



# grace farms

Space Grant Guidelines for  
Large Events

# space grant guidelines

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nature. arts. justice. community. faith.

## Welcome

An important part of Grace Farms Foundation's (GFF) mission is to support local, national, and global not-for-profit organizations whose work aligns with one or more of the Foundation's five initiatives of nature, arts, justice, community, and faith. Through the space grant program, Grace Farms has the opportunity to serve as a nexus for not-for-profits, offering a place for groups pursuing initiatives in a variety of fields to carry out their important work alongside each other.

As a space grant recipient, it is GFF's hope that the recipient's organization can utilize Grace Farms to advance good in the world and encourage new ideas and collaborations. The space grant guidelines and space grant timeline enclosed are developed to ensure that the recipient's event runs smoothly and is as successful as possible.

## Agreement and Waivers

All not-for-profits will receive a general agreement of date and time for grants of space. Also included is a list of policies and procedures as well as a release of liability waiver. A representative for the group may assume responsibility on behalf of the entire group or individual waivers will need to be signed. Please review and send to the assigned event planner as soon as possible to confirm the date and time.

## Not-for-Profit General Access for Events

In addition to providing space for not-for-profit work and engagement, Grace Farms is open to the public six days a week. To keep the building and grounds accessible to all, please keep the following general access guidelines in mind when planning a Large Event, defined as an event over 100 people, including catered meal, or involving more than one volume of the River building:

- Large Space Grants that require the closing of a volume in the River building are usually offered between the hours of 6 pm to 10 pm Tuesday through Friday.
- Grace Farms Foundation, in coordination with the space grant recipient, will determine if the provided space is best suited for each event based on the goals of the event and the Foundation's knowledge of the facility, operating schedule, and capacity.
- Most Large Space Grants utilize the Commons and / or the Sanctuary for dining and entertainment.
- Space grant recipients will only have access to the intended event location on the day of their event. Grace Farms is unable to accept deliveries, store materials, or hold rehearsals or technical run-throughs prior to the event unless prior approval is given.

Reviewed and accepted: \_\_\_\_ (initial here)

## Assigned Event Contacts

Grace Farms will designate an event contact for each space grant to help guide the recipient through the meeting, program, or event at Grace Farms. **All large space grant recipients will be required to contract with one of GFF's preferred event planners for galas, fundraisers, dinners, or events including production.** GFF will work directly with the contracted event planner. GFF's preferred third-party caterers offer planning services. The designated individuals will be the main points of contact throughout the planning process and ensure open lines of communication.

## Additional Expenses

Grace Farms Foundation is pleased to support not-for-profit organizations by waiving facility rental fees through its space grant program. Large Space Grants include access to the River building's volumes and facilities without a site fee; however additional expenses may apply depending on the scope of the event. These expenses may include, but are not limited to: catering, audio/visual equipment rental, furniture set up, trash removal, clean up fees, and additional staffing including production, safety, and hospitality. The designated Grace Farms event contact will provide the contracted event planner with an estimate for additional costs based on an initial meeting.

## Food & Beverage

Hospitality is an important part of the culture at Grace Farms. Grace Farms is pleased to offer healthy, affordable internal catering options for small groups and preferred third-party catering options for groups of 51 or more. **Large Space Grants of more than 51 people are required to hire a preferred third-party caterer who is familiar with Grace Farms and GFF policies.** Many of our preferred caterers also offer planning services. Outside food and beverage is not permitted at Grace Farms. Please refer to the general food and beverage guidelines below when planning each event:

- Large Space Grant recipients are required to provide food and beverage through one of our preferred third-party caterers; agreements on food and beverage should be shared with GFF.
- Space grant recipients are responsible for providing food and beverage for their vendors, speakers, and/or artists.
- Catered dinners in the Commons can be planned Tuesday - Friday only.

## Audio-Visual and Production

Grace Farms offers a limited in-house audio-visual and production department to assist with events. Grace Farms provides use of the in-house equipment and the basic labor for set up for small meetings, programs, and events. **Large Space Grants utilizing audio-visual equipment will be subject to equipment rental fees and preferred third-party staffing costs.** Please consult the audio-visual and production guidelines below while planning the event:

