Burlap & Bells LLC

Welcome

We are a family owned and run venue that is comprised of over 100 acres. In 2013, Burlap and Bells was started with just the tree grove and grassy inlet reception area and has been expanded more and more each year! There are three ceremony sites from which to choose (with an additional one in the works) and a large reception area which can be used in a variety of ways. We get so excited for the couples that want an intimate laid back event in the natural splendor of the outdoors! We have collected a large inventory of decor items that are included with any package rental.

The **Cliff Top Overlook** is perched high on a ridge overlooking miles and miles of land. There is a shale stone cliff on one side and a drop off on the other side. With two paths, you can choose from which side the wedding party enters and which side to have your guests enter as they are seated. This makes for a unique photo spot as well should you choose a different ceremony location! Included are 40 benches (6 ft. long) that seat up to 160 guests. You can set up the benches in whatever pattern you want. This spot is mowed and flat and is accessible for handicapped guests in wheelchairs that can go on grass. There is some parking available for a small number of vehicles. A trailer ride is <u>not</u> provided to transport guests to and from this location. A shuttle will need to be rented to transport guests from the parking lot. *There is not a restroom at this location. There is no electricity at our ceremony sites.*

The **Pine Tree Grove** is set in a tree plantation. The trees are planted in rows and grow 50+feet tall. This location can accommodate large weddings of up to 200 guests. It has 26 benches that are 16 feet long. The birch arch is approximately 8 feet wide, 5 feet deep and about 8 feet tall. The aisle in the tree grove is around 70 feet long. The soaring pines make for a dramatic photo as the couple walks down the aisle. We have not pruned some of the trees and have allowed some smaller pines to grow up along the path to hide the wedding party as they line up. We leave the pine needles and pinecones as they have fallen (but we do clear away any fallen branches) so that the woods stay woods-like for your event. Before your event, we make sure to clean the benches of any debris. We provide a wagon ride for guests to and from this location. Our wagons fit approximately 50 guests per trip. Handicapped guests can be driven in via car or golf cart and dropped off at their seats. There should be no parking along the road in this area. *There is a handicap-accessible restroom at this location.*

The **Vine Chapel** is perfect for intimate weddings. It is 36 feet long and has bench seating for up to 70 guests. We grow hops vines on the church frame. They begin filling out in June and will hit their tallest mid-August. The hops cones begin blooming mid-August as well. It makes for a memorable ceremony with your closest family and friends. Perfect for elopements! It is within walking distance from the pavilion. Handicapped guests can be driven via golf cart and dropped off near their seats. *There is not a restroom at this location*. *There is <u>no</u> electricity at our ceremony sites.*

Our **Reception Area** is comprised of multiple spaces. We have a pavilion with a dance floor that comes with the use of 200+ mismatched wooden chairs and 30 wooden plank tables (each one seats 8.) The dance floor looks out over the tall grass and wildflowers in the field with bistro lights overhead. There is a large handcrafted wooden beverage center and a handcrafted smaller beverage center made from reclaimed barn wood that can be moved to any location you like or used for cake or presents. The stone in the garden along the side of the pavilion was reclaimed from an old barn foundation and is filled with flowers and grasses that are natural to our region. There is a tree surrounded grass inlet with dance floor, DJ/band deck and overhead bistro lighting. This spot is perfect for the first dance. Near the pavilion we have a groom/bride building, that can be used by either partner to get ready. In between these areas, we have a grassy section with an overhead bistro light "tent" that is perfect for cocktail hour and yard games. Near that, we have the carriage house. Our bride/groom "getting-ready" room is upstairs. Downstairs we have indoor handicap accessible family-friendly bathrooms, a prep kitchen (there is no cooking in the kitchen), reclaimed barn-wood porch swing and storage room that houses our inventory of decor items. There is electricity at our reception site.



