



Date:

The following is an agreement between:

Whispering Pines Farm  
201 Winsome Lane  
Cabot, PA 16023  
724-568-7463

&

Bride:  
Groom:  
Address:  
E-mail:  
Phone:  
Phone:

Thank you for considering Whispering Pines Farm (“WPF”) for your special day. WPF has been a family farm for 12 years and was built on a foundation of beautiful stories just like yours! We appreciate the opportunity to share our farm with you and your family as you embark on a lifetime of new stories and experiences with your loved one!

Your wedding is scheduled for DATE at our Whispering Pines Farm, located at 201 Winsome Lane, Cabot, PA 16023.

The following is WPF contract agreement. Please be sure to read each item carefully as you will be held fully responsible for all statements upon the signing of this contract.

### Planning/Venue Coordinator

Kerry McCann, farm owner and interior designer, will be available for coordinating questions and advice. With her expertise, she will be able to alleviate the stressors of wedding coordinator. Please communicate regularly if you would like advice as she has coordinated many weddings over the years.

WPF will not provide a wedding planner and will advise the bride and groom to see our list of recommended planners. This recommended list will also include- tent and toilet rentals, caterers, vendors, musicians, bakeries, etc...

WPF will work closely with you to provide a smooth flow of events up to the scheduled event date. A final meeting will be scheduled one week prior to the wedding. The purpose of this meeting is to finalize all the details for the wedding weekend.

## Farm Grounds

WPF will provide a well-manicured environment and groomed prior to your wedding. Gardens, landscaping, and flower beds will be tailored and lawns will be mowed. Families are responsible for clean-up of trash day after at 11am.

## Event Set-Up

Please note that WPF will ONLY provide the farm grounds (not including barn). Necessary outsourced pieces will be guest tables, ceremony chairs, caterer tables, food preparation tables, cocktail tables, bar location, hors d'oeuvres tables, linens, and port-a-johns. Kerry will be able to assist in dressing tables.

WPF does not offer a dinner rehearsal space. Please see our recommended list of local restaurants.

WPF offers The Carriage House, on location, which fits 10 comfortably and will be available for use. Check-in time will be 3pm prior to the wedding day. Check out will be at 12pm day after the wedding. Please let WPF know of your planning of guests at the meeting one week prior to the wedding.

## Catering

WPF requires a full service caterer. If you choose a caterer that is not already on our vendor list, WPF reserves the right to review their services before a final decision is made.

A full service caterer will be responsible to finalize set-up and breakdown plans including placing and removing linens, place settings, silverware, stemware, paper products, etc. on the tables. The Caterer will be responsible for bussing the tables and the set-up and breakdown of all food areas. The Caterer will remain at WPF until the end of the evening to clean up and empty all trash cans.

## Decorations

To preserve wildlife, WPF asks for only biodegradable materials to be used for decoration purposes. All decorations must be taken down after the wedding.

We do not permit ANY explosives or Chinese wish lanterns. Candles MUST be contained within glass votives, lanterns, or glass hurricane lamps.

WPF provides a smoking area. WPF asks that guests respect the property and only smoke at these designated areas.

A \$500.00 security deposit is required for possible damages to farm grounds and Carriage House. The security deposit will be refunded within one week after wedding once the Carriage House and the Farm Grounds have been evaluated.

## Alcohol/Bar Management

Your wedding may include alcohol; however, you will be responsible for purchasing, delivering, and hiring a bartender to serve the alcohol. A R.A.M.P certified bartender(s) MUST serve the alcohol. It is your responsibility to inform your bartender(s) that:

-The bar must be closed at 10:30 p.m. Last call will be at 10 p.m. The wedding will come to an end at 11 p.m.

- WPF has a 'no shot' policy which includes drinks 'on the rocks'.
- WPF has a 'no pitcher' policy for all drinks.

Beer and wine ONLY are permitted without a bartender.

There are no exceptions to these rules.

WPF reserves the right to refuse to serve alcohol to any guest that is visibly intoxicated and to request valid identification from anyone they suspect may be under the age of 21.

## Music

It is your responsibility to inform your DJ/musicians that music must end by 10:30 p.m. or before. The music must be held at an acceptable sound level. To clarify, this means the music volume must allow for normal conversation.

