

Why hello there

We are a family owned and run venue that is comprised of 100 acres. In 2013, we started with just the tree grove and grassy inlet reception area and we have expanded more and more each year! We have three ceremony sites available for you to choose from and a large reception area with a variety of ways to use it. We get so excited for the couples that want an intimate laid back event in the natural splendor of the outdoors! If you are looking for a polished black tie affair, we are probably not your slice of pie. We have collected a large inventory of decor items that are included with any package rental.

The **Cliff Top Overlook** is perched high on a ridge, overlooking miles and miles of land. There is a wrought iron arch, a shale stone cliff on one side, and a drop off on the other side. With two paths, you can choose from which side the wedding party enters and which side to have your guests enter as they are seated. This makes for a unique photo spot as well should you choose a different ceremony location! Included are 40 benches (6 ft. long) that seat up to 160 guests. You can set up the benches in whatever pattern you want. This spot is mowed and flat and is accessible for handicapped guests in wheel chairs that can go on grass. There is some parking available for a small amount of vehicles. *There is no electricity at our ceremony sites.* A trailer ride is provided to transport guests to and from this location. The cliff-side trailer fits up to 25 guests per ride.

The **Pine Tree Grove** is set in one of our family's tree plantations. The trees are planted in rows and grow 50+feet tall. This location can accommodate large weddings of up to 200 guests. It has 26 benches that are 16 feet long. The birch arch is approximately 8 feet wide, 5 feet deep and about 8 feet tall. The aisle in the tree grove is around 70 feet long. The soaring pines make for a dramatic photo as the couple walks down the aisle. We have not pruned some of the trees and have allowed some smaller pines to grow up along the path to hide the wedding party as they line up. We leave the pine needles and pine cones as they have fallen (but we do clear away any fallen branches) so that the woods stay woods-like for your event. Before your event, we make sure to clean the benches of any debris and to light tiki torches for you. We provide a wagon ride for guests to and from this location. Our wagons fit approximately 50 guests per trip. Handicapped guests can be driven in via car and dropped off at their seats. There should be no parking along the road in this area. *There is no electricity at our ceremony sites.*

The **Vine Chapel** is perfect for intimate weddings. It is 36 feet long and has bench seating for up to 70 guests. We grow hops vines on the church frame. They begin filling out in June and will hit their tallest mid-August. The hops cones begin blooming mid-August as well. It makes for a memorable ceremony with your closest family and friends. Perfect for elopements! We can provide a wagon ride to and from this location, but it is within walking distance from the pavilion as well. Handicapped guests can be driven in via car and dropped off near their seats. *There is no electricity at our ceremony sites.*

Our **Reception Area** is comprised of two parts. We have a 50' x 64' pavilion with 20' x 30' dance floor that comes with the use of our 150 antique mismatched wooden chairs and 20 wooden plank tables that seat 8 each. The dance floor looks out over the tall grass and wildflowers in the field with bistro lights overhead. There is a large handcrafted wooden beverage center that does not move. There is also a handcrafted smaller beverage center made from reclaimed barn wood that can be moved to any location you like or used for cake or presents. The stone in the garden along the side of the pavilion was reclaimed from an old barn foundation and is filled with flowers and grasses that are mostly natural to our area. There is a tree surrounded grass inlet with dance floor, DJ/band deck and overhead bistro lighting. This spot is perfect for the first dance or cocktail hour. In between the reception areas, we have a grassy area with an overhead bistro light "tent" that is perfect for yard games. We also have a large parking lot and a building that has our bridal preparation suite, indoor bathrooms, reclaimed barnwood porch swing and storage rooms that house our inventory of decor items. **There is electricity at our reception site.**

Pricing Guide

All package rentals have full access to all of our decor inventory. Also, all package rentals allow for access to the venue for planning purposes if you check with us to make sure we aren't booked up that day. You can make visits to take engagement and/or save the date photos, look at decor inventory and/or to view the site again. Our wedding season runs from the 2nd weekend of May through the 2nd weekend of October. We have options for both our wedding season and our off season. See below.

