



SHELBURNE FARMS
Educating for a Sustainable Future

Frequently Asked Questions

Weddings at the Coach Barn

Bar Service:

May we bring private label beer or wine for favors?

Unfortunately, it is not legal under the Vermont liquor laws to bring wine or beer or any other alcohol on to a licensed property and because Shelburne Farms is licensed, we are unable to permit you to use personalized alcoholic beverages as favors.

What time will the bar close?

The bar will close one-half hour before the music stops playing or no later than 10:30 p.m. In any case, **alcohol service will not exceed a maximum total of 6 hours**. We will make every attempt to check in with the host prior to closing the bar, and non-alcoholic beverages will be available until 11:00 p.m.

What does the physical bar look like that Shelburne Farms provides?

Shelburne Farms provides the physical bar setup for an event. We provide tables, bar tops (black faux granite), bar skirts (brown), linens to cover the tables and coolers (white linens) and glassware (collins, rocks, flutes and pilsners). If you would like different color bar skirts or bar tops you will need to rent these from Vermont Tent Company

Is all the glassware included with the Shelburne Farms bar service?

Shelburne Farms provides bar glassware for up to 175 guests. Groups larger than 175 will require rental glassware. We have collins, rocks, flutes and pilsner glasses. If you choose to have a specialty cocktail, a wine pour and or a champagne pass or pour you will need to rent glassware from Vermont Tent Company. If you choose to have pre-ceremony non-alcoholic beverages, you will need to rent glassware from Vermont Tent Company or have compostable cups.

Billing/Fees:

What is included in my facility fee?

The base facility fee and per person facility fee includes: use of the Coach Barn and surrounding lawn spaces and support from the Shelburne Farms Events Coordinator. The Events Coordinator provides

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resources and guidance, is onsite for the ceremony rehearsal and wedding day and coordinates logistics with all vendors throughout the planning process.

How will the per person portion of the Coach Barn fee be determined?

The final guest count is determined by the caterer and is based on the number of plates served minus children under three years of age.

Will we be billed the full amount for children?

There is no per person charge for children under three years of age.

How are the charges for alcohol determined?

A hosted bar is charged based on consumption and bartender labor. This means you will be charged for each mixed drink served and each bottle of beer and wine opened. A 10% Vermont Alcohol Tax is applied to all alcohol opened. A 15% Service Charge plus 9% tax is added to the bar tab to cover supervision and equipment. The client is charged \$18 per hour plus 9% tax per bartender. For a cash bar, there is a \$200 setup fee plus 9% tax. Bar charges will be applied to the final bill for the event.

Besides the charges for the facility and the alcohol served at the reception, are there any other charges I should anticipate from Shelburne Farms?

A parking attendant will be hired and supervised by Shelburne Farms for the duration of the event and you will be billed as noted on the Coach Barn Wedding Agreement. The caterer uses ice from Shelburne Farms. You will be billed at \$2 per bag of ice used. The caterer also leaves all trash produced onsite. Shelburne Farms bills you \$5 for each bag of trash produced. Compost and recycling is managed onsite without any cost to the client. If tables and chairs are not broken down following the function, we will bill you \$26 per hour for breakdown. If additional linens are needed, they are charged at \$2 per sheet.

Ceremony and Reception:

What is the most common ceremony start time at the Coach Barn?

The most common start time for a ceremony at the Coach Barn is 4:00 pm. Other common ceremony start times are 3:30 and 4:30 pm.

Do people dine in the courtyard of the Coach Barn?

It is becoming more and more common for people to dine in the courtyard. Larger weddings, over 220 guests, most often choose to dine in the courtyard with or without a tent instead of dining in multiple

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spaces inside the Coach Barn. Smaller weddings have decided to dine in the courtyard without a tent as their Plan A and then for their Plan B they dine inside the building.

What are the inclement weather plans most often used for the ceremony and or reception?

Inclement weather options for the ceremony are in the Elevator Room or in the Brick Room. Inclement weather options for the cocktail reception on the front lawn would be in the Elevator Room and or East Hall. Inclement weather for dining is most often in the West Hall unless the wedding has over 220 guests and then it would mean a tent is needed in the courtyard or on the front lawn of the Coach Barn. It is important that you are happy with the inclement weather scenarios before reserving the Coach Barn.

Do people amplify their ceremony?

About half of the Coach Barn weddings amplify their ceremony. Questions to consider when deciding on whether to amplify your ceremony or not would be: are you creating a wedding video, do you have people doing readings during your ceremony and is anyone hard of hearing. Another detail to be aware of is that the wind coming off of the Lake can, but doesn't always, cause microphone disruption.

Decorating and Setup:

What time will the Coach Barn be available to begin decorating and setup?

The Coach Barn will be cleaned and ready for setup by 10:00 am on the day of your event unless approval has been made for earlier setup. The event facilitator and Shelburne Farm's bartending staff are typically on-site 2-3 hours prior to the event start time. We require that you make arrangements with your florist and caterer to remove all decorations at the end of your reception so that we may clean for any events taking place the day after your event.

What if I need more time to decorate the Coach Barn or decide on renting a guest tent?

If you anticipate more involved setup or take down needs please talk to the Events Coordinator. For larger guest tents you should talk with Vermont Tent Company about their setup needs then talk with the Events Coordinator. Events take place daily at the Coach Barn and we cannot guarantee availability for setup without prior arrangements being made. If you choose to do a guest tent in the courtyard or on the front lawn of the Coach Barn and or need more time for decorating, an additional day of rental may be required.