## Guests/Guests Safety

It is required that children be escorted and monitored around the pasture areas and pond areas at all times. All gates must be closed at all times.

WPF will have signage at the Intersection of Winfield Road and Winsome Lane.

## Event Insurance

You will be required to have proof of homeowners insurance policy or a separate policy (i.e. wedsafe.com) for this weekend event. WPF requires one-time event insurance of at least \$1 million due at meeting one week prior to the wedding.

## Weekend Schedule

You may arrive and begin to decorate and deliver supplies for the wedding a day prior at 9am.

Your preparations must wrap-up and guests must vacate the Farm by 11 p.m. the day of the wedding.

## Overnight Accommodations

Included in your event are overnight accommodations at The Carriage House.

Breakfast is not included.

## Payment Schedule

A \$1,000.00 non-refundable deposit is required at the signing of this agreement. The remaining balance of \$3000.00 plus the five hundred dollar security will be due one week prior the wedding. Payments will be made in the form of cash, check, or money order. WPF does not accept credit cards for wedding payments.

The cost is \$4,000.00 based on 200 guests.

6% PA sales tax will be added, as well as a 3% occupancy tax (on the lodging only).

By signing below, I/We hereby agree to comply with all terms and conditions listed within this contract and established by WPF. It is understood that you and WPF will be held fully responsible for any breach of said contract.

Signed In Good Faith,

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WPF Representative

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Bride

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Groom

## Recommended Caterers

Hoffstots Catering  
533 Allegheny Ave.  
Oakmont, PA 15139  
Chefs: Kevin and Brian  
412-828-8555  
[www.hoffstots.com](http://www.hoffstots.com)

Porky's Smokehouse/  
Steven's Kitchen  
854 Pittsburgh Rd.  
Butler, PA 16002  
Steve Gemperlein  
724-586-2924  
[www.porkyssmokehouse.com](http://www.porkyssmokehouse.com)

Bella Sera  
414 Morganza Rd.  
Cannonsburg, PA 15317  
Jason Capps/Jackie Fife  
724-745-5575  
[www.bellaserapittsburgh.com](http://www.bellaserapittsburgh.com)

Twelve Oaks Mansion  
160 Scharberry Lane  
Mars, PA 16046  
724-625-2343  
[www.twelveoaksmansion.com](http://www.twelveoaksmansion.com)

Garnish  
414 Old Rt. 19  
New Castle, PA 16101  
724-654-6851  
[www.garnisheventdesign.com](http://www.garnisheventdesign.com)

All The Best Catering/PGH BBQ  
1000 Banksville Ave.  
Pittsburgh, PA 15216  
Art Cohen 412-341-0600  
[pghbbq@yahoo.com](mailto:pghbbq@yahoo.com)  
[www.allthebestcatering.com](http://www.allthebestcatering.com)

Remo's Catering

Dr. Sous Custom Catering  
438 Brown Ave.  
Butler, PA 16001  
Owner: Bill Atkinson  
724-991-8760  
[www.drsous.net](http://www.drsous.net)

Yes We Cater  
2326 Mossie Blvd.  
Monroeville, PA 15146  
Mark and John  
412-721-0656  
[www.yeswecater.net](http://www.yeswecater.net)

Rania's Catering  
100 Central Square  
Pittsburgh, PA 15228  
412-531-2222  
[www.rania.com](http://www.rania.com)

John Marshall Catering  
3908 Anderson Ave.  
Gibsonia, PA 15044  
724-444-1384  
[www.johnmarshallcatering.net](http://www.johnmarshallcatering.net)

Big Burrito Catering  
5740 Baum Blvd.  
Pittsburgh, PA 15206  
Gary Terney/Jennifer Gasins  
412-361-3272 [www.bigburrito.com](http://www.bigburrito.com)

Common Plea Catering  
2945 Smallman St.  
Pittsburgh, PA 15201  
412-281-5140  
[www.commonplea-catering.com](http://www.commonplea-catering.com)

Medures Catering

Hotel Saxonburg  
220 Main St.  
Saxonburg, PA 16056  
Chefs: Alan Green/Judy Ferree  
724-352-4200  
[www.hotelsaxonburg.com](http://www.hotelsaxonburg.com)