*The deposit for booking is half of the total cost. Please note that a 5.5% sales tax is added on to each payment. We accept cash (if dropped off,) cashiers checks or money orders (made out to Burlap and Bells.) We **do not** accept card payments or personal checks.*

HOURLY RENTAL

This option is ideal for anyone that has a ceremony or elopement package that would like to schedule time to rehearse their ceremony or add additional time. This option is also ideal for photographers that are interested in scheduling a photoshoot.

- Does not allow for access to the inventory or any package amenities
- Allows for no meals. Allows for no guests. No alcohol is allowed on the premises.
- **Available Fri-Sun in off season and available Mon-Thurs all year**

HOURLY:
\$125 per hour

CEREMONY PACKAGE

- The ceremony area, bridal suite, bathrooms and parking lot areas are available to use for the wedding day from 10 am to 4 pm (timeframe is negotiable but remains in a 6 hour segment). The whole venue is available for picture opportunities during that rental time frame as well. Included is a tractor wagon ride to and from the ceremony for you and your guests and the use of the decor inventory. The pavilion would be a ceremony rain option.
- Allows for no meals. No alcohol allowed on the premises.
- **Available Fri-Sun in off season and available Mon - Thurs all year**

CEREMONY ONLY:
up to 50 guests \$750
up to 100 guests \$950
up to 150 guests \$1,150
up to 200 guests \$1,350
max capacity - 200 guests
**requires damage deposit of \$175*

ELOPEMENT PACKAGE

- When you rent the event space for your Elopement, you have the use of the venue for a full day (8 am - 11:30 pm) on either a Tues, Weds or Thurs. Tractor wagon ride to and from the ceremony for you and your guests and the use of the decor inventory is included.
- **Only available during our wedding season**
- Only **one** catered meal allowed per event
- Alcohol allowed on premises during event when bartender is present

ELOPEMENT:
up to 50 guests \$3,000
up to 75 guests \$3,500
max capacity - 75 guests
**requires damage deposit of \$500*
**requires cleaning fee of \$120*

CEREMONY AND RECEPTION PACKAGE

- When you rent the event space for your Ceremony & Reception or Event you have the use of the venue for 4 hours on Friday to set up and rehearse, Saturday (8 am - 11:30 pm) for the wedding and Sunday until noon for clean up. Tractor wagon ride to and from the ceremony for you and your guests and the use of the decor inventory is included.
- Event/Reception Only pricing is the same as Ceremony/Reception pricing
- **Only available during our wedding season.**
- Only **one** catered meal allowed per event.
- Alcohol allowed on premises during event when bartender is present

CEREMONY & RECEPTION
up to 100 guests \$5,000
up to 150 guests \$5,500
up to 200 guests \$6,000
max capacity - 200 guests
**requires damage deposit of \$500*
**requires cleaning fee of \$120*

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General Information

CATERING

We do not provide catering services. We prefer that you use a licensed caterer of your choice from our Preferred Vendors list. Vendor referrals are based on our past experiences and interactions with each company. We cannot guarantee the service of any listed vendors. We do not require you to use the vendors on our list. **For any vendors (not on our list) that will be on site for your event, our approval is required before you book them.** You cannot self cater (pot-luck style, DIY food, etc.) unless you are a licensed caterer that can provide insurance information. Your caterer needs to be present at the dinner service to monitor their food temps. Your caterer needs to bring their own utensils and anything they will need for food service. We have two plastic tables the caterer can use for food service. We do not have a stove or a certified kitchen. *If you are renting hourly or for a ceremony only event, no meals are allowed. For reception and elopement events, only ONE catered meal is allowed per event at the venue. Your rehearsal dinner needs to be held off-site.*

One of our storage rooms has large commercial-sized sinks, two refrigerators, and a chest freezer. We can find staff if you would like someone to put out appetizers, help your caterer serve, lay out dessert, or provide any clean up services that your caterer doesn't. Each staff is to be paid cash the night of your event at a rate of \$20/hour for a minimum of 3 hours each. We will contact you a month before your event to see how many staff you may need and the hours they are required. **We do not provide linens.** Our vendor's list provides rental options. **The number of guests that you will pay for is usually determined by the headcount you tell your caterer.** *Inviting guests to come later in the evening after dinner does not bypass paying the additional fees per guest. Children are included in the guest count.* Let us know if it is above your contracted amount. **We do not provide place settings.** Most caterers provide their own place settings and then take them to be washed at their facilities. In the event that your caterer doesn't provide them, disposable dinnerware or rental dinnerware is also an option. Your caterer is responsible for serving the food and clean up of it afterwards. They should plan on taking all dumped excess food, juices and oils with them.

