

# *The Memory Barn*

“A Collection of Happy Moments!”



We are a unique venue nestled on 37 acres in the heart of Etters, Pennsylvania just waiting to host your special day! Our facility is crafted with a vintage barnwood collection from barns across Pennsylvania. This beautiful hand-crafted venue is a sure to make your event extra special!

## **Facility Amenities and Guidelines**

**Barn Doors, Barrels, Carts and Wagons:** The Memory barn offers barrels, wooden barn doors, a large railroad cart, several wooden carriages and goat wagons for display or use for gifts, displays, etc.

**Dressing Room Suites:** Two separate suites are provided for the wedding parties to get ready for the event. During the event, these rooms should not be used for guests to congregate.

**Bus Transportation Service:** The Memory Barn can provide the event sponsor information on bus service to transport hotel guests. It is the event sponsors responsibility to reserve and schedule the bus transportation.

**Candles/Fireworks:** Event sponsor hereby agrees that any use of candles, lanterns, luminaries, or torches must be pre-approved by a Memory Barn representative prior to the event. Fireworks are not permitted at the event. Sparklers may be used on stone or grass areas and must be put in a container of water and subsequently cleaned up.

**Ceremony:** This will include set up of chairs and choice of one of the Memory Barn arbors, the cross, or corn crib or event sponsor can supply a personal one for your event. Event sponsor will be responsible for setting up and removal of any personal arbors. In the event of adverse weather conditions and/or a winter advisory or warning has been issued, events scheduled may be impacted. Outside events will be moved inside the Memory Barn. These events will be held in the main reception room and the same tables and chairs will be used for the wedding and reception. In the event of snow, the snow removal crew will do its best to clear the parking lots and walkways.

**Clean up procedures/policy:** The facilities are cleaned before functions and must be left reasonably clean and in good condition by the event sponsor, guests, and vendors. Please note the following expectations:

- All garbage must be placed in dumpster located on the property.
- All debris, cigarette butts, cans, flower petals etc. along perimeter of facilities, ceremony fields, patio, garden areas, parking lot, etc., must be cleaned up by the event sponsor.
- All decorations and personal belongings must be removed by 11:00 a.m. day after event. Items left after that time will become property of The Memory Barn unless other arrangements have been made.
- All rented items must be placed in designated area if being picked up by another party. Items left beyond 7 days become the property of The Memory Barn unless arrangements for pickup have been made within the 7 days.
- Caterers/food providers and/or event sponsor are responsible for cleanup of all kitchen facilities.
- Although event sponsors are not expected to mop floors and run shop vacuums, they are expected to sweep the floors and clean up any spills that could create an unsafe condition or large amounts of debris.

**Dance Floor/Disco Ball/Pin Lights:** Event sponsors will have access to a 21' x 21' dance floor is centrally located in the reception barn with a large disco ball and pin lights.

**Decorations/Miscellaneous:** The Memory Barn has a variety of décor available for use by the event sponsor (i.e., wood centerpiece slices, greens, lanterns, table number holders, picture holders, signs and more. Event sponsor may not be glue, nail, or affix decorations or personal items to any portion of the building without approval from a Memory Barn representative. Event sponsors are responsible for bringing and setting up any personal decorations. In addition:

- Glitter is not permitted unless cleaned up by the Event sponsor.
- Bubbles are not permitted inside the building.
- Questions regarding decorations should be discussed with a Memory Barn representative.

**DJ/Entertainment/Band/Lighting Vendor:** Entertainment and music must be cleared through a Memory Barn representative. DJs or band music must be over by 10:00 p.m. Any special mood lighting arrangements and costs should be coordinated through your DJ or lighting vendor.

**Food Service Options:** Event sponsors may use outside caterers of their choice. The Memory Barn does not provide catering. All caterers must provide their own equipment, health records and business insurance. It is recommended that caterers visit and meet with a Memory Barn representative prior to the event if they have any special requirements.

**Head Table/Bridal Party Tables:** Event sponsor will have access to place the head table either 4' round or 6' rectangular. Choice of round or rectangular tables can be used for the bridal party.

**Hours of Use:** Any or all decorations or items brought to the Memory Barn must be delivered and setup no earlier 8:00 a.m. one day before the event. The event must be over, and property vacated by 11:00 p.m. the day of the event. The event sponsor may must absolutely clean up and remove items by the following day by 11:00 a.m. If the Memory Barn is rented for an event the same day as the cleanup, there could be overlap.

Day before: 8:00 a.m. to 8:00 p.m.  
Event date: 8:00 a.m. to 11:00 p.m.  
Day after: 8:00 a.m. to 11:00 a.m.

