



Weddings

Walnut Grove Farm



Janis King
1455 Knox Station Road
Knoxville, Illinois 61448
(309) 289-4770



Walnut Grove Farm Rental Pricing



Base Rental - \$5,000

The base rental fee includes the following:

- **Three rental days**
 - ◇ Friday – Setup, 9AM-9PM
 - ◇ Saturday - Ceremony/Reception, 9AM-12 midnight
 - ◇ Sunday – Clean-up Day, 9AM till NOON
- **Historic Walnut Grove Farm's Barn**
- **Walnut Grove**
- **Surrounding Gardens**
- **Guest House**
- **22 - 10' Round Tables**
- **200 Mahogany Chairs**
- **Vintage Items** - are available for in-barn use. We need to place these items before your event; put your plan on the barn layout sheet:
 - ◇ **Seed Cleaner** - guest book
 - ◇ **Blue storefront table**
 - ◇ **Piano box**
 - ◇ **6 Vintage Tables** of a variety of sizes
- **Four 8' and two 6' Banquet tables**
- Other items for inside or outside use as well as icing for drinks
 - ◇ **2 - five ft. horse tanks** - one galvanized and one black vinyl
 - ◇ **One galvanized milk parlor sink**
- **Easy up canopy for smokers.** An outside “smoke” station is suggested to keep the barn safe and your cleanup of cigarette butts to a minimum. (They all need to be gone when you are.)
- **Garbage cans:** 2 with recycling holes in the top, 2 metal galvanized ones, 4 others. They require 42-gallon size contractor bags. They are lined when you arrive. The garbage cans need to be clean, empty, and re-lined when you leave.
- **Electric power** to the Walnut Grove and areas near the barn.
- **Site coordinator** present.

Let us know of your plans for the use of the items so that they will be cleaned and ready for you upon arrival. Please email your barn layout for two weeks in advance, so we can be prepared for you.

Additional Costs:

- **Victorian Home Rental** - first floor day use only: \$400
- **Commercial Liquor Liability Insurance** with common-law/out-of-state coverage: \$200
- **Wedding Florals** - We are your in-house florist
- **Wedding Planner - Need help planning your wedding?** Raven & Birch will estimate.
- **WGF Assistance** - \$20 per hour
- **Overtime Charge** - \$100 an hour
- **Set-up and clean-up** - \$1,000 to \$1,500

Non-Refundable Deposit - \$1,500. Deposit is for holding date and will be taken off base rental price.

Cleaning Deposit: \$275. “Leave no trace” and it’s returned!

HELPFUL SUGGESTIONS FOR SUCCESSFUL EVENTS AND GENTLE USE

Since farmsteads are not necessarily familiar to most people, we provide this list to ensure that everyone understands how to function in this place. Hopefully, it will not be cumbersome, but helpful for you as well. Any additions that you think are needed are welcome. Share this list with your team so they can be informed.

Smoking is not allowed in or near any building. No source of fire is allowed in the barn. Outside fire sources must be OKed in advance and monitored. Friendship lanterns are unsafe, illegal, and not allowed here.

Parking:

- Vehicles must park on the parking lot north of the barn, and never on the lawn. (AC kills the grass)
 - ◇ Unload on the gravel ramp, then move your car immediately to the parking area north of the barn.
 - ◇ In the lot north of the barn, please park in rows facing the barn.
- Rich and Jan will help park the cars prior to the ceremony, but your family and friends will start the pattern of parking on Friday. Please give them instructions: Park facing the barn.
- Cars may be left overnight in the parking lot and picked up the following day if the drivers are impaired and have a designated driver - which we encourage. We will give rides if needed. You and your DJ can announce that option toward the end of your event. Arrange for cab or shuttle service in advance.

