

Meeting Space Information & Booking Policy



EVENT COORDINATOR

Contact: Tammy Glenn
844-210-7030, ext. 2
tglenn@farmviewmarket.com

AVAILABILITY

Event spaces are available Monday through Saturday, 7 a.m.-7 p.m., unless otherwise specified. Additional charges will apply to events that conclude after 5 p.m. Guests should be out of the event spaces no later than 8 p.m. unless a request to have time extended was made prior to date of event.

SEATING CAPACITY

Meeting Room: seating capacity is 50 for a lunch or dinner party style, 30 classroom style, or 25 at a single banquet table.

Patio: seating capacity is 30 for a lunch or dinner party, 15 classroom style, 12 at a single banquet table.

Dining Room: seating capacity is 120 for a lunch or dinner party.

Pavilion: seating capacity is 300 .

BOOKING POLICY

Reservations will be accepted on a first-come, first-serve basis. All reservations for event space should be made at least two weeks prior to the event. *To reserve space, please visit calendly.com/farmviewmarket/meeting-room.*

Event Minimums: An additional charge may apply for groups less than 20 persons.

Each scheduled event or meeting must have a contact person who must be:

- The single point of contact for the event booking and any related event details
- Responsible for any damages/property loss incurred during the event
- If you will not be present at the meeting, you must appoint a person who will be attending the event to be responsible for all communication/coordination on site.

***Please note: Farmview Market is a smoke-free & alcohol-free environment.
Alcoholic beverages are not permitted on the premises.**

BOOKING FEES

Cleaning Fee:

\$25 is applied to each reservation.

Meeting Room and Patio Rental Fee:

0-2 hours: No Charge

2-4 hours: \$50

4-6 hours: \$100

6+ hours: \$150

Pavilion rental: \$300

Dining Room rental: \$150 (only available from 4:00 p.m. to 7:00 p.m.)

Normal booking times Monday-Saturday 7:00 a.m. to 5:00 p.m., any event that exceeds 5:00 p.m. will accrue an additional \$25 per hour fee. Dining and Pavilion rentals concluding after 5 will incur an additional \$50 (hourly rate) per hour. Should the event go past the closing hours of the store, please have the Host advise the Event Coordinator. All events must be concluded by 8:00 p.m.

All events of 2 hours or more must pre-pay the rental fee and cleaning fee.

FOOD AND BEVERAGE

All food and beverage(s) must be provided by Farmview Market. No outside catering service shall be permitted. We have many options to choose from which include a banquet package, ordering from the Cafe menu or Chef's Farm Table. Hosts can work with the event coordinator to plan the menu.

Guests may order cake from Farmview Market's pastry department or bring in an outside cake. For cutting and serving outside cakes a \$20 cake fee will apply.

Guaranteed guest count, as well as the menu, must be determined and details provided to the event coordinator no later than 3 business days before the event date. Any changes made past this deadline leading up to the day of the event are subject to a \$25 late fee. Certain changes will be at the discretion of Farmview Market to accommodate. Rates are subject to increase per person for changes made after the deadline.

AUDIO-VISUAL/TECHNOLOGY

Farmview Market has A/V capability and needs should be discussed when booking the space. A \$25 fee will apply for A/V use. If your presentation requires a laptop, you must supply your own. Visual capabilities are compatible with USB-C and HDMI. Internet access is available through Farmview Market wireless network. Instructions for using the network will be provided from the event coordinator.

FURNITURE AND EQUIPMENT

The following furniture and equipment are available at no extra charge.

- Speaking Podium (1)
- Chairs (55)
- Dining Tables (12)
- Food tables (2)
- Presentation Easel (2)

RESERVATION CANCELLATION

Room cancellation is required no less than 1 week prior to the event date. Your full deposit will be refunded to you if you cancel your event 1 week prior. Failure to notify event coordinator less than 1 week prior or at all may prevent your group/organization from future use and will forfeit your deposit.

All cancellations must be submitted via email to tglenn@farmviewmarket.com stating Host Name, Event, date and time must be included in the email. If you wish to reschedule a previously reserved event, please contact tglenn@farmviewmarket.com to request a later date for your event.