Why might I have to rent the Coach Barn for an additional day if I have a guest tent or need more time to decorate?

If you decide to rent a guest tent, Vermont Tent Company will ideally want to setup the tent the day prior to your event. Depending on the type of tent and inclement weather, tents are preferably not setup the

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morning of an event. If a tent is setup on the morning of the event, this decreases the amount of time for decorations and for the caterer to setup tables.

What is the cost of an additional day of renting the Coach Barn for a guest tent and or decoration setup?

The cost for an additional day of rental at the Coach Barn is \$2,000. The total facility fee for your wedding would be the base fee of \$5,500, the \$20 per person fee and the additional day fee of \$2,000.

Facility:

What are the maximum number of guests that can be accommodated?

The West Hall can accommodate up to 210 guests for dining. If you have more than 210 guests, the options would be overflow into the Brick Room, dining with or without a tent in the Courtyard or a guest tent out on the front lawn of the Coach Barn.

Does the Coach Barn have heat or air-conditioning?

The Coach Barn has heat, but does not have air-conditioning. Shelburne Farms can provide window fans in the dining and dancing spaces and larger fans can be rented from Vermont Tent Company. The weather in Vermont varies greatly, but overall evenings cool down and there is a nice breeze off Lake Champlain.

What time must the event end?

We request that music stops and guests leave at 11:00 p.m. The bartenders will stop serving alcoholic beverages one-half hour before the music stops or after alcohol has been served for a maximum of 6 hours.

Will there be other events happening on Shelburne Farms' property?

Yes, there will most likely be other events happening around the property at the Inn and or Farm Barn. At the Inn, the North Porch, Game Room and Gardens are used for private events, including weddings. There could be various educational programs going on at the Farm Barn or at other locations around the Farm.

Is there a space in the Coach Barn or the Inn designated as a dressing room?

Unfortunately, there is no space specifically for dressing; however, we will do our best to accommodate you. Most often the stables in the Coach Barn are the pre-ceremony space for final preparations and last minute food and beverage needs.

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What is the best way to handle site visits by our family and or vendors?

Between mid-April and mid-November, please contact the Events Coordinator to arrange an appointment as there may be an event happening at the Coach Barn. Between mid-November and mid-April, weather and road conditions may impact your ability to access the Coach Barn. During the off/winter season, please call the Events Coordinator to let us know when you would like to visit.

Flowers:

May we leave our flowers in the Coach Barn or at the Inn overnight for pick up the next morning?

We are able to store flowers in the stables of the Coach Barn overnight if previous arrangements have been made. We cannot be responsible for any loss or damage to items left overnight. Unfortunately, we do not have space available at the Inn to store flowers.

Where can I donate my flowers to be reused?

There is a great program in South Burlington that recycles donated flowers called *Vermont Recycles Flowers* it is operated by Chappell's Florists. The florists re-design and deliver the donated flowers to local nursing homes, non-profits, hospitals, churches, Meals on Wheels and assisted living facilities. Please let the Events Coordinator know if you are interested in this wonderful program and they will coordinate with *Vermont Recycle Flowers* and your event florist.

Inn Related:

When Inn guests return to the Inn after the reception at the Coach Barn, what services will be available to them?

The Inn's public rooms, including the bar, close at 11:00 p.m. Guest services staff will be in the reception office until midnight. It is advisable to anticipate any needs you or your guests may have upon your return and make arrangements with the Inn prior to leaving for the reception since our late-night staff and services are limited.

Does the Inn have heat or air conditioning?

The Inn at Shelburne Farms does not have heat or air conditioning. There are fans and space heaters available.

May we order refreshments from the Inn for the room while dressing for the ceremony?

Yes, the Inn will work with you for all your food and drink needs while at the Inn. We ask that no outside food or beverage be brought into the Inn. The kitchen can offer sandwiches, cheese and fruit platters,

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quiche and other items. Wine or beer can also be added to food orders brought to your room. All charges, which include gratuity and tax, will be applied to your master bill unless otherwise discussed.

Photographs:

Where may we have photographs taken?

Photographs may be taken on the grounds adjoining the Coach Barn and inside the Coach Barn. If you have accommodations at The Inn at Shelburne Farms or arrangements have been made with us in advance, photographs can be taken in the gardens at the Inn. **We cannot guarantee the availability of the Inn garden for pictures due to Inn weddings and other events.** If you are staying at the Inn, you are also welcome to have photographs taken in the public rooms on the first floor and the room you are staying in. The Game Room and North Porch are used as private event spaces, not public rooms. And we ask that you respect the privacy of our other guests using the public rooms and that you do not have photographs taken on the first floor after the dining room opens at 5:30 p.m.

Transportation:

How do people get from the Inn to the Coach Barn?

You would need to arrange for your own transportation to the Coach Barn. We are happy to provide you with a list of transportation vendors for you to choose from. You are also welcome to use your own car. Please be mindful that the traffic flow in front of the main entrance to the Inn is one lane; we ask that carriages/limos not park for more than a few minutes in front of the Inn. We would be grateful if you would let us know your transportation plans in advance so that we may work with you to facilitate logistics that accommodate both your needs and the needs of our other guests. Please ask your drivers to park any vehicles in the Inn's parking lot during the photography session so that Inn guests may have access to the entrance for check-in.

How do you get guests from other hotels to the Coach Barn?

There are two main options, your guests can drive their private vehicles and park at the Coach Barn or you can provide transportation for your guests. Most often wedding couples provide bus transportation for guests that are staying in Burlington and or along Route 7.