Decorations and set-up:

- “Decorating” should be biodegradable and gone when you are. No glitter, staples, nails, screws, balloons, confetti, tape, wires. Things that you use from this place must be replaced clean and where you found them.
- If you have a need for ladders or other equipment in your decorating- bring them.
- Think of your wedding as an “outdoor event.”
 - ◇ Cover things at night to keep them clean. Sheeting over tables is necessary.
 - ◇ No food should be left unattended or out overnight. (Your cake should not be set up at noon for a 4 pm wedding). All garbage and food should be put in garbage cans outside the barn each evening.
- Have vendors arrive to set up before your ceremony so that they are not disturbing your event in the walnut grove. If they must arrive during that time, have them come up the drive by the mailbox.
- There are two refrigerators and a chest freezer in the barn for your use. You can bring in the ice or reimburse us for what is in the freezer. Ice is also available at the gas station in Knoxville and the bar at the end of Carr Street. You may want to arrange for extra in advance with them. Galesburg Main Street Hy-Vee delivers ice. Please wipe out the refrigerators after your use as well.
- Chairs that are set up in the Walnut Grove on Friday need to be wiped off before the ceremony on Saturday. Your guests will appreciate it.



Clean-up:

- Rental equipment needs to be returned to the spot that the rental company left it.
 - ◊ Usually, they want it stacked; they may charge you if their expectations are not met. Ask them for their guidelines – each is different.
 - ◊ In the barn, stack tables and chairs in the storage area not against the walls. Wipe off spills, dry, and cover every other chair with plastic before stacking.
- Part of your initial deposit is used as a security deposit for clean-up. Your families' help is needed to ensure that everything that may have been dropped by your guests is gone from the house, barn, lawns, and parking lot.
 - ◊ Floors need to be swept and if necessary, spot cleaned to get rid of grease and sugar. Please have your crew walk the entire property space that was used: guest house lawn, parking lot, barn lawns, and house lawn.
 - ◊ Cleaning tools are in the horse stall area or the kitchen area. **Use the deposit return checklist for details.**

Guest comfort and safety:

- Guests may not be under the barn or in other private or unsafe places. Children need to be monitored by parents to ensure their safety - our usual guideline is that where there is mown lawn is guest area. If a door is closed, it is not available for use- farmyard or house.
- Please alert us if you will have guests with special needs so that we can prepare for them.
- Spike heels are not allowed in the houses and are not safe in the barn.
- Night lawn lighting is provided by staff. If you have special requests, let us know in advance. We light the path to the parking lot and the barn ramp. Part of the ambiance is low light, but safety is critical. We want you and your guests to be safe.
- **All guests, workers, and vendors must be gone by 12 AM. The last dance and wind down is expected by 11 PM. Share your schedule with vendors. There is a \$100 per hour overtime charge.**

Please help to relay guideline information to your work staff, vendors, and families.

We are here to help make your event a success; please let us know if you need us or if you have questions. Usually, it takes a crew of 6 or more to prepare for an event and to cleanup afterwards, which is why your family and friends are a critical team.

Planning makes it all happen; we try to be the plan B if something doesn't work as plan A was envisioned.

The most important thing is that you have fun. Whatever didn't work as you thought won't even be known by your guests. Thanks!!

Note: Rich takes photos for our Facebook page and website that he is glad to share with you. "Like us" on Facebook to share with your friends.



Farm Use & Terms Agreement

We are delighted that you chose Walnut Grove Farm for your event! Even though it is a working farm and our home, the farm is visited often and used for special events. In 1989, the entire farmstead was placed on the National Register of Historic Places. For a successful event, we need your cooperation on a few basic items.