Ave. B.  
5501 Centre Ave.  
Pittsburgh, PA 15232  
Chris and Jenn Bonifili  
412-683-3663  
[www.avenueb-pgh.com](http://www.avenueb-pgh.com)

Have Smoke Will Travel  
307 Dunlap St.  
Pittsburgh, PA 15214  
Andy and Joanne 412-389-0965  
412-537-0211  
[www.havesmokewilltravel.net](http://www.havesmokewilltravel.net)

Weber Catering, LLC  
305 Easy Street  
New Wilmington, PA 16142  
Michonda 724-301-2829  
[www.whitingweber.com](http://www.whitingweber.com)

Carson's Premier Catering  
10 ½ South Broadway  
Scottdale, PA 15683  
724-887-7404  
[www.carsonscatering.com](http://www.carsonscatering.com)

Monteverde's Catering  
300 Camp Horne Rd. #7  
Pittsburgh, PA 15202  
Kelly- 412-761-7707  
[www.monteverdecatering.com](http://www.monteverdecatering.com)

Chef & I Catering

2151 Babcock Blvd.  
Pittsburgh, PA 15209  
412-822-7844  
724-940-7366  
[www.remocastering.com](http://www.remocastering.com)

2500 New Butler Rd.  
New Castle, PA 16101  
724-654-5465  
Peter- 412-719-7632  
[www.medures.com](http://www.medures.com)

361 Ford City Rd.  
Freeport, PA 16229  
724-295-2400  
[dentrozzo@aol.com](mailto:dentrozzo@aol.com)

## Recommended Vendors

### Photographers:

Nicole Lee Artistry  
@NicoleLeeArtistry  
724-763-3688  
[www.nicoleleeartistry.com](http://www.nicoleleeartistry.com)

Annie O'Neill  
[www.annieoneillweddings.com](http://www.annieoneillweddings.com)  
[annie@annieoneillweddings.com](mailto:annie@annieoneillweddings.com)  
412-657-9303

Dianne Adrian Photography  
121 Cherry St.  
Jefferson Hills, PA  
[www.adrianphoto.com](http://www.adrianphoto.com)  
412-384-3890

Melody Farrin Photography  
[www.melodyfarrin.com](http://www.melodyfarrin.com)

Jeff Hartzell Photography  
724-283-1743  
[www.jeffhartzellphotography.com](http://www.jeffhartzellphotography.com)

David J. Albrecht Photography  
412-784-8644  
[davy237@earthlink.com](mailto:davy237@earthlink.com)

Sky's the Limit Photography  
412-537-1912  
[skysthelimitphotography.com](http://skysthelimitphotography.com)

Portraits by Heather Bowser  
730 Glade Run Rd.  
Kittanning, PA 16201  
724-297-5275  
[www.bowserphotos.com](http://www.bowserphotos.com)

Joanne Bartone Photography  
412-418-8075  
[www.joannebartone.com](http://www.joannebartone.com)

Joe Appel Photography  
28 Emerson Ave.  
Pittsburgh, PA 15205  
412-523-0428  
[www.joeappelphotography.com](http://www.joeappelphotography.com)

Sharp Image Studios  
Steven Dietz  
724-822-1680  
[sdimages@zoominternet.net](mailto:sdimages@zoominternet.net)

Kimberly Reed Photography  
[www.kimberlyreed.com](http://www.kimberlyreed.com)

LeAnn Marie Photography  
1030 King Edwards Dr.  
McDonald, PA 15057  
412-719-8190

Joshua Marino Photographer  
Pittsburgh, PA 15229  
412-889-2781

Divine Mayhem Studios  
Jason Furda  
[www.divinemayhem.com](http://www.divinemayhem.com)

Kim Ifft Photography  
[www.kimiffphotography.com](http://www.kimiffphotography.com)

Christina Motemurro Photography  
[www.christinamotemurrophotography.com](http://www.christinamotemurrophotography.com)

Amanda Wilson Photography  
724-875-9809  
[photosbyaw@aol.com](mailto:photosbyaw@aol.com)

Curt's Photography  
Curt Painter  
[curtsphotography@gmail.com](mailto:curtsphotography@gmail.com)