We require a tour prior to booking an event. We give one guided tour per couple. All couples with a booked package rental have full use of our decor inventory on their event day and are allowed access to the venue prior to their event for planning purposes and engagement photos. (You would need to check availability with us prior to visiting.) Decor inventory is shown at a tour and, if you book an event, at following self-guided visits. We do not keep an inventory list because it changes often. Our wedding season runs from the 2nd weekend of May through the 2nd weekend of October. We are not available for rentals during our off season. We require proof of event insurance for all events. (Minimum of \$1,000,000 liability coverage and, if your event will have alcohol, host liquor liability coverage. Typical cost is @\$125 online.) The holding fee is half of the total cost. Please note that a 5.5% sales tax is added on to each payment. We accept cash (if dropped off) or cashier's/certified checks (made out to Burlap & Bells.) We do <u>not</u> accept personal checks or money orders. All packages include the use of the on-site decor inventory. For ceremonies held at the Tree Grove a tractor wagon ride to and from the ceremony for you and your guests is also included. The wagon ride is not available for the vine chapel or cliff location. A shuttle service would need to be rented for the cliff location. The pavilion would be a ceremony rain option. The entire venue is available for photos (no ride provided.)

2024-2025 Ceremony & Reception Package

LIMITED availability left for the 2024 wedding season. Booking still available for the 2025 & 2026 wedding

season!

When you rent the event space for your Ceremony & Reception or Event you have the use of the venue on your event day from 7 am to 1 am. Alcohol/Music end at 11:30 pm. Time allowed until 1 am to collect personal items and pick up.

- Event/Reception Only pricing is the same as Ceremony/Reception pricing
- Meal needs to be catered by a licensed and insured vendor
- Alcohol allowed on premises during event only when bartender is present

max capacity - 200 guests

*requires damage deposit of \$500, cleaning fee of \$150 and event insurance.

2024-2025 Ceremony Package

Booking still available for the 2023 & 2024 wedding seasons!

The ceremony area, bridal suite, bathrooms and parking lot areas are

available to use for the rental. The whole venue is available for pictures during the rental time frame. The rental is **for 6 continuous hours.**

• Allows for **no** meals. **No** alcohol allowed on the premises.

• Only available on a Monday, Tuesday, Wednesday or Thursday. *max capacity - 200 guests*

*requires damage deposit of \$175, cleaning fee of \$75 and event insurance

2024-2025 Elopement Package

Booking still available for the 2023 & 2024 wedding seasons

When you rent the event space for your Elopement, you are getting a "mini" version of our Ceremony & Reception package with a lower price tag. An Elopement up is available on weekdays for no more than 75 guests. Booked Elopements have up the use of the venue on your event day from 7 am to 1 am. Alcohol/Music end at 11:30 pm. Time allowed until 1 am to collect personal items and pick up.

- Meal needs to be catered by a licensed and insured vendor
- Alcohol allowed on premises during event when bartender is present

max capacity - 75 guests *requires damage deposit of \$300, cleaning fee of \$150 and event insurance

Friday or Sunday:

up to 50 guests - \$4,800 up to 100 guests - \$5,300 up to 150 guests - \$5,800 up to 200 guests - \$6,300 Saturday: up to 100 guests - \$5,800 up to 150 guests - \$6,300 up to 200 guests - \$6,300

Monday - Thursday only

up to 50 guests - **\$1,500** up to 100 guests - **\$1,800** up to 150 guests - **\$2,100** up to 200 guests - **\$2,400**

Monday - Thursday only up to 50 guests - **\$3,800** up to 75 guests - **\$4,300**

general Information

catering

We <u>do not</u> provide catering services. We prefer that you use a licensed caterer of your choice from our Past Vendors list, but you can use any vendor you would like. Proof of insurance and licensing is required for all vendors. Vendor referrals are based on couples' past experiences and interactions with each company. We cannot guarantee the service of any listed vendors. For any caterers (not on our list) that will be on site for your event, a phone call with Laurie is required. You cannot self cater (potluck style, DIY food, etc.) unless you are a licensed caterer that can provide insurance information. Your caterer needs to be present at the dinner service to monitor their food temps. Your caterer needs to bring their own utensils and anything they will need for food service. We do not supply tablecloths, dinnerware or cutlery. We have two plastic tables the caterer can use for food service. We do not have a certified kitchen. *If you are renting for a ceremony only event, no meals are allowed*. For reception and elopement events, only ONE catered meal is allowed per event at the venue. This allows for cocktail hour appetizers and desserts, etc., but does not allow for multiple meals such as providing your guests with both lunch and dinner.