- Because this is a working farm, not all areas are available to guests. Guests may be in mown lawn areas, the venue barn, and the Guest House. Children need parental supervision.
- **No fire sources are allowed in or near any building on the farm. Smoking is allowed outside the barn in designated areas only.**
- Firearms are prohibited on our property.
- No alcohol will be served or consumed without acquiring **commercial liquor liability insurance**, including common law/out-of-state coverage. The certificate of insurance must name Janis King d/b/a Walnut Grove Farm, 1455 Knox Station Road Knoxville, IL as an **ADDITIONAL INSURED**. These details need to be completed 60 days in advance of your event. Underage drinking, driving while intoxicated or any other dangerous behavior is strictly prohibited. (See the Liquor Liability Insurance Requirements in this Wedding Packet.)
- Hazardous activities at your event, such as horse & buggy rides, hayrack rides, petting zoo, requires a certificate of general liability coverage from the vendor. The certificate must include Janis King d/b/a Walnut Grove Farm as an additional insured. The minimum limit of liability required is \$1,000,000 per occurrence. Any hazardous activity must be pre-approved 60 days prior to your event.
- You are responsible for clean-up, including trash removal. We will clean the barn and premises prior to your event. Any actions necessary to return the premises to the pre-event status, including cleaning and repairing damages beyond normal wear and tear, will be charged to you at \$20 per hour per person for cleaning and market rate for repairs. Please leave the barn and the parking area exactly the way you found it. Whatever you bring in must be removed from the farm. The use of nails, staples, glitter, and confetti is prohibited. Gentle use and biodegradable favors and decorations are welcomed. \$275 is assessed as a security deposit and is utilized for consultation fees as needed during your event planning and as a cleaning deposit; whatever is not used will be returned after the clean-up is done. The initial \$1,500 deposit is to hold your date and is applied toward your rent. **None of the deposit is refundable if your event is canceled or postponed regardless of fault.**
- Payment is due in full 2 weeks prior to your event. We are the florist for your event. Food prep needs to be done by a certified food service person according to Knox County Health Department guidelines. All other vendors are your choice.

Thanks for your cooperation. We work with you to make your event a success!

I have read and agree to fulfill the above items. We agree to allow Walnut Grove Farm to use pictures of our event in their promotional materials.

Signature

Date

Checklist for Return of Deposit

So that our guests will know what is expected before the deposit is returned, we have prepared the following list to help you with your cleanup.

The deposit will be returned after you have satisfactorily completed this list. Basically, no one should know that you were here after you are gone.

You may want to share this list with the persons who will be in charge of clean-up, since you may not be here. Thanks!

- When unloading and loading your cars, pull up to the barn and then go to the parking area when finished instead of the lawns. Vehicle AC kills lawns.
- All food refuse and trash removed daily from the barn before leaving. Clean and re-line the garbage cans with provided trash bags.
- All added tape, string, tacks, and anything else that you brought in must be removed. (Confetti, glitter, nails, staples, balloons may not be used; the other items - used sparingly if at all.)
- Cigarette butts and trash removed from all lawns and parking lot.
- Any rental equipment returned in accordance with the agency policy. Please stack Walnut Grove Farm chairs and tables in the storage area with plastic on every other chair. Clean and dry before bagging and stacking.
- Barn swept out. Food spills cleaned up with soap & water. Tools are in the horse stall storage area.
- Barn equipment, including tables and chairs, cleaned and returned to place found.
- Consultation time will be subtracted from the deposit as well



**Thanks for your respectful use of our
National Register farmstead!**

Liquor Liability Insurance Requirements

- Required to serve alcohol on premises -

- Give this to your insurance agent -

1. A minimum of \$1 million limits is required.
2. **Janis J King doing business as Walnut Grove Farm** must be named as additional insured.
Walnut Grove Farm, 1455 Knox Station Road, Knoxville, IL 61448.
3. The dates must cover the entire time period that you are on our property. The last 24 hour time period should end at Midnight on the Sunday of your rental period. A one-day event should have the 24 hour liability period start at noon the day of your event and end at noon of the following day. Check the dates carefully for accuracy on your certificate of insurance.
4. **We will not accept a homeowner's policy - they do not cover what you need; it must be commercial liquor liability insurance, including common law/out-of-state coverage.**
5. Underage drinking is not lawful and **not allowed at Walnut Grove Farm**. Your guests may not supply or serve alcohol on the premises. Any alcohol consumed on the premises must be planned for and purchased ahead of your event and therefore covered under your insurance. Please state on the policy application the type, amount, and brand of alcohol that you plan to serve at the party. When the stated amount on the policy is consumed, no additional alcohol may be served or brought onto the premises.
6. Please arrange for shuttle service or cab service or designate drivers for your guests that may over-indulge and become intoxicated.
7. You can buy commercial liquor liability insurance from any independent insurance agency. For prompt professional service, you can contact this agency:

Kiesewetter Insurance Agency, Farmington, IL

Katie Kerley - Phone: (309) 245-2434; Email: Katie@Kiesewetterins.com