Photography by Lyndsey  
[www.photographybylyndsey.com](http://www.photographybylyndsey.com)  
[lyndsey@photographybylyndsey.com](mailto:lyndsey@photographybylyndsey.com)

## Photobooths:

Shutter Booth  
Pittsburgh, PA  
724-203-4065  
[www.shutterbooth.com](http://www.shutterbooth.com)

Photo Booth Guy  
412-773-2701  
Art Campbell Enterprises  
[katana@theflashkastle.com](mailto:katana@theflashkastle.com)

Mitrakos Photo & Photobooths  
Nick Mitrakos  
412-443-3172  
[www.mitrakosphoto.com](http://www.mitrakosphoto.com)

Red Eye Photo Booth  
Kristen Baker  
800-865-6098  
[www.redeyebooths.com](http://www.redeyebooths.com)

A&A Photo Booth Rentals  
Ashley Tomer  
724-691-1541  
[www.aandaphotobooth.com](http://www.aandaphotobooth.com)

## Florists and Flowers:

My Garden  
Pam 412-767-9915

Reed and Petals  
Ron and Kathy Kutzavitch  
724-940-2200  
[www.reedandpetals.com](http://www.reedandpetals.com)

Freedom Farms  
Lisa King 724-898-3122  
724-816-3012

Leechburg Floral Co.  
724-845-2244  
[www.leechburgfloral.com](http://www.leechburgfloral.com)

Kimberly's Floral Design  
Kittanning, PA  
724-543-3053

Marcia's Garden  
Marcia Orton, owner

Cottage Garden Floral Shop  
Freeport, PA 16229  
724-295-3655  
Janis Harbinson

Pepper's Flowers  
Steve and Valerie  
212 North Main St.  
Butler, PA 16001  
724-287-6743

Oakmont Floral and Design Shoppe  
Allegheny River. Blvd.  
Oakmont, PA 15139  
[www.oakmontfloral.com](http://www.oakmontfloral.com)  
412-828-5777

Diane M. Bauer  
350 Bauer Drive  
Wexford, PA 15090  
724-935-3908

Z Florist  
804 Mt. Royal Blvd.  
Pittsburgh, PA 15223  
412-486-1970

Bloom Toujours  
[www.bloomtoujours.com](http://www.bloomtoujours.com)  
[info@bloomtoujours.com](mailto:info@bloomtoujours.com)  
fabric and paper floral arrangements

## Hair Stylists:

Vivirito's Salon and Café  
412-629-3545  
Pittsburgh Rd.  
Contact: Pam V.

Salon at Saxonburg  
245 West Main St.  
Saxonburg, PA 16056  
724-352-2282

Caviar and Curls  
724-290-4634  
[Caviar\\_curls@yahoo.com](mailto:Caviar_curls@yahoo.com)  
[caviarandcurls.blogspot.com](http://caviarandcurls.blogspot.com)

Addie

Jordan and Jenna Hair and Make Up Team

Simply Beautiful

412-400-4331  
athome-beautiy.com

724-858-5885 and 724-205-9071

Tammy Fazio  
412-708-4162

## Dance Lessons:

Pittsburgh Dancesport VIP  
412-656-3667

## Decorators:

Rustic Chic Décor & More  
Nancy  
412-310-8094

## Favors:

Speckled Hen Chocolate Co.  
656 Saxonburg Blvd.  
Saxonburg, PA 16056  
[www.speckledhenchocolatecompany.com](http://www.speckledhenchocolatecompany.com)

## DJ's:

Red Hot Chameleon Entertainment  
113 Willow Wood Drive  
Butler, PA 16001  
724-482-2205

Jenkins & Crum  
@JenkinsCrumMusic  
[www.jenkinscrum.com](http://www.jenkinscrum.com)

Pifemaster Productions  
724-794-8834  
Robert Pife  
[www.pifemaster.com](http://www.pifemaster.com)

Tailored Tunes  
Steven Beaumont  
724-338-0681

Johnny D  
724-752-8875  
[dibuono@zoominternet.net](mailto:dibuono@zoominternet.net)

Bob Scullion and the Mystics  
412-780-9261

Redford DJs  
[kevin@redforddjs.com](mailto:kevin@redforddjs.com)  
724-288-4584

Three Rivers Entertainment  
412-429-4000

DJ Garry Snyder  
412-257-3547  
[www.easydjproductions.com](http://www.easydjproductions.com)