The kitchen space has large commercial-sized sinks, two refrigerators, and a chest freezer. We can find staff if you would like someone to put out appetizers, help your caterer serve, lay out dessert, or provide any clean up services that your caterer doesn't. Each staff is to be paid cash the morning of your event at a rate of \$20/hour for a minimum of 3 hours each. We will contact you a month before your event to see how many staff you may need and the hours they are required. *We do not provide linens.* The number of guests that you will pay for is usually determined by the headcount you tell your caterer. *Inviting guests to come later in the evening after dinner does not bypass paying the additional fee per guest. Children (ages 3+ only) are included in the guest count, but vendors do not count.* Let us know if you are above your contracted amount. We will count on event day and will deduct an additional fee from the damage deposit if you are over. *We do not provide place settings.* Most caterers provide their own place settings and glassware, and then take them to be washed at their facilities. In the event that your caterer doesn't provide them, disposable dinnerware or rental dinnerware is also an option. Your caterer is responsible for serving the food and clean-up of it afterwards. They should plan on taking all dumped excess food, juices and oils with them.

alcohol

If you are renting for a ceremony only, no alcohol is allowed on the premises. If you are renting for a

Ceremony & Reception, Event or Elopement, alcohol is ONLY allowed on the premises with one of our licensed bartenders monitoring it at all times. Please keep this in mind when scheduling the bartenders. ALL alcohol consumed on site needs to be served directly from the bar by the bartender. There are a number of helpful wedding alcohol calculators online if you need help calculating alcohol amounts. You are responsible for ordering, purchasing and picking up the alcohol for your event. We do not provide ice or drinkware. If you bring in glassware for the place settings, the glassware will need to be put away following the dinner service. Disposable drinkware is required for behind the bar. We allow for beer, wine and a maximum of 2 liquors. If you have any signature liquor drinks involving multiple mixers, the bartenders will need to pre-mix them in dispensers (at a ratio of 1 shot per drink) for ease of service. We have drink dispensers for this purpose. Carbonated drinks can be mixed per drink so as not to get flat. We do not make drinks stronger by request and we do not allow shots, doubles, neat or on the rocks. All liquor must include a mixer. These rules apply to everyone (including family and wedding party), no exceptions. If you do not provide a shuttle service, please ask us for numbers of drivers and place a sign at the bar. Designated Drivers is always a great idea. Staff the bar at a minimum of one hour before your ceremony time to allow for bar set-up. Each bartender is to be paid cash the morning of your event at a rate of \$20/hour for a minimum of 3 hours each. One bartender for 100 guests then an additional bartender for each 50 guests after that. If having multiple bars, both bars will require a bartender. If one bar is not in use (ie: reception bar during cocktail hour) it will still require a bartender to monitor alcohol so that guests do not help themselves. Your beverage service has to be an open bar with no alcohol sales. This means there cannot be a donation jar on the bar. Absolutely no underage drinking and no illegal substances are allowed on the premises. Everyone appearing 35 and under will be carded. We do not provide table-side beverage service or a ceremony beverage service. The bartender stays at the beverage center and any guests that would like an alcoholic drink will need to go to the beverage center to be serviced. It is

illegal in Wisconsin to have an open alcohol container in your vehicle; therefore, all unopened alcohol goes home with you at the end of the evening, but any open alcohol will be poured out.

set up guidelines

Please be mindful of where you set inventory items so that wind doesn't blow them over, or, if it is raining, please keep our items under cover. Our chalkboards are painted wood, so the use of chalkboard pens is prohibited as they do not wash off. The use of anything damaging to our inventory is prohibited. This includes anything that leaves marks, holes, sticky substances, etc. None of our inventory is to be used to catch wax. You will need to bring in your own decor for that. The large table, white fabric dining chairs, two large couches, and vanity that are in the bride/groom "getting ready" room are **not** for use outside of the suite. The use of small litter, such as confetti or small flower petals, is not allowed. This includes biodegradable versions as well. However, you can use large rose petals, but you will need to pick them all up following your event. The cleaning fee does not cover this. As far as decor set up goes, that will be up to you, your wedding party, family and friends. We set up all the basics as far as lighting, bathroom supplies and such. We have a long list of the basics to get ready for each wedding, but we are around (and available by phone) to answer questions all day. We provide a dolly to help you move things and step ladders, so *please do not stand on the antique chairs*. Do not drive on the grass. Vehicles are restricted only to the graveled areas and to keep down on dust and for safety please keep speed limit to 15 mph in order to keep the dust down.

