley View Farm and MUSE Cider Bar shirts, sweatshirts, hats and cider glasses.

# Valley View Farm

*Next steps*



## Securing Your Date

**HOLD A DATE** - Check out our calendar for open dates. We are happy to hold a date for two (2) weeks with a nonrefundable \$500 deposit, which becomes a credit towards your final balance. We accept payment online and our contract is sent electronically via DocuSign. Please be aware that without a deposit received, we are unable to guarantee your date.

**SECURE A DATE** - An invoice will be emailed to you upon request where you can pay the \$500 deposit. Upon receipt of your deposit, the 50% nonrefundable payment of the estimated site fee with 6.25% MA state tax is required within two (2) weeks. A cancellation will result in the forfeiture of the \$500 initial deposit.

## Planning

Your planner will reach out soon after your date is secured to schedule your first in-person planning meeting. We have developed an interactive Google Drive planner that we'll use together that will be sent to you including a recommended vendors guide. During this first meeting we'll cover budgets, timelines, vendors and design. You'll meet again several weeks before the event to finalize details and as many times in-between as needed. Your planner is available anytime you need to chat.

## On-farm Lodging

The Farmhouse is available to all wedding clients - for any days they want to book. Reach out to your wedding planner for availability. Check in is at 3PM and check out is at 11AM. Contact us to book and please be aware that without payment we cannot hold the house for you, it is rented on a first-come basis. The

## Wedding Insurance

We recommend - but don't require - either or both [wedding liability and cancellation insurance](#) with coverage of \$1M. It should include host liquor liability and list Valley View Farm, LLC as additional insured. Purchase through your homeowner's insurance agent (usually less expensive), or from [wedsafe.com](http://wedsafe.com) or [theeventhelper.com](http://theeventhelper.com).

## Engagement Photos

We would love you and your photographer to visit for an engagement or pre-wedding photo session. Just send us an email to schedule. There are many outdoor locations on our farm available for photos.

## Your Rehearsal

We allow a one-hour rehearsal prior to your wedding, which will be scheduled around other events. We reserve 10AM-11AM each day for prior to your wedding for rehearsals.

## Day of Event

**GETTING READY:** We have three dedicated spaces for the wedding party. Our Love Nest and MUSE Cider bar, available to occupy starting at 11AM. The Baldwin Loft is available as early as 7am and is the perfect space for hair and makeup prep right here on the farm.

**DECORATING:** You or your vendors are welcome to deliver decorations at 11AM on your wedding day. Your wedding planner will go over with you what's permitted.



**CLEAN-UP:** All decor, flowers, and personal items must leave the venue at the end of the evening. Your planner will pack up and load into your or a guest's vehicle. The catering team will handle all the food waste (it will be composted!). Ultimately it is the client's responsibility that all trash and waste has been removed by the end of the night. Our staff will take care of bar and bathroom waste. Rentals are delivered to and stored afterwards in our delivery shed for pickup required by 11AM the next morning.

**END OF NIGHT:** The standard end time is 10PM, however you have the option to event the evening until 11pm or midnight, please chat with your planner about this. All vendors and guests must vacate the venue within 1 hour of the lights coming on.

## Day After Your Event

**RENTAL PICK-UP:** Rentals can be picked up the following morning from our shed before 11AM, with notice.

**OVERNIGHT PARKING:** Cars can be left overnight in the parking lot. They should be picked up by 11AM the following day.

## 30 Days After Your Event

We are forever grateful for your reviews on The Knot, Wedding Wire, Google or Facebook. Your planner will reach out to request this. Thank you!

# Valley View Farm

## *Farm-to-Table Catering*

We aim to preserve our farmland by creating sustainable opportunities for guests to gather and be nourished by food grown locally. Over 90% of our ingredients are sourced from local farms and vendors in and around Western Massachusetts.

We build community around these farms by bringing together the region's finest chefs and growers in an artistic pursuit to feed our guests.

