

Orchard House Application / Wedding Checklist

188 Carson Street

P.O. Box 536

Genoa, NV 89411

Phone: 775 783-8070

Fax: 775 392-0642

Today's Date: _____ Wedding Date: _____ Day of the week: _____

Marriage License Obtained: _____ Time of Ceremony: _____

Bride's Name: _____ Email: _____

Address: _____

Phone No.: _____ Work: _____ Cell: _____

Groom's Name: _____ Email: _____

Address: _____

Phone No. _____ Work: _____ Cell: _____

Location of wedding, if not here: _____

Reception Begin & End Time: _____ No. of Guests: _____

Expected No. of Hours for the Wedding: _____ Reception Hours: _____

Name of Wedding Consultant: _____ Phone: _____

Person Performing the Ceremony: _____ Phone: _____

Preference of set up day & time: _____

Expected No. of Hours for the Rehearsal Dinner and/or Set Up: _____

Who will set up? _____ Phone No.: _____

Who will clean up? _____ Phone No.: _____

Caterer's Name: _____ Phone No. _____

Need to use of our kitchen? _____ Add'l charge for the use of the kitchen: _____

Number of Tables: _____ Preferred Location (s) _____ Gift Table & Location: _____

Servers: _____ Bartenders: _____ Who Provides Them? _____ Phone: _____

Cake By: _____ Phone No.: _____ Delivery Time: _____

Cake Location and Set Up Preferences: _____

Photographer: _____ Phone No. _____ Arrival Time: _____

Transportation/Limousine/Carriage Arrangements: _____

Music to be provided by: _____ Phone No. _____ Arrival Time: _____

Please Note: Music volume must be moderated as not to disturb our neighbors and must end by 9:30 p.m.

Location preference for musicians/DJ: _____

Electrical Power Requirements: _____

No. of Tables: _____ Style: _____ Type of Linens: _____

Wedding Colors: _____ Color of Linens: _____

No. of Chairs: _____ Style/Color: _____

No. of Pop Up Tents: _____ Other type: _____

Dance Floor: _____ Type: _____ Desired Location: _____

(If the dance floor is located on the lawn, it must have a plywood underlayment and no metal touching the grass)

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Rental Company: _____ Phone No. _____

SaniHut or Portable Restrooms are required for your guests. We recommend a minimum of two, one for the ladies and one for the gentlemen. For groups over 100, we suggest an additional unit for each additional 50 guests. Restrooms in our home are to be used by the ladies in the wedding party, only.

Portable Restroom Rental Company _____ Phone No. _____

List of the items to be provided by the Orchard House staff and their individual quoted costs:

Parking for your guests can be around the perimeter of the property outside the fences and around the block. We prefer that your vendors enter the property only to drop off and pick up items, or others with elderly guests, etc. Rental furniture or other items for the event can be dropped off in advance of the event, just have the vendor contact us for arrangements.

We provide lined garbage cans for the trash. We have a dump trailer in which non-food trash may be disposed. ALL FOOD RELATED GARBAGE MUST BE HAULED AWAY at the conclusion of the event, unless other arrangements are made. We also provide abalone shells as well as containers with sand for your guests to use for ashtrays. Please inform your guests to use these instead of putting the butts on the ground.

Please do not use Mylar confetti for your decorations.... this confetti is extremely difficult to remove from the grass and gravel areas.

We ask that your guests not bring pets into the yard. However, if you plan to have your pet(s) in your ceremony please keep your pet contained and picked up after.

We ask that all children be supervised while on the Orchard House property.

***We want to make your special day just that.... very special and everything you want it to be.
Please let us know if you have ANY questions or requests.***

Total facility fee estimated for this wedding/reception: _____ Date: _____

Non-Refundable Deposit Amount Paid*: _____ Date: _____ Method of Payment: _____

(*50% of the total estimated facility fee)

Balance Amount Due (which includes \$100.00 refundable cleaning / breakage deposit): _____

Date Due: _____ (One month prior to the event) Date Received: _____

The rental fee is \$2,500, which entitles you to 10 hours use of the Orchard House facilities. Additional time beyond 10 hours is billed at \$200 per hour. All hours of use are counted, including set-up and clean up. Fifty percent of the estimated total charge is due at the time of booking and the remaining 50% is due at least **one month** before the date of the event. An invoice for any additional charges resulting from an extended stay or furniture / equipment rental will be provided at the end of the event.

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Co-insurance on Homeowner's Insurance - Minimum of \$500,000.00 General Liability is required for the event.

This is usually available free or for a nominal fee from your homeowner's agent. The Orchard House, Charles R. Falcke and Betsy Case-Falcke are all to be listed as co-insured's'.

Signature(s) of Applicant(s): _____ Date: _____

_____ Date: _____

Additional Information: (such as Parent's names and phone numbers, others helping) _____

Additional Information/Notes/Questions/Concerns/Requests/Phone Calls/Visits (including the dates):

Rental Agreement Signed and Delivered to the Orchard House _____ Date: _____

We realize that much of the information on this checklist is currently unknown. Please fill it in as you select your vendors and provide a copy to the Orchard House when complete, (you can fax it to the number above) but no later than the 30 days prior to your event.

Thank you for selecting us.

Betsy and Randy Falcke

Randy's Cell Phone No. 775-315-3188