We provide trash bags, toilet paper, paper towels, and hand soap. You need to bring your own disposable glassware for behind the bar, alcoholic and non-alcoholic drinks, ice and s'mores supplies (including Sterno & sticks.) If you use our wooden plank dining tables and mismatched chairs, they need to be used and kept under the pavilion at all times. We provide 25 wooden tables and 200+ mismatched wooden chairs (to be used in the pavilion only.) Any tables and chairs needed beyond our inventory need to be procured by the couple. *If you are using our 2 long plastic catering tables, please let your caterer know that they will need to bring their own. If they have been to our venue previously, they often rely on using them to serve.* **Our wooden tables cannot be used for hot food service.**

We do **not** allow Hammerschlagen or darts (or any similar games), camping, event tents, fire and/or fireworks (this includes sparklers.) **Smoking is ONLY allowed in the designated area near the pavilion.** All cigarette butts must be placed in the butt containers that are in the designated smoking area. We are in the woods so this is especially important. <u>NO</u> real candles are allowed in the ceremony areas since they are located in wooded areas. Battery operated candles are required. At the pavilion, you may use real candles if they are enclosed in glass and have water in them to catch the wax. Event, alcohol and music ends at 11:30 pm, and the amplified music cannot go over 90 dB. There are apps that can tell a DJ how loud they are, so they know not to exceed the dB. We do have that app and do keep track of the dB as well. *Each outlet in the pavilion has 20 amp service.* There are outlets in each corner of the pavilion for vendors to utilize and to run extension cords from as needed. We do not provide WiFi.

suggestions

We highly recommend having some type of shuttle service for your guests at the end of the evening. It's really nice to have a sober ride home for your friends and family. Vehicles can be left overnight at Burlap & Bells, and people can carpool back to the venue in the morning to retrieve their vehicles. Please retrieve your vehicles before 9:30 am to respect the following day's rental. There are bigger surrounding towns like Eau Claire and La Crosse where you can rent larger buses and/or party vans instead to bring guests back to hotels. We have some great options on our Past Vendors list. They provide their own drivers. Otherwise, ask us for a couple of numbers of drivers in the Black River Falls area. If you do not provide a shuttle service, please use one of our chalkboards to write their phone numbers on to have at the bar for your guests. Couples can include their dog(s) in their wedding event. However, we do not allow guests to bring their pet (unless their pet is required for medical reasons.) Please pick up after your pets. If you have a wedding website, please share a link of our "Wedding Guests" tab on your site to help your guests plan for our location. Sometimes, the guests do not research the venue and are not aware that we are outdoors, so they do not come prepared. Please advise your guests to "dress and plan for the weather." This link for the guests also provides fun things to do in the area, accommodations options and directions to the venue. Remind guests to arrive at a minimum of a half hour to one hour before the ceremony is to begin. This allows time for parking, a wagon ride and to be seated before the processional begins. We do not provide staff for babysitting or chauffeuring services. Guests will rarely reuse glasses, so make sure to have extras, so you don't run out. Please label envelopes with cash wages and cleaning fee for staff to be given to the event manager

the morning of your event. Labeling the envelopes will make things run smoother. Ex: Cleaning fee, Bartender 1, Bartender 2, etc.

vendors

We provide our Past Vendors list at the time of booking. We've worked with many fantastic vendors that are not listed. We welcome new vendors that are not listed. I would only need to contact them to verify licensing and insurance prior to them being booked. When searching for vendors, many come from the nearby larger cities of La Crosse, Eau Claire, and sometimes Madison or Minneapolis.

Rain Option

In case of rain, the pavilion can be set up for a ceremony by moving the tables along the sides and using the chairs to set up seating and an aisle. We have various arches that can be used. Make sure to have a Plan B Rain Option. If you want to wait out the rain and still get married in your planned area, please let guests know to plan for the weather and to bring their own umbrella and blanket to sit on and whatever they need to be comfortable. *Our inventory does not include towels, blankets or umbrellas for this purpose.* If it is chilly, we have 6 propane patio heaters you are welcome to use under the pavilion. Because of the fire hazard, they cannot leave the cemented area of the pavilion. You will need to bring your own 20 lb. propane tanks for them, or take the six we have to exchange. This will provide around 6 hours of heat from each heater.

