

~ Property of 4 Points. Please leave at venue. ~



# Welcome Guide

Important Information for Renter and Vendors



## Setup

Yay! It is your Big Day! Time to get this venue ready just the way you have imagined for months! Please read through our ENTIRE guide. Some instructions may make you roll your eyes, but I bet you find some helpful information here.

### Parking During Setup

If you have helpers, please make sure they park on the pavement and not on the grass when they are unloading. This can crack the pavement and leave marks in the grass.

### Time Allowed for Setup (if setting up the day before)

If you are decorating the day before your wedding, please make sure barn is locked and lights are turned off by 7 p.m. Also, please don't set up chairs outside to be left overnight.

### Lighting

Light switches are located by all exit doors. Dimmer switches for chandeliers and lofted up-lights are by the front door. Slide the tiny button by the switch UP to brighten and DOWN to dim those lights. The switches for the bathrooms are located outside the bathroom doors.

### Color Changing Sconces

Aren't they cool? The remote to change the color of the sconces is located in the window sill next to the switches. You must point the remote at each light to change it. The STROBE button will make the lights slowly scroll through all their colors. Perfect for reception dance lights!

### Barn Doors **\*Important\*** (Don't close past the seam in the patio, don't open more than ¾)

The doors are big and heavy but you don't have to MUSCLE them open. Please be careful and only allow someone who has read these instructions to operate the doors. To open the barn doors, lift the lever on the right door to loosen the latch. Lightly raise the latch connected to the left door and open the door by sliding LEFT OR RIGHT. DO NOT PUSH FORWARD on the doors! They slide left to right. They are heavy but slide smoothly. To close, just pull them together. They only close **\*DON'T BOTHER WITH THE LATCH WHEN YOU CLOSE THE DOORS.\*** Our cleaning crew will handle that.

# Tables and Chairs

Don't panic- we have more tables and chairs! Extra tables and chairs are in the small barn to the right of the venue. The key is in the lockbox outside the vendor room and the code is the same as the front door. (Whew!)

## Garden Chairs

- Garden chairs may be used outside on the patio or inside. They should not be left out overnight or placed outside if there is a chance of rain. The cushions will absorb water and your guests will get wet. I suggest staging the carts inside near the barn door if you are decorating the day before your wedding. They can be set up in less than 30 min. tomorrow.
- Please don't use them in the grass, as the bottoms will get grass stain. Please don't leave chairs out in bad weather- they take days to dry out and may mildew or mold. (Resulting in cleaning or replacement charges to the renter)
- The white chairs fold open and then "snap" into place. (To avoid startling your guests, you may want to have someone "test and pop" the chairs into place.) After your ceremony the garden chairs can be stacked on the large rolling carts for easy movement. If stacked with the legs facing the same direction, they will 'click' into each other for a stable stack.

## Brown Chiavari Chairs

- There are extra chairs stored in the small barn outside the vendor door.
- These may be used as special seating on the patio for the ceremony, but should not be left outside for long. They are indoor chairs and will be ruined if they get wet.
- The Chiavari chairs stack tall and then can be moved with the red dolly.
- Please don't stack more than 8 chairs high. No need to stack these chairs at the end of the night. Our cleaners will re-set the room and take of the brown chairs.

## Round Tables

Extra round tables are located in the vendor room and in the small barn.

It takes 2 strong people to move round tables

Roll them into place and the engage legs and set table upright. Please don't roll them outside as it tears up the edges.

Each round table can seat 8-10 people.

## Rectangle Tables

Extra rectangle tables are stored against the walls in the main room. Engage legs and set table up right. Pro Tip: You can use the 2 wine barrels stored inside and rectangle table with the legs folded under to create a super-cool bar.

# The Final Touches- Linens and Décor

## Linens

All the linens have been laid out for you. I leave all the round table cloths on a round table, the rectangle cloths on a rectangle table, and the cake table cloth on the cake table. They have been freshly laundered, starched, pressed, and folded. Since they are folded (as any rented linens would be) they will show fold marks. If a stained linen makes it past my laundry service, no worries. I keep a couple extra linens in the vendor room. Please use the linens for covering tables only. Please don't use them as bunting or draping, or for cleaning up spills.

## Décor

Our selection of décor is located in the vendor room. Feel free to use it all- no need for special permission. Please don't paint, spray glitter, or otherwise alter our items. Do not pull apart wreaths to use as "pops of greenery".

