

Leeds Farm Reservation Confirmation

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Leeds Farm
8738 Marysville Rd
Ostrander OH 43061
740.666.2020
www.LeedsFarm.com

This is your Leeds Farm Party Shelter Confirmation.

We look forward to hosting your party! You do not need to call and confirm your reservation further. We have you booked and are looking forward to hosting your group. Your reservation is confirmed for:

Name of Group: Sample Confirmation

Reservation for:

<u> </u> Pine Shelter Reservation	_____	_____
	Day, Date	Time slot
<u> </u> Pond Shelter Reservation	_____	_____
	Day, Date	Time slot

Deposit Due: \$ 50. (Please send check for deposit within 5 days of receiving confirm letter)

Balance Due: \$ _____ (Due day of your event, when Admission Passes are picked up).

Admission Passes and Tickets

- Direct your guests to meet you at the shelter. They should NOT pay admission and NOT enter through our general admission barn.
- The group coordinator should pick up the whole group's Admission Passes in the Farm Shop prior to your reservation time. Passes will be available for pick up at any time the day of your event.
- The group coordinator is responsible for distributing Admission Passes.
 - Every person age 3-54 will need an Admission Pass to enter our activity areas. *Example: if you have 10 kids and 15 adults, you will need 25 Passes for all to enter activity areas.*
 - Adults age 55+ are admitted without an Admission Pass.
 - Each Admission Pass includes one Hayride. If you have guests who want to Hayride ONLY (or are 55+ and did not purchase an Admission Pass), Hayride tickets can be purchased for \$5 al a carte.
 - Big Zips are not included in general admission; they can be purchased for \$5 al a carte.
- If your group has a late day reservation, you may pick up passes earlier in the day. Yes, Admission Passes are valid all day the day of your reservation; but please remember your shelter reservation will NOT be available until your designated time. Be courteous of others using the shelters and plan to meet your group at another location until your reserved time.
- Additional Passes and/or Hayride Tickets may be purchased at the Farm Shop desk. You do not need to go to our general Admission Barn, simply ask for additional passes needed when you pick up your passes. Additional General Admission passes are \$9 each.

When Can You Move into the Shelter?

- You may move into the above designated shelter 10 minutes prior to your reservation time.
- Please note, Leeds Farm staff may still be cleaning tables and chairs and tidying the area.
- Other groups may have a reservation before or after you so plan on using *only* your reserved time.

Shelter & What is Included:

The **Party At The Pine Shelter Package** includes:

- ✓ 12' x 25' shelter
- ✓ 3 six foot tables
- ✓ 15 chairs
- ✓ 15 General Admission Passes
- ✓ Trash can & trash removal

The **Party At The Pond Shelter Package** includes:

- ✓ 20 x 20' shelter
- ✓ 4 picnic tables with attached benches
- ✓ 2 6' tables
- ✓ 1 electrical outlet
- ✓ 22 General Admission Passes
- ✓ Trash can & trash removal

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What Food May I Bring?

- You are welcome to bring any food you wish into your shelter. No campfire or grill cooking permitted.
- There is NO vehicle parking and NO loading zone near the shelters. Leeds Farm provides pull style wagons for your use or you are welcome to bring your own. Park in the general parking area and plan to carry your items to the shelter.
- No alcohol is permitted anywhere on the farm.
- No refrigeration or freezer space is available to store food. You are welcome to bring a cooler.
- You are welcome to bring lawn chairs if you need additional seating at your shelter.
- There is food available for purchase on-site at the Hay Mow Calfa and North Barn. If you anticipate ordering a large quantity, Cindy Kaelber (ph. 740-815-7487) would be pleased to take your advance order.

What Decorations May I Use on or Around the Shelter?

- You are welcome to bring table coverings and other decorations inside the shelter. Leeds Farm does not provide decoration supplies.
- Please plan to remove all decorations, string, ribbons, tape, etc. at the end of your reservation time.
- The shelter will be available for the time you have reserved. Allow for decorating and set up in this reservation time span.

Send Your Deposit & Payment

- **A deposit of \$50 is required** to reserve a shelter. **Deposits must be received within 5 days of receiving this confirmation** or the shelter will be available to others.
- Send your deposit check to Leeds Farm, 8738 Marysville Road, Ostrander, Ohio 43061. Deposits must be made by check, we accept credit cards "in person" on weekends, but not via phone.
- **The balance due must be paid the day of your party** when you pick up your Admission Passes. We accept cash, company checks, Visa, Master Card and Discover.

Cancellations

- Cancellation Policy: If it is raining the day of your event, we will refund your full deposit. If you cancel or do not arrive, we will keep the deposit.

Please see our web site: www.leedsfarm.com, for information about the activities available at Leeds Farm.

Contact information

The best way to contact us is via email at info@leedsfarm.com

On weekends in the fall once we are open for the season, call 740-666-2020. At other times, please leave a message.

Mailing address: 8738 Marysville Rd. Ostrander, Ohio 43061

Leeds Farm is looking forward to hosting your event! See you this fall!