Direct Entertainment LLC  
1-800-983-2696  
[www.directdjusa.com](http://www.directdjusa.com)

Ovation Special Events  
Jennifer Russell, vocalist  
412-720-6421  
[www.ovationspecialevents.com](http://www.ovationspecialevents.com)

Entertainment Tonight  
Tracy Painter  
412-672-4899

DJ Zini Productions  
724-941-0233

Rockin Bob's Disc Jockyes  
Bob Mcpherson

Xela Sound  
Bob 724-355-9411



[www.djzini.com](http://www.djzini.com)

Clicker Productions  
Dan & Sarah Clicker  
DJ and violinist 412-849-7856

DJ Rockin Steve  
412-418-7535  
[www.djrockinsteve.com](http://www.djrockinsteve.com)

412-884-1000  
[rockinbobs@comcast.net](mailto:rockinbobs@comcast.net)

Third Wave Sound  
Bob Rout  
724-388-4285

Sundown Entertainment Pittsburgh  
Dean Chiamonte  
412-855-2078  
[sundownpittsburgh@yahoo.com](mailto:sundownpittsburgh@yahoo.com)

Matt Miller Entertainment  
412-720-7185

## Bands:

John Parker  
888-457-2263

Velveeta  
Brent Martin 814-883-1783  
[brent@80scheese.com](mailto:brent@80scheese.com)

## Orchestra Music:

Christina Soroka – Flutist  
412-364-0964

Tara Yaney- Flutist  
412-365-0211

Pittsburgh Ensemble  
Juan Jarmillo- violin  
412-512-0628

Steve Ehrlich Strings  
412-364-0205  
Erin Dragan  
[erindraganmusic@yahoo.com](mailto:erindraganmusic@yahoo.com)  
[www.myspace.com/erindraganmusic](http://www.myspace.com/erindraganmusic)

George Balderose- Bag Piper  
412-323-2707  
[www.balmoralclassic.org](http://www.balmoralclassic.org)

Steve Vance- Violins  
724-444-8400  
[www.stevenvance.com](http://www.stevenvance.com)

Samara Egan – Harpist  
412-477-2153  
[samaramagnell@verizon.net](mailto:samaramagnell@verizon.net)

Tucker Flythe – Gutarist  
703-973-4486  
[tuckerflythe@hotmail.com](mailto:tuckerflythe@hotmail.com)

A Harp For All Occasions  
412-687-4248  
Suzanne Hershey

Crystal Lennartz - Violinist  
412-421-2522

Cherry Valley Piper – Bag Pipes  
Sam Edwards  
724-265-3210

Ron Molinazo - Violinst  
724-816-0713  
724-766-2131

Marissa Knaub - Harpist  
[marissa@soundofeleganceharpist.com](mailto:marissa@soundofeleganceharpist.com)  
412-670-3444  
[www.soundofeleganceharpist.com](http://www.soundofeleganceharpist.com)

Red Mountain Boys – 6 pc.  
Dave Geesler  
Jimmy Metz-guitar  
330-719-0903

Nelson Boosel- Banjo  
724-967-1821

## Bakeries:

Main Street Bakeshop  
724-352-2262  
[mainstreetbakeshop@yahoo.com](mailto:mainstreetbakeshop@yahoo.com)

Dozen Cupcakes  
Murray Ave.  
Pittsburgh, PA  
412-420-5135

Sweethouse Bake Shop  
724-687-0170  
Erika  
[www.sweethousebakeshop.com](http://www.sweethousebakeshop.com)

Pennie's Bake Shop  
724-283-1928  
800 New Castle St.  
Butler, PA

Autumn's Cakes  
724-865-7830  
[www.autumnscakes.com](http://www.autumnscakes.com)

Oakmont Bakery  
412-826-1606

Creative Cakes  
Kimberly Rock  
724-445-3362

Sugar and Spice  
Pittsburgh, PA 15209  
412-889-9401

Boldy's Bakery  
Butler, PA 16002  
724-586-5567

Cake Eaters Sweet Shoppe  
Jessica R. Wagner  
724-944-0466  
[www.cakeeaterspgh.com](http://www.cakeeaterspgh.com)  
[jess@cakeeaterspgh.com](mailto:jess@cakeeaterspgh.com)