We have the following for your use:

Metal Tubs

LED candles

Mason Jars

Lanterns – extra batteries are in a Tupperware on the shelf

Easels and Signs

Votive Holders

Magnolia leaf Mats

Eucalyptus Wreaths

# Listen Up- How to use our Speaker System



## Audio System

4 Points has four speakers wired inside the venue and two more on the patio. They connect to a central port in the outside wall of the vendor room.

To use:

- Turn volume all the way up on YOUR DEVICE
- Plug into audio port
- Slowly turn volume up on wall. There may be a 1 or 2 second delay before you start hearing the music.
- There is a small shelf above the port on which to sit your device.

## Microphone

The microphone and 50' cord are stored in the vendor room next to the port.

- Plug the cord into the wall outside the vendor room.
- Plug the microphone into the other end of the cord
- Turn switch on microphone up and ON
- Begin speaking into the microphone

If music is playing, our system will automatically fade the music out as you speak. After you stop speaking the music will fade back in.

## DJs and Sound Techs

Please do not try to add speakers, rewire, or make adjustments to our system. We have dedicated circuits outside and inside on the wall with the barn doors. Please do not try to wire into our breaker box.

# Cleanup and Moving Out

We hope you have had a wonderful day at 4 Points Farm! Here are directions for ending your event.

PRO TIP: Moving out can be tricky- please have someone supervise who is familiar with the rental agreement and who knows what you brought and what belongs to 4 Points Farm.

## Our Awesome Cleaning Crew & Your Awesome Packing Crew

At 11 p.m. our cleaning crew will show up, turn on the lights, and start cleaning. Your rental time is over and all your guests need to leave at 11:00. You and up to 3 helpers may have 1 hour to pack up. Please be polite to our cleaners, who made sure the venue looked great for you this morning. It is their job to clean at 11:00 - it is not “their fault the party is over...” If you think it will take more than an hour to move out, please start early as our cleaning crew only plans to work until midnight and they have families.

## Trash

Please put trash in receptacles. Extra trash bags are in vendor room. Any décor you brought and do not plan to take with you should be thrown out as of 11:00 p.m. If you want to recycle your decor, please take it with you and sell or donate. I can help you find bridal websites or facebook pages that make this easy.

## 4 Points Décor

Please make sure that you don't accidentally take home our décor. You may leave it on the tables. Our décor includes: log rounds, LED candles, lanterns, mason jars, metal tubs, the bird cage for cards, easels and signs. Make sure anyone who is helping you pack up is familiar with what is yours and what stays at 4 Points.

## Furniture

Please move all furniture inside. Our cleaning crew will take care of putting extra furniture away.

## Rented Items

Please make sure any rented items are stored outside the venue tonight and are going to be picked up before noon tomorrow.

## TO AVOID CLEANING CHARGES

Cleanup is included, but follow these instructions to avoid charges for extra services or missing items. (And, yes, all these scenarios have happened at 4 Points...)



No confetti or silk flower petals outside. (Natural petals or birdseed are OK)



No cigarette butts or trash in grass. Please use the receptacles we provide.



All trash in bags (including food, cups, & any of your décor that you don't want to take home)



No items left behind (kegs, tuxes, your décor that you brought, leftover cake, food, or party favors, presents, alcohol) These are extra work for cleaners, not a treat or tip.



Chairs are not for grassy areas and should not be left on patio in bad weather. Please bring all chairs inside before leaving.



Any rented items must be out of the venue BEFORE NOON tomorrow. Any rented **dishware** must leave the venue tonight or be stored OUTSIDE the vendor door on the concrete if rented. (Think bugs and smell....)



Any cars left behind must be out of the venue BEFORE 10 a.m. tomorrow.



Leaving décor behind for the next bride is not recycling or helping the next bride out. Please take those items with you and donate or sell them.



Do not trash (chuck contents outside to make space) or alter vendor room.



PLEASE Do not take our décor home by accident or on purpose. (This may be tricky when mixed with your décor.) Future brides will count on our items and replacement takes time. THIS IS WORTH DOUBLE-CHECKING. \*Bird cage is the #1 item taken, since it is full of your cards\* Tubs are #2, since people fill them as they pack. #3 are easels and wedding signs- especially "Mr. & Mrs."