ALCOHOL

If you are renting hourly or for a ceremony only, no alcohol is allowed on the premises. If you are renting for a Ceremony & Reception, Event or Elopement, alcohol is ONLY allowed on the premises on the day of your event. Once your alcohol is onsite on the day of your event, one of our licensed bartenders needs to be monitoring it *at all times.* Please keep this in mind when scheduling the bartenders. **The ONLY alcohol consumed on site needs to be served directly from the bar by the bartender.** There are a number of helpful wedding alcohol calculators online if you need help calculating alcohol amounts. You are responsible for ording, purchasing and picking up the alcohol for your event. We do not provide ice or glassware. We allow for beer, wine and a maximum of 2 liquors. If you have any signature liquor drinks involving multiple mixers, the bartenders will need to pre-mix them in dispensers (at a ratio of 1 oz. per drink) for ease of service. We have drink dispensers for this purpose. Carbonated drinks can be mixed per drink so as not to get flat. We do not make drinks stronger by request and we do not allow shots. If you do not provide a shuttle service, please provide a sign at the bar with the local taxi service phone numbers. **Plastic drinkware is required for behind the bar.**

These rules apply to everyone (including family and wedding party); no exceptions. **Staff the bar at a minimum of one hour before your ceremony time to allow for bar set-up.** Each bartender is to be paid cash the night of your event at a rate of \$20/hour for a minimum of 3 hours each. One bartender per 100-125 guests. ***Your beverage service has to be an open bar with no alcohol sales.*** This means there cannot be a donation jar or tipping jar on the bar. Absolutely no underage drinking and no illegal substances are allowed on the premises. **Everyone appearing 35 and under will be carded.** We do not provide a tableside beverage service or a ceremony beverage service. The bartender stays at the beverage center and any guests that would like an alcoholic drink will need to go to the beverage center to be serviced. It is illegal in Wisconsin to have an open alcohol container in your vehicle. Any open alcohol should be tossed and will not be allowed to go home with you. Any unopened leftover alcohol can be taken home with you.

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SET UP GUIDELINES

With the Ceremony & Reception package, you are also allowed four hours on Friday to begin setting up and to rehearse. **Please do not set out furniture, fabric or anything breakable until the day of the event.** *Our chalkboards are painted wood so the use of chalkboard pens is prohibited as they do not wash off.* The use of anything damaging to our inventory is prohibited. This includes anything that leaves marks, holes, sticky substances, etc. None of our inventory is to be used to hold candles and to catch wax. You will need to bring in your own decor for that. The large table, white fabric dining chairs, two large couches, rugs under them and coffee table that are in the Bridal Suite are **not** for use outside of the suite. The use of small litter, such as confetti, is not allowed. Any possible litter has to be large enough that you are able to pick them up following your event (ex: large rose petals).

As far as set up goes, that will be up to you, your wedding party, family and friends. We set up all the basics as far as lighting, tiki torches, bathroom supplies and such. We have a long list of the basics to get ready for each wedding, but, we are around (and available by phone) to answer questions all weekend. We do provide a dolly to help you move things and step ladders, so *please do not stand on the antique chairs or ladders.* **Do not drive on the grass.** Vehicles are to be restricted only to the graveled areas. Please make sure your family and friends are aware of this.

We provide trash bags, toilet paper, paper towels, hand soap and tiki torch oil. You need to bring your own plastic glassware for behind the bar, alcoholic and non-alcoholic drinks, ice and s'mores supplies (including Sterno & sticks.) If you use our wooden plank dining tables and mismatched chairs, they need to be used and kept under the pavilion at all times.