Studecakers  
Amanda  
724-664-4536  
Ross Avenue  
Ford City, Pennsylvania

Sweet Treats Bakery  
Jen Christy  
724-212-5909  
110 Amer Rd.  
Freeport, PA

Nikki Soster  
724-352-8119

Speckled Hen Chocolate Co.  
724-352-4840  
656 Saxonburg Blvd.  
Saxonburg, PA  
[speckledhenchocolatecompany](http://speckledhenchocolatecompany.com)

Miss Patti's Just Desserts  
724-756-8315  
193 Fredricksburg Rd.  
Karns City, PA  
[misspattisjustdesserts](http://misspattisjustdesserts.com)

The Cookie Boutique  
724-637-3867  
Carolyn Yeager  
1573 W. Sunbury Rd.  
West Sunbury, PA

### Beer and Wine

Winfield Winery  
724-352-9589  
1026 Winfield Road

North Country Brewery  
Keith Kolarosky  
724-794-BEER

Freeport Beverage  
103 2<sup>nd</sup> St.  
Freeport, PA  
724-295-9200

Narcisi Winery  
724-444-4744

4578 Gibsonia Rd.  
Gibsonia, PA

## Bartenders:

Last Call Bartending  
Ray Shurgy

Holly Brannon  
724-996-2448

Larry Lizik  
724-561-9877

Darren Marshall  
412-427-1475

Donna Schuckert  
724-321-1956  
[wdschuckert@zoominternet.net](mailto:wdschuckert@zoominternet.net)

## Officiants

Pastor Sue Mayer  
724-352-2031

Dave Roddy  
724-816-2713  
[daveroddy@alivecc.com](mailto:daveroddy@alivecc.com)

Pastor Debbie Huffmeyer  
724-360-2868 / 724-355-0386

Reverend Nancy Whitson Kandel  
412-668-2250

## Catholic Churches:

Saint Joseph Parish  
315 Stoney Hollow Rd.  
Cabot, PA  
724-352-2149

Saint Victor Parish Bairdford  
527 Bairdford Rd.  
Bairdford, PA  
724-265-2070

Holy Sepulcher  
1304 E. Cruikshank Rd.  
Butler, PA  
724-586-7610

## Horse and Buggies:

Doreen Blackburn  
724-290-3112

John Tomson  
724-224-0387

Dragon Run Forge & Livery  
Flavius & Denise Brinsfield  
724-543-3367  
[dragonrunforgeandlivery.com](http://dragonrunforgeandlivery.com)

## Transportation:

Airport Orbit  
140 S. Main St.  
Slippery Rock, PA  
724-794-4833  
1-877-air-orbit

Butler County Tourism Vans  
724-234-4619

All Occasions Limousine  
724-625-2211  
[www.alloccasionslimos.com](http://www.alloccasionslimos.com)

Super Bus  
1825 Liverpool St.  
Pittsburgh, PA

Star Limousine Service  
800-782-9172  
[www.star-limo.com](http://www.star-limo.com)

Thrifty Car Rental  
724-779-2222  
[www.cranberry.thrifty.com](http://www.cranberry.thrifty.com)

## Tent Rentals

### Classic Tent Rentals

1179 Butler Rd.

Freeport, PA

724-295-6500

[www.classic-tent.com](http://www.classic-tent.com)

## Other Accommodations:

### The Main Stay Bed and Breakfast

214 Main Street PO Box 776

Saxonburg, PA

724-369-2651

### Hotel Saxonburg

220 Main Street P.O. Box 121

Saxonburg, PA

724-352-4200

### Days Inn in Butler

139 Pittsburgh Road

Butler, PA

724-287-6761

### Kennels:

#### Rain Inn Cats & Dogs

212 Howes Run Rd

Sarver, PA

724-316-1527

#### Sandy Hill Kennels

551 Sandy Hill Road

Valencia, PA

724-898-2895

#### Saxonburg Kennels

1034 Saxonburg Blvd.

Saxonburg, PA

724-265-4470

## Rehearsal Dinner Locations:

### Cooper Station

352 N. Pike Road

Sarver, PA

724-353-2100

[cooperstation.net](http://cooperstation.net)