Transportation

For the Tree Grove ceremony site we provide a complimentary wagon ride to and from the ceremony for you and your guests for all package rentals. The wagons are not used to transport for other purposes, such as to your photo spots. We use a tractor to pull two wagons that hold a total of approximately 50 guests per trip taking approximately 10-15 minutes round trip. We will only use our tractor to pull our wagons. We do not allow anyone other than us to drive our tractor or use our wagons. *For the cliff ceremony site, we do not provide a wagon ride.* If using this spot, you will need to rent a shuttle to transport guests. Past couples have rented buses, trolleys, shuttle vans, etc. We have many great options on our Past Vendors list. If renting a different shuttle service for the Tree Grove or Vine Chapel, please let us know prior to the event day.

payment

To reserve your date, we require a signed contract and a non-refundable holding fee of half of the rental fee (plus 5.5%) sales tax.) If the contract and down payment are not returned within two weeks of having received it from us, that date becomes available to other couples again. For all events (Elopements included), the full package cost with any additional guests fees (plus sales tax added) and damage deposit (\$300 Elopements; \$500 Ceremony & Receptions; \$175 Ceremony Only - no sales tax) should be paid in FULL at a minimum of one month prior to the event. If payment is not received, we reserve the right to cancel said event. If for some reason your booked date no longer works for you, we can switch dates to available weekends in the future instead. Please be advised that we do book up fairly far in advance. The booking deposit is non-refundable in case of cancellation. If your guest count is lower than anticipated, you cannot receive a refund. However, if your RSVP list has exceeded your contracted maximum number of guests, you need to let us know so that the additional cost can be added on to your final payment. Plan for having your RSVPs back prior to this so you can meet your payment deadline. However, the number of guests cannot exceed 200 (75 for an Elopement.) The cost is \$15 per additional guest beyond your contracted amount or \$500 for 50 guests, whichever is cheapest for you. (\$25 per extra guest or \$500 for 25 for an elopement); (\$15 per extra guest or \$300 for 50 guests if a ceremony only.) It would never be more than if you had gone with the higher package price to begin with though. Please plan accordingly when you give your contracted number of guests at the time of booking. Typically, the headcount that you give us should match the caterer's headcount. However, inviting additional guests to the dance portion only of your event does not bypass paying the fees for them. Children (ages 3+) are included in the headcount, but hired vendors

are not. We will count guests at the event and will deduct a portion of your damage deposit refund plus "late fees" if you are over. Please take care of this prior to the event so we don't have to. The \$150 cleaning fee and bartender/staff hourly wages (\$20/hour for a minimum of 3 hours each) should be paid in cash to the event manager on the morning of your event. The completed questionnaire to help us plan for your event should be returned to us at least one month prior to your event, along with your final payment, damage deposit, and event insurance. We require proof of event insurance for all events at least one month prior to your event day.

Clean up

Any items you are keeping need to be collected prior to leaving at the end of your rental. Prior to leaving, you will need to move any furniture items you moved for your event (folding tables, furniture from Bridal suite, cable reels, etc.) back to where you found them. If you dropped large flower petals down the ceremony site aisle, you need to pick all of those up prior to leaving. We require a cleaning fee for all rentals. The cleaning fee should be paid in cash the morning of your rental. Please do not use straws or small candies with wrappers and other small items that cause excessive litter.

Damage Deposit

Your remaining refundable damage deposit will be returned to you approximately one month following your event. Your deposit is also used to cover any damage to property, inventory, etc. by your vendors and/or guests. Anyone drinking alcohol that is not from behind the bar will be asked to put it away. As an insured business, we cannot have unmonitored alcohol at events. *Following being warned, if they continue, it will result in a fine being taken out of the damage deposit, continued still will result in that person being asked to leave.* Please see your contract for more details. Excessive guests beyond your final number quoted will be deducted from your deposit at a cost of \$25 per additional guest.

Common Questions

Do we have indoor bathrooms?