Any tables and chairs needed beyond our inventory need to be rented by you. The table and chairs from the bridal suite may not be used outside of the suite. We recommend Sweet Legacy Rentals, Vintage Valley Rentals or A La Crate (see vendors page) since they have a similar style table/chair options. *If you are using our 2 long plastic catering tables, please let your caterer know that they will need to bring their own. If they have been to our venue previously, they often rely on using them to serve.* **Our wooden tables cannot be used for food service.**

We do **not** allow Hammerschlagen or any similar games, camping, event tents, fire and/or fireworks (this includes sparklers.) **Smoking is ONLY allowed in the designated area next to the pavilion.** All cigarette butts must be placed in the butt containers that are in the designated smoking area. We are in the woods so this is especially important. **No real candles are allowed in the ceremony areas since they are in the woods.** Battery operated candles are required. At the pavilion, you may use real candles if they are enclosed in glass.

Event and music ends at 11:30 pm on weekends (10:30 pm on weekdays) and the amplified music cannot go over 90 dB. There are apps that can tell a DJ how loud they are so they know not to exceed the dB. We do have that app and do keep track of the dB as well. *Each outlet in the pavilion has 20 amp service. There are outlets in each corner of the pavilion for vendors to utilize.* **We do not provide WiFi at the venue.**

SUGGESTIONS

We highly recommend having some type of shuttle service for your guests at the end of the evening. Oftentimes people will rent a van from Riverside Auto here in Black River Falls because it is so affordable with a total cost @\$150. Couples often utilize a friend to drive it to take inebriated guests back to their hotels at the end of the night. It's really nice for late night after everyone has been drinking to have a sober ride home. Vehicles can be left overnight at Burlap & Bells, and people can carpool back to the venue in the morning to retrieve their vehicles. **We do not provide drivers.** Guests are not allowed to "camp" in their vehicles. There are bigger surrounding towns like Eau Claire and La Crosse where you can rent larger buses and/or party vans instead to bring guests back to hotels. We have some great options on our Preferred Vendors list. They provide their own drivers. Otherwise, there are a handful of taxi services in the Black River Falls area. *If you do not provide a shuttle service, please use one of our chalkboards to write our local taxi phone numbers on to have at the bar for your guests.*

If you have a wedding website, please share a link of our "Wedding Guests" tab on our site to help your guests plan for our location. Sometimes, the guests do not research the venue and are not aware that we are completely outdoors, so they do not come prepared. **Please advise your guests to "dress and plan for the weather."** *Remind guests to arrive at a minimum of a half hour before the ceremony is to begin.* This allows time for parking, a wagon ride and to be seated before the processional begins. **We do not provide babysitting services.** You may be able to find someone local offering their services online.

Guests will rarely reuse glasses, so make sure to get a lot of extras so you don't run out! Labeled envelopes with cash wages for the staff will make things run smoother. Ex: Bartender 1, Bartender 2, etc.

RAIN OPTION

In case of rain, the pavilion can be set up for a ceremony by moving the tables along the sides and using the chairs to set up seating and an aisle. We have a wooden arch or a metal circle arch that can be used. Make sure to have a Plan B Rain Option as far as decor for the ceremony in the pavilion. If you want to wait out the rain and still get married in your planned area, think of something for the wooden benches to provide dry seating for your guests (maybe blankets to sit on and umbrellas for your guests.) If you have a wedding website, you could ask the guests to plan for the weather and to bring their own umbrella and blanket to sit on, if needed. *Our inventory does not include towels, blankets or umbrellas for this purpose.* If it is chilly, we have 3 propane patio heaters you are welcome to use under the pavilion or on the pavilion dance floor. Because of the fire hazard, they cannot leave the cemented area of the pavilion. You will need to bring your own 20 lb. propane tanks for them. This will provide around 10 hours of heat each.