If you have specific questions now please contact the catering team at [catering@valleyviewfarm.info](mailto:catering@valleyviewfarm.info)



# Catering Packages 2024

## Buffet

Dishes are set on a long table and guests select what they'd like as they go down the line

### Suggested Structure

Stationary hors d'oeuvres, 3 passed hors d'oeuvres, plated first course, bread course, 5 dish main course, stationary dessert, coffee & tea, dinnerware, serving ware, and linen napkins

### Average Price

\$70/person + \$5,000 fixed fee

\*

## Family Style

Dishes are plated on shared plates and are designed to be passed around the table

### Suggested Structure

Stationary hors d'oeuvres, 3 passed hors d'oeuvres, plated or family-style first course, bread course, 5 dish main course, stationary dessert, coffee & tea, dinnerware, servingware, and linen napkins

### Average Price

\$75/person + \$5,000 fixed fee

## Plated

Courses are individually plated and served directly to guests

### Suggested Structure

Stationary hors d'oeuvres, 3 passed hors d'oeuvres, plated first course, bread course, 3-option plated main course, stationary dessert, coffee & tea, dinnerware, servingware, and linen napkins

### Average Price

\$75/person + \$5,000 fixed fee

\*

## Extras

*Prices vary, please inquire*

Grazing Board

Additional passed hors d'oeuvres

Additional course

Non-alcoholic drink station

S'mores

Late night snacks

Food Truck

(food truck examples: taco, desserts)

Farm Dinner

# Catering Payment & Small Print

- **Tax and Gratuity:** 7% state and local meals tax & 23% gratuity will be added to the food and service portion of the bill. Tax and gratuity will not be charged on fixed costs.
- **Payment Structure:** The fixed fee portion of the bill is due as a deposit 18 months prior to the event date, or upon booking if within this timeframe. The remaining payment and a credit card on file is due two weeks prior to your event. All payments will be made to Valley View Farm Catering.
- **Accepted Payments:** Electronic bank transfer (e-check) or paper checks are accepted. Credit card payments are also accepted with a 4% processing fee.
- **Your final guest count is due two weeks prior to your event.** Refunds will not be given if the guest count decreases after your final count is given.
- Vendor and children rates are 50% of adult guest rates.

# Valley View Farm

## *Bar Services*

Our bar manager will help you plan the perfect bar for your event. We offer open and cash bar packages, as well as customized bar services to fit within your budget. We pride ourselves in our top-notch offerings, local craft brews & our own farm made ciders, and imaginative cocktail creations.

If you have specific questions now please contact Thaddeus at [Thaddeus@valleyviewfarm.info](mailto:Thaddeus@valleyviewfarm.info)



# 2023 *Bar Packages*

## **Open Bar**

A selection of curated liquors and wines, local craft and domestic beers, Valley View Farm's own Muse Cider — hand crafted & barrel aged in our cidery, and non-alcoholic options. Complimentary welcome beverages for the wedding party. Water station for guests on their arrival. Two signature farm-to-glass cocktails are included, personally designed for you and your guests' enjoyment.

*Per person: \$32 for 1 hour, \$42 for 2 hours, \$52 for 3 hours, \$58 for 4 hours, \$65 for 5 hours*

## **Beer, Wine & Cider Bar**

A selection of curated wines, local craft and domestic beers, Valley View Farm's Muse Cider, signature sangria and non-alcoholic beverages. Complimentary welcome beverages for the wedding party. Welcome water station included. Guests can purchase other drinks with cash or credit card.

*Per person: \$26 for 1 hour, \$32 for 2 hours, \$40 for 3 hours, \$48 for 4 hours, \$55 for 5 hours*

## **Consumption Bar**

A selection of curated liquors and wines, local craft and domestic beers and Valley View Farm's own Muse Cider — hand crafted & barrel aged in our cidery, and non-alcoholic options. Water station for guests on their arrival. The option to add signature cocktails is available.

