



## *Weddings at Highland Heights Farm*

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*Dear Wedding Couple,*

*Enclosed you will find the terms for our wedding events here at the Highland Heights Farm. It details for you what is included and what is expected, as well as a schedule of payments and basic add-ons and upgrades. If you wish to move forward and hold a date please e-mail me with your date request. I will provide you with a deposit invoice and a full wedding contract that must be signed and returned with the deposit. If you have any additional questions or any items need additional explanation please let me know. I look forward to working with you to plan your wedding and to create a memorable event for you and your guests.*

*Sincerely,*

*Autumn Overbay, Events Manager & Wedding Coordinator  
Highland Heights Farm  
Email: [autumn@highlandheightsfarm.com](mailto:autumn@highlandheightsfarm.com)*

### *Basic Terms of Event & Payment Schedule*

*The wedding package fee will be paid in two payments, 50% as a non-refundable deposit for your event and 50% paid at least 30 days before the event date. Once the initial payment is made and a signed wedding contract is in place, the facility will be blocked out to other group reservations. Six months from the event date 50% of any other add-ons, upgrades, or miscellaneous items will need to be paid, along with a basic agenda of the event. At three months from the event date the balance of any extras, will need to be paid in full. At 30 days prior to the event head counts need to be finalized. The entire package must be paid in full upon arrival and any incidentals incurred over the stay can be handled upon departure. Event capacity is 200 guests (unless specific arrangements are made). All outside music must be over by 10:30 pm. The addition of extra or offsite guests, outside vendors, or other miscellaneous items must be pre-approved by the farm. If you have alcohol, it is required that you have a licensed bartender (a hired outside party) to serve your guests. All decor items and event set up must be coordinated by HHF staff. A pre-event visit to obtain your marriage license\* and plan the agenda is strongly recommended. The wedding coordinator will be available during this time for an included planning session.*

*\*The state of Indiana, requires that marriage licenses be issued in the county in which one resident lives. A driver's license or identification card or other id showing current address and date of birth is required. Bringing a certified copy of your birth certificate is recommended because some counties require it if you are younger than 30. If previously married, you will need to know how the marriages ended (death, divorce, annulment) and the month and year the marriages ended. A few counties require a copy of the divorce decree if divorced within the last two years. Each license is good for sixty (60) days and has an \$18 fee; residents of other states/countries is a \$60 fee, personal checks not accepted.*



## *Wedding Packages*

### ***Tier 1 - Elopements - \$750.00 - for the wedding couple***

*The Elopement package is for just the wedding couple and is available to book throughout the year, except for holidays.*

*The package includes the venue for your ceremony, the ceremony itself, the officiant, the arrangements of all event details, a bouquet and matching boutonniere, a petite wedding cake for two, and complimentary chocolate covered strawberries and Gruet sparkling wine.*

### ***Tier 2 - Full Closure Weddings - \$950.00***

*A full closure wedding here at Highland Heights is the ultimate way to celebrate your special event with your family and friends. 50% paid as non-refundable deposit (to reserve the entire farm), the full closure fee includes: exclusive use of the facilities (Friday at 5:30 pm until Sunday at 10 am), on-site wedding coordinator, set-up and staging of your event throughout the weekend. Mid-week full closure wedding packages are available and start at \$750.00 per day. Mid-week facility closures run from 3:00 pm the day of the event until 12 noon the following day. The remaining 50% is due 30 days prior to the event.*



## *Other Wedding and Reception Add-ons*

### **Wedding Planning & Decor Package - \$1,000**

*The Wedding Planning & Decor Package will be customized to each couple's specific taste and will include all of your standard wedding items- ceremony location decor & lighting, cake table, reception signage set-up, etc. Also included is the coordination with all outside vendors: photographers, cake, limo services, music, etc. If any outside vendors are used a \$250 Wedding Planning & Decor Package must be purchased. All decor and staging must be approved and facilitated by Highland Heights.*

### **Wedding & Reception Extras**

- *These prices will fluctuate based on final party size and final choices, they are a guideline for quoting.*
- *Group Bonfire: \$50 setup fee, S'more station \$4 per person*
- *Floral Packages: Bridal bouquets, boutonnieres, bridal party flowers, centerpieces and more all vary by choice.*
- *Event Rentals: Tent rentals and set up, table and chair rentals, and additional items can be coordinated per your needs.*

*Highland Heights can also offer full rehearsal dinners and ceremony rehearsals, guided group activities, pre-event site planning visits, and much, much more. Please don't hesitate to ask if there is something you are interested in having be a part of your special event, we will try to accommodate all reasonable requests.*