

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 Pond 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: _____

Reservation for the **Pond Shelter** on: _____
Day, Date Time slot

Deposit: \$ 200. (Paid at time of reservation.)

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

Admission Passes and Tickets

- Direct your guests to meet you at the Pond Shelter. They should NOT pay admission and NOT enter through our general admission barn. (Pond Shelter is close to the southeast corner of the Pond.)
- Your group coordinator should pick up the whole group's Admission Passes in the Farm Shop. Passes will be available for pick up at any time the day of your event.
- Your group coordinator is responsible for distributing Admission Passes.
- If your group has a late day reservation, you may pick up passes earlier in the day. 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.
- Your Pond Shelter package includes 40 passes (passes are non-refundable if not used). Additional Passes may be purchased at the Farm Shop desk when you pick up your passes and pay the remaining balance on your reservation.
 - Every person age 3 and over will need an Admission Pass to enter our activity areas. *Example: if you have 22 kids and 25 adults, you will need 47 Passes for all to enter activity areas.*
 - Each Admission Pass includes one Hayride.
 - Big Zip is not included in general admission; it can be purchased for \$5 a la carte at the Zip Line.
 - If your reservation is during September (19, 20, 26 or 27), additional General Admission passes for ages 3-54 can be purchased at the \$14 group rate.
 - If your reservation is during October (3, 4, 10, 11, 16, 17, 18, 24 or 25), additional General Admission passes for ages 3-54 can be purchased at the \$18 group rate.
 - Passes for guests 55+ are \$5 and include a hayride.

When Can You Move into the Shelter?

- You may move into the above designated shelter 15 minutes prior to your reservation time.
- Other groups may have a reservation before or after you so plan on using *only* your reserved time.
- If you have booked consecutive time slots you can utilize the shelter in the "in between" time as well.

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What is Included:

The **Pond Shelter Package** includes:
24 x 40' Shelter, overlooking the Leeds Pond
6 Eight foot tables + 50 chairs
2 eight-foot tables for supplies, food, etc.
6 electrical outlets
40 General Admission Passes
Trash can & trash removal

What Food May I Bring?

- You are welcome to bring any food you wish into your shelter. No campfire/open flame cooking permitted.
- You are welcome to secure a caterer and have food brought into the Shelter. A caterer can unload near the Pond Shelter then move to general parking.
- There is NO vehicle parking and NO loading zone near the Pond Shelter. 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/pull 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. There is food available for purchase on-site at the North Barn. If you anticipate ordering a large quantity, please make an order in advance with Kym Kaelber (740-816-3038)

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 table covering or decoration supplies. Please do not staple or duct tape items to the Shelter walls.
- 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.

Deposit & Payment

- **A deposit of \$200 is required** to reserve the Pond Shelter. Please send your \$200 check payable to Leeds Farm, 8738 Marysville Rd., Ostrander, OH 43061, or Venmo to @Leedsfarm
- **The balance due must be paid the day of your event** when you pick up your Admission Passes. We accept cash, company checks, Visa, MasterCard 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 website: 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, OH 43061

We look forward to seeing you at Leeds Farm!