### Hotel Saxonburg

220 Main Street PO BOX 121

Saxonburg, PA

724-352-4200

[www.hotelsaxonburg.com](http://www.hotelsaxonburg.com)

### J Barn

495 Monroe Road

Sarver, PA

724-353-3300

### Evolution Grille

South Pike Plaza

123 Malone Drive

Buffalo TWP, PA

724-292-2088

### Pines Tavern

5018 Bakerstown Road

Gibsonia, PA 15044

724-625-3252

### Hanger 4.7.3

473 Airport Road

Butler, PA

724-586-6599

### Narcisi Winery

4578 Gibsonia Rd

Gibsonia, PA

724-444-4744

### The Chop Shop

108 N, Main Street

Butler, PA

724-256-9959

### Harmony Inn

230 Mercer Road

Harmony, PA

724-452-5124

## Bartending Guidelines

Whispering Pines Farm prides ourselves on providing a beautiful and unique venue for other families as they celebrate a very special day. Responsible distribution is very important to us. Please review the below bartending policy, share it with your bartenders and sign it below to acknowledge that you are responsible for all items contained within this document.

1. Ramp Certification
  - a. All bartender must be RAMP certified. Bartenders must provide a copy of their current RAMP certification to Whispering Pines Farm.
2. Arrival Time and Departure Time
  - a. Bartenders should arrive at least one hour before guests arrive or earlier
  - b. Bartenders are responsible for setting up bar- i.e. icing down beverages, arranging cups and glasses, etc.
  - c. Please keep the bar clean and tidy all evening,- keeping all extra cases of beverages behind the bar or in the catering area and retrieving when needed
  - d. Bartenders are required to remain at the bar in the specified area, until the reception ends. A timeline will be discussed with coordinator and Whispering Pines Farm owner. You cannot leave the bar before the reception ends, NO SELF-SERVE BARS. Liquor must be boxed before leaving and placed under the bar or locked up.
3. Equipment Supplied by Bartender
  - a. All bartenders must bring any equipment necessary to serve the menu at the bar. This includes bottle openers, cork screws, ice bins, ice scoops, shakers, rags, etc.
4. Equipment Supplied by Whispering Pines Farm
  - a. A physical bar
  - b. Large ice tubs
  - c. Ice onsite ??
5. Serving Policies
  - a. NO SHOT – NO DRINKING ON THE ROCKS policy. All liquor must be mixed with another beverage. Ice is not a mixer! The only exception to this rule is serving a limited number of diluted liquor shots during the ‘dollar dance’.
  - b. NO PITCHER policy meaning do not give a pitcher of beer to one person. Pour glasses in individual size bottle.
  - c. DO NOT serve alcohol to minors. Please ask for ID and do not serve if ID cannot be produced.
  - d. DO NOT serve alcohol to persons who are visibly intoxicated.
  - e. DO NOT serve alcohol to catering staff or other vendors
  - f. If there is champagne to be served, coordinating will need to be figured on when the best time drinks will be poured by bartenders
  - g. You are required to notify Whispering Pines Farm if a guest is intoxicated, sick, or verbally abusive; do not continue serving alcohol to those guests
  - h. Please inform Whispering Pines Farm if a guest has been injured. WPF will provide a first aid kit. Directions for 9-1-1 calls will be posted at the bar.
6. End of Night

- a. Trash must be emptied throughout the evening and put in the dumpster ? where will this location be? Do a final empty at the close of the bar
  - b. Liquor must be boxed before leaving and placed under bar or locked up. Guests may take beer and wine as they are heading to a bonfire directly after the reception. **DO NOT ALLOW ANY HARD LIQUOR TO LEAVE YOUR BAR AT THE END OF THE NIGHT.**
7. Professionalism
- a. Do not smoke while serving alcohol. Take breaks when there is not a line at the bar. Do NOT take breaks during busy serving times such as cocktail hour or dinner service.
  - b. Dress should be neat and clean. No jeans, no hats, and no t-shirts.
  - c. You should be professional at all times when serving beverages by interacting with guests appropriately. Please, no vulgar language!

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Bride and Groom

Date

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Bartender(s)

Date