



<p>How many guests can the venue comfortably accommodate?</p>	<p>250 including the wedding party</p>
<p>What is the required end time for my event?</p>	<p>Events and use of the space at Showalter's Orchard and The Greenhouse must end no later than 11 PM with after-party options available. Staff is required to be present for the entire duration of the use of event space. Additional staffing costs may apply based on guest count and hours of use.</p>
<p>How many restrooms are available?</p>	<p>On-Site restrooms are available for up to 150 guests, rented portable toilets are required for more than 150 guests.</p>
<p>When can my vendors and guests arrive and be present</p>	<p>The venue is available between 4:00 PM and 9:00 PM on the day before the event. It opens at 9 AM on the day of the main event. All decor &</p>

<p>on-site and when do they have to depart?</p>	<p>equipment must be removed by the following day at 10 am</p>
<p>Where do my guests park?</p>	<p>Parking is available onsite.</p>
<p>Are there other local guest accommodations for out of town guests?</p>	<p>Yes, we can provide you with an accommodations list.</p>
<p>Are there Bridal Suite accommodations on-site?</p>	<p>We recommend you book The Cider House Farmstay as a dressing/staging area. However, the restroom within the Greenhouse is fitted with a full-length mirror, a comfy rug and seating for dressing and staging. The restroom is included with the rental fee.</p>
<p>Is smoking allowed?</p>	<p>The Greenhouse does not allow smoking indoors in accordance with state and local law. Designated outdoor smoking areas can be arranged for your guests upon request. Smoking outside of designated smoking areas, excessive cigarette or cigar butts, and/or smoking inside of venue or lodging facilities by any of your guests or vendors may result in an additional charge.</p>
<p>Are candles allowed?</p>	<p>All candles must be approved by Showalter's Orchard and the Greenhouse. All candles must be enclosed in glass. The flame must not reach higher than 2 inches below the height of the glass. No candles are permitted on the floor or walkways. The use of artificial candles along walkways is permitted but they may not be glass.</p>



<p>Are there limitations on decor? Can we hang things from ceilings or walls?</p>	<p>All event decorations and installations must be approved by Showalter's Orchard and The Greenhouse. No confetti may be used outside unless it is ecofetti which is water-soluble. The client will be charged a cleaning fee of \$250.00 if confetti is found on-site. Ecofetti, ribbon wands, glow sticks, and sparklers are allowed. Showalter's Orchard and The Greenhouse are not responsible for any items left behind. For liability reasons, guests are not allowed to stand on a chair or ladders. Coordination of pick-up and installation of the additional approved decor must occur at least 24 hours prior to the event. Additional fees may apply depending on the scale of the installation. No outside furniture allowed without prior approval. A \$250 garbage pick up fee will be charged if any large or oversized items are left behind.</p>
<p>Are there any restrictions on vendors I use?</p>	<p>No, we are happy to host a wide variety of vendors, so long as they agree to follow our policies and provide us with proof of insurance where required.</p>
<p>Do I need to provide my own insurance?</p>	<p>We require your vendors to provide a certificate of insurance (COI) that covers your vendors. The certificate holder should be listed as Showalter's Orchard and Greenhouse, LLC. We required no less than \$1M combined single limit liability insurance for bodily injury and property damage. Such insurance shall name Showalter's Orchard and Greenhouse, LLC as the additional insured. COI with the endorsement must be provided thirty (30) days prior to the event.</p>
<p>Is the venue wheelchair accessible?</p>	<p>Yes</p>
<p>Do I need to hire an event planner or coordinator?</p>	<p>We require a professional day-of coordinator or point of contact at a minimum. The name of the</p>

	<p>planner, coordinator or day of contact must be submitted at least 30 days prior to the event.</p>
<p>Does the Greenhouse have heat and AC?</p>	<p>The greenhouse is outfitted with heat & AC units.</p>
<p>Am I responsible for clean up?</p>	<p>Our groundskeeping team will be responsible for leaves & debris, sweeping, repairs, bathrooms. Clients are responsible for breaking down centerpieces, candles, and additional decor from tables etc. The decor must be neatly packed away and consolidated. You may store personal items (neatly packed and consolidated) overnight but must arrange a pick-up by 10 am the following day. Showalter's Orchard and the Greenhouse will not be held responsible for lost or stolen items.</p>
<p>How do I book a date?</p>	<p>A signed contract and a deposit of \$1000 is required in order to book a date. The Remaining is due to us 30 days prior to your event. Showalter's Orchard and The Greenhouse accepts bank checks, wire transfer, PayPal, and most major credit cards. (Please note there is a 3% service fee for credit card payments)</p>
<p>What is your cancellation and date change policy?</p>	<p>Regardless of cancellation reason, non-refundable deposits upon signing the contract will not be returned. Any costs to the venue incurred in preparation for the Client's event that cannot be recuperated will be charged to the client in addition to the non-refundable deposit. If the date of the event needs to be moved at any time, the venue will use best efforts to transfer reservations to support a new date. Any expenses incurred by the Venue because of date change will be charged to the Client.</p>
	<p>The Cider House room reservations for the event will follow terms and conditions of The Cider House Farmstay as managed through AirBnb.com</p>