PAYMENT

To reserve your date, we require a signed contract and a non-refundable down payment of half of the rental fee (plus sales tax.) If the contract and down payment are not returned within two weeks of emailing, that weekend becomes available to other couples again. For all events (Eloperments included) the package, damage deposit and cleaning fee should be paid in FULL at a **minium of one month prior** to the event. *If payment is not received, we reserve the right to cancel said event.* If for some reason your booked date no longer works for you, we can switch dates to available weekends. Please be advised that we do book up fairly far in advance. ***The booking deposit is non-refundable in case of cancellation.***

If your guest count is lower than anticipated, you cannot receive a refund. However, if your RSVP list has exceeded your contracted maximum number of guests, you need to let us know so that the additional cost can be added on to your final payment. ***Plan for having your RSVPs back prior to this so you can meet your payment deadline. However, the number of guests cannot exceed 200 (75 for an Elopement.)*** The cost is \$15 per additional guest beyond your contracted amount or \$500, whichever is cheapest for you. (\$10 per extra guest or \$200 if a ceremony only.) It would never be more than if you had gone with the higher package price to begin with though. *Please plan accordingly when you give your contracted number of guests at the time of booking.* **Typically, the headcount that you give us should match the caterer's headcount.** However, inviting additional guests to the dance portion only of your event does not bypass paying the fees for them. Children are included in the headcount.

At least one month before your wedding weekend, we will need the second half of the rental fee paid (plus sales tax and additional guests fee), a \$500 refundable damage deposit (\$175 for ceremony only rentals), \$120 cleaning fee, and completed questionnaire to help us plan for your event. Any staff that we bring on for you is \$20/hour and they need to work a minimum of 3 hours before they are sent home.

TRANSPORTATION

We provide a complimentary wagon ride to and from the ceremony for you and your guests for all package rentals. The wagons are not used to transport for other purposes; such as to your photo spots. For the Tree Grove and Vine Chapel, we use a tractor to pull two wagons that hold a total of 50 guests per trip taking approximately 10-15 minutes round trip. ***We will only use our tractor to pull our wagons. We do not allow anyone other than us to drive our tractor or use our wagons.*** For the cliff site, we use our truck to pull a single trailer that holds 25 guests per trip taking approximately 20 minutes round trip. Please plan to have your guests arrive accordingly. If you would like a different set up for transporting guests, you can certainly set that up with a licensed taxi/bus type service. Before booking other transport, please discuss with us as there are certain limitations with each ceremony area. There would be certain limitations for accessing the Vine Chapel or the Cliffside locations especially, but, transport would have a to be able to turn around in a tight area at all three ceremony locations.

CLEAN UP

All trash and recycling receptacles will be emptied and disposed of during the event and the bathrooms will be kept stocked throughout the event by our staff. This is not an additional cost. ***Any items you are keeping need to be collected prior to leaving at the end of your rental.*** Prior to leaving, you will need to move any furniture items you moved for your event (such as arm chairs, the small bar, s'mores bar, chairs, tables, cable reels, etc.) back to where you found them. **We require a \$120 cleaning fee for Elopements and Ceremony & Reception Rentals.** Hourly Rentals and *Ceremony Only events do not require a cleaning fee.* Please consider not using straws or small candies with wrappers and other small items that cause excessive litter.

DAMAGE DEPOSIT

Your remaining refundable damage deposit will be returned to you within one month following your event. Your deposit is also used to cover any damage to property, inventory, etc. by your vendors and/or guests. Anyone drinking alcohol that is not from behind the bar will be warned. As an insured business, we cannot have this happening at events. ***Following being warned, if they continue, it will result in a fine being taken out of the damage deposit, continued still will result in that person being asked to leave.*** Please see your contract for more details. Please see our list of common questions on the next page. page 05

Common Questions

DO WE HAVE INDOOR BATHROOMS?

Yes! We have indoor bathrooms. There are two private stalls in the Women's bathroom and a private stall and a urinal in the Men's bathroom. Each bathroom is equipped with a changing table, toilet paper, hand soap and paper towels.

HOW LONG IS THE AISLE IF I WANT TO USE A RUNNER?

The aisle in the tree grove is around 70 feet long. The aisle for the cliff-side ceremony spot is completely up to you! You can set up the benches in whatever pattern you want. The vine church is 36 feet long.

DO WE ALLOW THE SALE OF ALCOHOL?

