



**RULES AND CONDITIONS FOR USAGE**  
*(Alphabetized)*

**CANDLES:** The use of any type of open flame is prohibited. Candles must be enclosed in hurricane globes or other enclosure.

**CATERING:** The kitchen is intended to be used as a staging area for the caterer, not as a kitchen for meal preparation.

**CHILDREN:** Children under the age of 18 must be supervised at all times. Please know where your children are at all times and make certain that they clearly understand that they are not permitted near the pond, walking in the woods, in pastures with the animals, etc, unaccompanied. PLEASE RESPECT NATURE! We would greatly appreciate it if people do not disturb plants, rocks, trees or other natural gifts. Please do not nail anything to trees or hang any ropes, swings or hammocks from tree limbs. Please do not walk or step in flower beds.

**CONTACT PERSON:** You must designate one individual as your Contact Person. This must not be someone heavily involved in the activities of the day, as they will be too busy to effectively communicate with our on-site coordinator should problems, concerns, or questions. When questions arise, do not designate any member of your bridal party, photographer, caterer, florist or musician as your liaison.

**COURTESY PROTOCOL:** The Twin Oaks Barn reserves the right to request any person or group of people acting unruly and contrary to rental regulations to leave the premises. Assistance from law enforcement agencies may be required if this request is not met immediately.

**DELIVERIES / DELIVERY TRUCKS:** Please coordinate delivery with us so we can ensure that the property and the vehicles are not damaged during delivery. We will need to know the delivery dates and times of any rentals, so we can meet them and show them where to drop their rentals.

**DECORATIONS:** Do not pin, tape, nail or otherwise fasten any decorations to walls, posts, or building components without consulting with Twin Oaks Barn staff. Decorations cannot damage the Barn or property. Decorations may not be hung from light fixtures. All decorations must be removed without leaving damages directly following the departure of the last guest, unless special arrangements have been made between the Client(s) and the venue.

Note – Large Command Strips do adhere to the wood surfaces.

ALL DECORATIONS MUST BE APPROVED BY TWIN OAKS BARN.

**ELECTRICAL OUTLETS:** All electrical outlets on the property are available for use at an event. The vendors are welcome to inspect the locations and numbers of outlets prior to booking.

**EVENT ENDING TIME:** All events must end by 11:00pm in order to allow for clean-up and closure of the site by midnight.

**FARM:** The farm surrounding Twin Oaks Barn is a working cow and hay farm. Please be respectful of the property while enjoying its natural beauty. There are risks inherent with the farm and land, such as barbed wire fencing, electric fencing, large cows (that can be territorial), poison ivy, fire ants, horses (that may kick), snakes, wild animals, uneven ground, and farm equipment. Guests are not to roam around the property unless escorted by Twin Oaks Barn staff.

**GARBAGE DISPOSAL:** Trash disposal is your responsibility. Immediately following the event, please have your Clean-up Committee take a few minutes to walk all the areas of the building and property that have been utilized for the event and pick-up any refuse that may have been dropped or blown around. This trash may be placed into the Twin Oaks Barn dumpsters.

**HANDICAP ACCOMMODATIONS:** Drop off of elderly or handicapped persons is allowed close to the building. Please coordinate with Twin Oaks Barn staff. Handicapped restroom facilities are provided in the Barn.

**LOGISTICAL PLANS:** The Twin Oaks Barn planning team must review and approve all proposed logistical plans for the use of the premises a minimum of twenty (20) days prior to an event.

**MUSIC AND ENTERTAINMENT:** Although music (both live and recorded) is permitted, the music must be contained at an acceptable sound level so as not to disturb neighbors. The Twin Oaks Barn event coordinator will help to establish acceptable sound levels. Any complaints from neighbors or other parties may require the levels to be reduced further. Twin Oaks Barn reserves the right to require Client(s) to cease the music it deems inappropriate, in its sole discretion. Twin Oaks Barn also reserves the right to require the Client(s) to lower the sound level or cease playing music, in its sole discretion.

**PARKING:** Parking is available in the grassed pastures in front of the Barn.

**PETS:** Sorry, absolutely no pets allowed. However, a family pet actually involved in an event will be considered.

**PHOTOGRAPHY:** The many natural settings around Twin Oaks Barn are maintained for the enjoyment of all events. We reserve the right for each Client the opportunity to use any area of the complex for wedding/reception photograph sessions. All times for utilization of different areas at Twin Oaks Barn will be coordinated with the schedule for each venue's Client. We also reserve the right to use any photographs or other media reproductions of an event in our publicity and advertising materials.

**RENTAL SPACE CHANGES:** Any contents or furniture movement must be pre-approved by Twin Oaks Barn. It is the Client's responsibility to restore all areas to their original appearance. Placements of tables, tents, live music, catering equipment, etc., must also be approved by the Twin Oaks Barn planning staff.

**SIGNAGE:** You may post your group's sign or hang balloons at the front entrance on Cornwallis Road, but please do NOT attach anything to or cover up our entrance sign, or nail or screw anything to the trees.

**SMOKING:** The Twin Oaks Barn is a non-smoking facility. Ash-buckets will be provided and smoking permitted in the designated smoking area.

**SPEED LIMIT:** The speed limit on the Twin Oaks Barn complex is 5 mph and is strictly enforced for the safety of your guests.

I have read and understand the policies concerning events held at the Twin Oaks Barn. I agree to uphold them and ensure that contractors and members of the event party will abide by the policies. I understand it is my responsibility to inform the coordinator, florist, photographers, etc., that they must also conform to this set of guidelines.

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**Print Name:**

**Signature**

**Date**