**Kitchen:** The kitchen is equipped with refrigerators and freezers. There is a microwave and a warming oven.

**Liability:** Each event sponsor shall indemnify and hold harmless “The Memory Barn”, its owners, its agents, and employees against all damages, claims, liability due to loss of property of others or any other liability arising out of its use of any of the “The Memory Barn” facilities or property. The event sponsor is responsible for obtaining a one-million-dollar individual two-million-dollar aggregate liability policy to coverage use of the facility and associated property the payment of any damages to or loss of “The Memory Barn” property if it occurred because of the preparations or clean-up for, or during the actual event.

**Indoor and Outdoor Lighting:** The Memory Barn provide various mood lighting inside and outside the venue.

**Memory Barn Representative:** The event sponsor will meet with The Memory Barn representative at least 30 days prior to the event and again, if necessary, within 15 days of the event to plan set up and arrangements for the event. A Memory Barn representative will be available on the premises the day of the wedding. Meetings may be held with each vendor attending the event they have any special needs, should a phone call be insufficient to resolve any issues. These meetings can be held in conjunction with the event sponsor as this is an important part of any event.

**Parking:** Lighted parking is available at no additional cost in specified parking areas. Vehicles can be left overnight with approval of a Memory Barn representative.

**Photographer:** Event sponsors may hire a photographer for the event. Arrangements may be made with the photographer prior to meet with the Memory Barn representative prior to the date of the event, should any special requests or set up need to be discussed. The Memory Barn may be scheduled at no cost for engagement photos as part of the rental package.

**Reception Barn - Tables, Chairs, Linens, and Place Settings:** The use and set up of tables and chairs for up to 200 guests is included in the rental fee. We will supply 5-foot round or 8-foot-long tables for your guests. A limited amount of 6-foot round tables are also available. A variety of 4, 5, 6, and 8-foot-long tables are also available for use in the venue. In addition, 5 high top tables are also available. Highchairs are available for small children. Event Sponsors are responsible to provide their own items such as, but not limited to, table linens (108” or 120” round tablecloths for the 5-foot tables, 120” or 132” for the 6-foot tables or 90x132 or 90x156” tablecloths for long tables), flatware, dishes, glasses, and decorations.

**Refreshment Centers:** There is an inside bar and an outside bar. The outside bar can also be used for cocktail hour. Large rolling beverage bars may be used for ice and beverages.

**Rehearsal/Dinner:** Use of the venue for rehearsal and your rehearsal dinner are included. Event Sponsor is responsible for catering the food and cleaning the venue.

**Rental Fee, Deposit and Cancellation:** Rental fees are charged for all private events. The all-inclusive rental fee for up to 200 guests. A deposit of 25% of total rental fee is required at the time of booking of the facility. 25% is due 90 days prior to the event, 25% is due 60 days from event and the final 25% is due 30 days prior to the event. The rental fee includes tables, chairs and use of the facility and will fit up to 150 guests comfortably but can accommodate up to 200. Please contact the Memory Barn as soon as possible should you need to cancel your event. The full initial payment upon booking and the subsequent payments due after the 90, 60 and/or 30-

day requirements will be forfeited for any cancellations. However, please note vendors subcontracted for other services may have different cancellation policy terms.

**Responsible Alcohol Service:** We uphold the laws of the Pennsylvania Liquor Control Board and do not permit the serving of alcohol to anyone under the age of 21, or to a visibly intoxicated person (VIP). Event Sponsor agrees to contract with a bartender recommended by the Memory Barn, and they will be RAMP (Responsible Alcohol Management Program) and have individual liquor liability insurance. A non-refundable deposit is required at the time of booking of the facility. The final balance is due 30 days prior to the event. Bartenders may remove alcoholic beverages from minors or VIPs and to stop serving alcohol to VIPs. All alcohol must be served through the bartender. Shots will not be permitted. The event sponsor purchases and assumes all liability associated with the distribution and consumption of alcohol. Only hosted/open bars are permitted. No cash bars are allowed, and all alcohol must be removed from the building at the conclusion of the event. Guests are not permitted to bring their own alcohol to the event.

**Rest Rooms:** Rest rooms are handicapped accessible and available inside the facility.

**Signs:** Signs and banners in and around the Memory Barn must be approved in advance by a Memory Barn coordinator. Event sponsors must remove at the end of the event.

**Smoking:** The Memory Barn and dressing rooms inside are non-smoking facilities including electronic cigarettes and event sponsor shall direct that all guests comply. A smoking area will be designated, and outdoor ashtrays will be provided.

**Tents:** Event sponsors who wish to use the lawn area may work with The Memory Barn to arrange for tents rented by an outside vendor. All costs and scheduling associated with the tent rental will be the responsibility of the event sponsor.

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Facebook: [The Memory Barn](#)  
Website: [www.thememorybarn370.com](http://www.thememorybarn370.com)