



CANDLE BROOK  
EVENTS AND FARM GATHERINGS

3269 Ferry Rd. Bellbrook, Ohio 45305

*Candlebrook Farm  
awaits your next celebration!*

***Amenities at Candlebrook Farm***

Offering exclusive access to both indoor and outdoor spaces

Comfortably seating indoors of 225 guests w/ dance floor

(Maximum indoor seating capacity 240)

Covered outdoor patios with additional seating and bistro lighting

Use of 49 Indoor Tables and 250 Indoor white resin Chairs

Outdoor Patio Tables and Chairs

Temperature Controlled Barn

(Heating and AC for 4000 sq. ft. of indoor space)

Sonos Sound System

Wireless Microphone

WIFI

Male and Female Handicap Accessible Restrooms

Catering Prep Kitchen

(Our Catering Prep Kitchen provides refrigeration, deep 3-part sink, hotbox, microwave and plenty of counter space)

## ***Base Rental***

Use of Property for up to 10 hours (This includes your setup and tear down time)

Pricing for half day events or for events with less than 100 guests.  
would strictly be based on availability

Please Note: **Event insurance is required in addition to each rental.**

Some of the most memorable moments in our lifetimes are of special events like weddings, family reunions, graduation, and holiday parties. While it's easy to get caught up in the excitement of planning an event, every host should be aware of the risks that can make your special day memorable in all the wrong ways. Event insurance protects clients and their guests in injury and excessive damage. One day Event insurance ranges from \$75.00 to \$200.00 depending on the specific details of the event. Event insurance can be purchased online ( a link to eventsured can be found o9n our site} or through some insurance brokerages. We can assist with this purchase or provide you with a list of online sites.

**Proof of purchased insurance is required 14 days prior to the event.**

### ***Base Rental Includes***

Exclusive use of all Candlebrook Farm listed Amenities

1 hour of event overview by scheduled appointment

An onsite staff member for the duration of event

Your choice of licensed Vendors

Table Arrangement Assistance per your event needs

Set up of Indoor Tables and Chairs as to your chosen design

Your choice of Candlebrook Farm's selection of Table linen

## ***Wedding Rentals***

### **Reception Only Package**

14 hours of rental

### **Ceremony and Reception Package**

16 hours of rental

(8am – 11pm plus 1 hour for tear down)

^ 1 hour additional will be allotted for ceremony rehearsal scheduled by availability

### **2-day Wedding Event Package**

6 hours of rental Friday night for ceremony rehearsal, rehearsal dinner, and set up

16-hours of rental on Saturday

## ***Wedding Packages Include***

Exclusive use of all Candlebrook Amenities

Initial Event Coordinating Meeting by Scheduled Appointment

2 hours of event coordinating and itinerary development 60 days out

Your choice of licensed Vendors

Liaison with the chosen vendors prior to event

Table Arrangement Assistance per your event needs

Your choice of Candlebrook Farm's selection of Table linen

Use of our Table Décor

(ie: Centerpieces, table #'s, Battery Operated Candles, String Lights)

2 weeks out overview meeting of final details

Receive and store day prior to event all ceremony, reception items and décor

Day of Event Set up of your Indoor Table and chairs

Linen placement

Greet and Direct Chosen Vendors Day of Event

Assist DJ or Band with important highlights of the evening

Vendor Liaison for duration of wedding ceremony and reception

On site staff for duration of the event to ensure a smooth-running event

Bridal Suite

Parking Assistance with elderly or handicap guests

Overnight parking until 10 am

## ***Additional Service Enhancements***

### **Set Up /Tear Down Service**

The Candlebrook Team is here to help make your special day as stressless as it can possibly be.

Our team can have everything set and ready for you, down to the very last detail, when you arrive. It's your time to celebrate and enjoy making the memories with friends and family. Come end of the evening when everyone is tired, our team will clear tables, remove trash, box up your décor items and have it all waiting for you at a scheduled pick up the following day.

Just sit back, relax, and enjoy the moment.

### **Cold Beverage Service**

Included in the Cold Beverage Service is an unlimited service of Ice, Disposable Cups, Beverage Napkins, Water, Iced Tea, Lemonade, Coke, Diet Coke, Sprite and overseen by a Candlebrook staff member

### **Hot and Cold Beverage Service**

Included in the Hot and Cold Beverage Service is an unlimited service of Ice, Disposable Hot and Cold Cups, Beverage Napkins, Water, Iced Tea, Lemonade, Coke, Diet Coke, Sprite, Regular and Decaf Coffee, Sugar, Creamers, Sweeteners, Stir Sticks, Herbal Tea, and Hot Chocolate overseen by a Candlebrook staff member

### **Bar Beverage Service**

**[\$2 per person for guests over the age of 21 added to one of the above beverage packages]**

Bar Beverage Service addition includes Orange Juice, Cranberry Juice, Pineapple Juice, Margarita mix, Sweet Sour Mix, Tonic Water, Club Soda, Cut Limes and Lemons and Ginger Ale

### **Bartender Service Fee**

#### **Buffet / Wait Staff**

minimum of 3 hours per person

### **Cake/ Dessert Service**

Cake / Dessert service will include disposable dessert plates, disposable flatware, dessert napkins, cutting, plating, displaying, and boxing up of any remaining leftover cake / dessert

### **Bridal Suite Package**

Awaiting the Bride and Bridesmaids in their Bridal Suite will be a stocked mini fridge of assorted cold beverages. A basket of assorted mixed snacks, granola bars and whole fruit. Bluetooth speaker, and a "uh oh" incidental basket

Incidental Basket| Tissues, Feminine Hygiene Products, Bobby Pins, Safety Pins, Sewing Kit, Breath Mints, Mouthwash, Hand Sanitizer, Band-Aids

### **Bridal Suite Bubbly Bar**

Bridal Suite Bubbly Bar includes a beautifully displayed Bubbly Bar with glass champagne flutes, Assorted fruit juices, with Strawberries, Blueberries, and Raspberries

There will be ice buckets ready for you to drop in your bottle of Bubbly.

***\*Please note that the Sparkling Wine / Champagne is not included in the package. Due to liquor licensing, the champagne must be provided by the lessee.***