No, we do not allow the sale of alcohol. We only allow an open bar. As you can imagine, this makes some guests really excited :) Because of that, we do not allow shots and will not fulfill requests for doubles / stronger drinks. You can have wines, beers and a maximum of 2 liquor drink options. **A bartender is required to serve ALL alcohol consumed on site.** Alcohol is not allowed until the day of the event and only when a bartender is onsite to monitor it. No tipping or donation jars allowed.

WHAT IS THE PARKING SITUATION?

We have a gravel parking lot at the reception area. There is plenty of parking for our capacity size of 200 guests. However, we do recommend carpooling, taxis and shuttles if you plan on drinking. You are welcome to leave your vehicle at the venue overnight to take a cab also!

WHAT IS THE SIZE OF THE TREE GROVE CEREMONY ARCH?

The birch arch is approximately 8 feet wide and 5 feet deep and about 8 feet tall. In addition, we have 26 benches that are 16 feet long.

WHAT ARE THE PAVILION DIMENSIONS?

The pavilion is 64' x 50' with an outdoor 20' x 30' dance floor attached. We have two beverage centers under the pavilion. The larger of the two does not move from its location due to how heavy it is. The smaller of the two can be relocated to wherever you find convenient. We have 3 patio heaters for you to utilize in the pavilion area. You will need to provide your own 20 lb. propane tanks for each heater. This will provide around 10 hours of heat.

DO YOU TREAT THE GROUNDS FOR BUGS?

Yes! We use an all-natural citronella and lemon grass ground sprinkle that we have found to be especially effective. We also have numerous tiki torches set up that we fill and keep lit throughout your event. If for some reason the bugs still persist, we can use our fogger and heavy duty spray as well. We still recommend bringing your personal bug spray, just in case, especially if it has been a particularly rainy season.

ARE THERE ELECTRICITY HOOKUPS AT THE CEREMONY SITES?

No, because these are remote locations and we want to preserve the character of the locations. But, oftentimes, your DJ or rental company can provide a generator for use at the ceremony site along with microphones and/or speakers. In the past, couples have also used an iPad with a power pack. **We do not provide WiFi.**

DO YOU PROVIDE TABLES AND CHAIRS? DIMENSIONS?

We provide 20 tables that seat 8 guests per table. The tables are 8' x 29" and are 30" high. We have 150 mismatched antique wooden chairs. When planning, keep in mind that if you have a head table with seating only on one side, then you are losing some seating. We have a sweetheart table (3' x 4') for your use as well. Our tables and chairs stay under the pavilion. If you need additional seating or seating for anywhere else at the venue, that would need to be rented. We have two plastic tables for the caterer to use for food service. Our wooden tables cannot be used for hot food service. We have 3 cocktail height cable reels and 6 table height cable reels that are often used in displaying items or for desserts, gifts, etc.

Here are the dimensions: (5 reels) 42" diameter & 26.5" high, (1 reel) 36" diameter & 30.5" high, (1 reel) 49.5" diameter & 36.5" high, and (2 reels) 53" diameter & 37" high. Also, we have 2 highchairs and 2 booster seats for families to utilize.

WHAT ARE THE DIMENSIONS OF THE TWO REFRIGERATORS?

The storage room fridge is 33" tall x 29" wide and 19 inches deep with a large freezer part at the bottom. Kitchen fridge is 20" by 40" tall and 21 inches deep with a large freezer part on the side. We also have a large chest freezer!

Questions? Ask away!
burlapandbells@gmail.com



Ceremony Locations



Reception / Parking



Entrance



Getting to Burlap & Bells

Be sure to come early to avoid driving past the start of the ceremony!

- Take the Black River Falls #115 exit
- Go north on Hwy 12/27 towards Merrilan (2 miles)
- Go left on East Snow Creek Rd. (1.5 miles)
- Go left on Hannon Rd (0.1 miles)
- Go right on West Snow Creek Rd. (0.2 miles)

Burlap & Bells
 N7988 West Snow Creek Rd
 Black River Falls, WI 54615

When you arrive, follow the signs to the parking lot. Please don't drive on the grass. A wagon ride (or shuttle) will take you to the ceremony location.

Black River Falls