Yes! We have indoor handicap-accessible bathrooms. There are two private stalls in the Women's bathroom and a private stall and a urinal in the Men's bathroom. Each bathroom is equipped with a changing table, toilet paper, hand soap and paper towels. Please supply your guests with any additional items you feel are necessary.

How long is the aisle if I want to use a runner?

The aisle in the Tree Grove is around 70 feet long (approx. 8' wide.) There are 26 benches (13 on each side) in the Tree Grove. The arch and benches do not move at the Tree Grove site. The aisle for the cliff-side ceremony spot is completely up to you! You can set up the benches in whatever pattern you want. The vine church is 36 feet long and the benches can be moved around as needed.

Do we allow the sale of alcohol?

No, we do not allow the sale of alcohol. We only allow an open bar. As you can imagine, this makes some guests really excited! Because of that, we do not allow shots, neat, doubles or on the rocks; all liquor needs a mixer. You can have wines, beers, ciders, seltzers, coolers and a maximum of 2 liquor drink options. A bartender is required to serve ALL alcohol consumed on site. Alcohol is only allowed when one of our bartenders is onsite to monitor and dispense it. No donation jars allowed on the bar. We have 3 galvanized bins (24" around and 12" high) that are usually used for self-serve non-alcoholic drinks and large troughs to hold kegs with ice. Each keg needs 60# of ice minimum.

What is the parking situation?

We have a gravel parking lot at the reception area. There is plenty of parking for our capacity size of 200 guests. However, we do recommend carpooling, taxis and shuttles if you plan on drinking. You are welcome to leave your vehicle at the venue overnight to take a cab also! But, your vehicle needs to be picked up by 9:30 am to respect other event rentals on the following day.

What is the size of the tree grove ceremony arch?

The birch arch is approximately 8 feet wide and 5 feet deep and about 8 feet tall. In addition, we have 26 benches that are 16 feet long. The benches and arch are cemented into the ground and cannot be moved.

What are the pavilion Dimensions?

The pavilion is 64' x 50' with an outdoor 20' x 30' dance floor attached. We have a refrigerated cooler in the bar area for alcohol. There are two movable beverage centers under the pavilion that you can use for dessert areas, water centers or for use by the DJ. We have 6 patio heaters for you to utilize in the pavilion area. You will need to provide your own 20 lb. propane tanks for each heater or exchange ours. Each will provide around 6 hours of heat.

Do you treat the grounds for bugs?

Yes! We use an all-natural citronella and lemon grass ground sprinkle that we have found to be especially effective. If for some reason the bugs still persist, we can use our fogger and heavy duty spray as well. We still recommend bringing your personal bug spray, just in case, especially if it has been a particularly rainy season.

Are there electricity hookups at the ceremony sites?

No, because these are remote locations and we want to preserve the character of the locations, there is not electricity at the ceremony sites. But, oftentimes, your DJ or rental company can provide battery operated options. Or, if needed, they can provide a generator for use at the ceremony site along with microphones and/or speakers. In the past, couples have also used an iPad with a power pack. We do not provide WiFi.

Do you provide tables and chairs? Dimensions?

We provide 25 tables that seat 8 guests per table. The tables are 8' x 29" and are 30" high. We have 200+ mismatched wooden chairs. When planning, keep in mind that if you have a head table with seating only on one side, then you are losing some seating. We have a sweetheart table (3' x 4') for your use as well. **Our tables and chairs stay under the pavilion**. If you need additional seating or seating for anywhere else at the venue, that would need to be rented. We have two plastic tables for the caterer to use for food service. Our wooden tables cannot be used for hot food service. We have 9 cocktail height cable reels (approximately 53" in diameter) and one table height cable reel (approximately 36" in diameter) that are often used in displaying items or for desserts, gifts, cocktail tables, etc. Also, we have 2 highchairs and 2 booster seats for families to utilize.

What are the dimensions of the two refrigerators?

The storage room fridge is 33" tall x 29" wide and 19 inches deep with a large freezer part at the bottom. Kitchen fridge is 20" by 40" tall and 21 inches deep with a large freezer part on the side. The refrigerators are often used for food trays or floral arrangements. They are not meant to be stacked full of beverages (the weight breaks the glass shelves.) We also have a large chest freezer for extra bags of ice!