*\$1,750 minimum in addition to a \$750 set up fee*

*6.25% MA sales tax & 23% gratuity will be added to all bar packages and extras*

# 2023 *Bar Extras*

## **Two Bars**

For weddings over 150 guests two bars will be open during cocktail hour at no additional charge. You can opt for the second bar for the remainder of the evening by paying an additional fee of  
*\$750 - Seasonally available*

## **Signature cocktails**

Signature cocktails are included in the Open Bar package. You can add two signature cocktails to the Consumption Bar option for an addition fee  
*\$400*

## **Butlered Cocktail Service**

Streamline your open bar cocktail hour with hand-passed signature cocktails, wine, cider or sangria.  
*\$8 per person*

## **Whiskey & Cigar Bar**

*Curated selection of whiskeys, Bourbons, & Scotch along with a box of 25 hand picked cigars. 1 Hour of service. Only available when opting for a 5 hour open bar package.*  
*\$650*

## **Lemonade or Iced Tea**

Add to your complimentary welcome water station lemonade or iced tea.  
*\$3 per person*

## **Toast with Valley View Farm's Muse Cider**

*\$7 per person*

## **Prosecco Toast**

*\$8 per person*

## **Champagne Toast**

*Market Price*

## **Wine Service with Dinner**

*\$8 per person*

# Bar Payment & Small Print

- **Included in all bar packages:** Professional TIPS certified bartenders, one for every fifty guests. Complete bar glassware, mixers, garnishes, shakers, stirrers, cocktail napkins, etc. Our bar manager and seasoned mixologist, Thaddeus, is here to help you curate your wedding bar.
- **Tax and Gratuity:** 6.25% Massachusetts sales tax & 23% gratuity will be added to all bar packages for the bar staff. Your wedding planner is not included in this. A separate gratuity for your wedding planners and coordinators is very much appreciated.
- **Payment Structure:** Full bar payment and a credit card on file is due two weeks prior to your event. A credit card must be kept on file for any outstanding balances or add-ons incurred. Prices are subject to change and are guaranteed 90 days prior to your event
- **Accepted Payments:** Electronic bank transfer (e-check) or paper checks are accepted. Credit card payments are also accepted with a 4% processing fee.
- **Your final guest count is due two weeks prior to your event.** Refunds will not be given if guest count decreases after your final count is given.
- Persons under the age of 21 are not included in our bar pricing. Non-alcoholic beverages are available.



# Valley View Farm

## Lodging

The rustic 1850s Farmhouse is a perfect place for the bridal party or out of town guests. It sits where the original homestead was built in the early 1700s by John Miller. The Farmhouse is rustic and charming, and furnished with one-of-a-kind early American antiques.

The Farmhouse has seven bedrooms upstairs (two Kings, one Queen, two full and four twins) sleeping 14, one fully equipped kitchen, one full and one half bathrooms downstairs, and an outdoor shower. Washed and pressed sheets and clean towels are provided.

**\$1,500 per night + tax**

*The Farmhouse is available exclusively to all of our wedding clients - for any days they wish to book and are rented on a first come-first serve basis. Full payment is required to reserve. Available dates can be found on our website. Sorry, we cannot host animals in either house and it is not handicap accessible.*



# MUSE CIDER BAR

*Celebrations*



# START CELEBRATING!

Book a private party at the stylish and intimate Muse Cider Bar for up to 30 of your closest people. We would love to host your post-rehearsal party, groom or bride's shower, or just a night with friends. Drink cider, beer, and wine, or sip on farm-to-glass cocktails, hire a food truck, or arrange catered food for snacking. We think you should never stop celebrating!

## AVAILABILITY

Mondays-Wednesdays year round, other days please inquire.

## WHAT'S INCLUDED

Indoor and outdoor furniture, lawn games, fire pit stocked with wood, trash and recycling removal.

## RENTAL RATES

\$1,500 for a 4-hour rental\*

*\*In addition of beverages, 6.25% Massachusetts sales tax & 23% gratuity. A credit card must remain on file. There will be a \$500 fee if cancellation occurs within one week of event.*

# From all of us here at the Farm, Congratulations!

We can't wait to help make this the best day ever!



*Suzy and David, Owners*



*Alex  
Wedding Planner*



*Dan  
Wedding Planner*



*Shannon  
Wedding Planner*



*Maggie  
Wedding Coordinator*



*Christina  
Wedding Coordinator*



*Thaddeus  
Bar Manager*



*Tracey  
Communications Manager*



*Jake  
Catering Manager*



*Will  
Chef*



*Stephanie  
Catering Manager*



*Alex  
Catering Manager*



*Zofia  
Catering Manager*



*Gabby  
Chef*



*Lexi  
Chef*



*Patrick  
Chef*