- Large Space Grant events requiring additional production staff must work with the Grace Farms Foundation Production Manager to select contractors from the list of preferred vendors. Additional production staff would contract directly with the not-for-profit hosting the event. See preferred vendor list.
- Space grant recipients are responsible for production and artist hospitality advance and contract. The Grace Farms Foundation production vendor or Grace Farms Foundation production manager/technical director can advance for an additional fee.
- A copy of the artist's tech and hospitality riders must be sent to Grace Farms Foundation for review before the artist is contracted in order to ensure that we can accommodate the artist's riders. Space grant recipients cannot agree to production or hospitality elements that Grace Farms Foundation is unable to provide.
- Space grant recipients are expected to provide their own laptops with presentation files.
- For events in the Sanctuary (and certain Commons Events), media presentations must be provided to Grace Farms Foundation at least five days prior to the event to be tested on Grace Farms' computer system. Presentations must meet Grace Farms' approved formats (below) and be labeled "Final." Files can be provided via USB stick, Dropbox, share file, or WeTransfer
- Grace Farms Foundation shall not be responsible for lost or damaged media files.
- If media fails to run easily on Grace Farms equipment, space grant recipients must reformat or work with the Grace Farms Foundation production team at an additional cost of \$150/hour for reformatting.
- Grace Farms approved media formats:
  - Audio: MP3 (compressed), WAV (uncompressed)
  - Video/films: MP4 (best for looping), DVD, Blu-Ray
  - Photos: JPC, PNG, TIFF slides, PPT, PDF @ 16:9 / 1080i. If using GFF computers, please format PPT for Mac (Keynote OK)
  - Other media formats only per advance with Grace Farms Foundation production manager and may require additional fees
- Grace Farms provides complimentary wifi via "GraceFarmswifiGuest" with no password.
- Access to a secure network is available upon special request only made four weeks in advance.

Reviewed and accepted: \_\_\_\_ (initial here)

## Furniture and Décor

In order to maintain a cohesive aesthetic, all décor and signage proposals must be submitted to Grace Farms at least three weeks prior to event for approval. See timeline. Additional furniture and décor guidelines are listed below.

- Furniture may only be moved by GFF staff; a furniture moving fee of \$250 may apply depending upon requested set up of space grant recipient.
- GFF will provide basic signage for the event to designate meeting spaces and times.
- Signs inside of buildings must be approved. There are no signs allowed outside the River building or West Barn.
- All rental furniture and color schemes are subject to approval by Grace Farms Foundation.
- In the Commons, the round tables may be removed or added for a charge; however, the 18-foot long communal tables and chairs cannot be moved.
- All décor must be in compliance with Connecticut State Fire code.
- No linens may be used on tables.
- Décor is not permitted outside of the barns or River building.
- Tents are not permitted at Grace Farms.
- All candles must be enclosed by glass.
- Use of nails and screws is not permitted.
- Nothing may hang from or be attached to any glass, lighting fixture or wooden structure. Tape is not permitted.
- Balloons, rice, confetti of any type, glitter, or birdseed are not allowed at Grace Farms.

## Marketing

A Communications Toolkit with Grace Farms marketing materials will be provided to all space grant recipients. This toolkit includes information on press, photography, social media, and printed materials. Please follow the general marketing guidelines below:

- All press releases and print materials (including save the dates and invitations) must be approved by GFF prior to distribution. Please send draft material to Regan Hayes at [rhayes@gracefarmsfoundation.org](mailto:rhayes@gracefarmsfoundation.org) and copy in the assigned event contact at Grace Farms with at least 48 hours to review and approve.
- Any use of Grace Farms' logos or photos of Grace Farms must be approved by GFF in advance, please provide at least 48 hours for review and approval.
- Digital, still, and video photography for marketing or promotional purposes is permitted, provided that no commercial use occurs. As a courtesy, please let the assigned event planner know about any videography or photography in advance of the event.
- Space grant recipients are responsible for promoting their own event and/or ticket sales. Upon request, GFF can post a link to the event on the For Good page of [www.gracefarms.org](http://www.gracefarms.org). All space grant recipients will also be mentioned on the Partner page of the website.

## Waiver of Liability

Grace Farms will provide each space grant recipient a waiver of liability. All recipients must return a signed waiver of liability on behalf of the recipient and their guests at least four weeks prior to their event. This may also apply to external vendors. Events involving children (ages 16 and under) will require waivers to be signed by parents on behalf of the child. Young adults ages 17 and older may sign their own waivers.

## Insurance

Depending upon the nature of the event, space grant recipients may be required to provide a Certificate of Insurance showing a minimum of \$1M of general liability/\$2M aggregate coverage listing "Grace Farms Foundation, Inc." as additionally insured. In addition, Grace Farms Foundation, Inc. must be named as the certificate holder. This may also apply to external vendors. All Certificates of Insurance must be submitted to Grace Farms four weeks prior to the event. See timeline.

## Safety

To keep the facility safe and secure, Grace Farms asks that all space grant recipients adhere to safety procedures, outlined below. A complete list of attendees and vendor employees must be submitted to Grace Farms 72 hours prior to the recipient's event. See timeline.

- To expedite entry for large events, the entryway gate will be lifted for any event of 100 people or more; however, Grace Farms reserves the right to check any and all personal belongings and vehicles on a case-by-case basis.
- For events of less than 100 people, guests are required to go through the standard entry-gate procedure. Please be sure to inform the event participants to allow enough time for arrival. Grace Farms also recommends that the space grant recipient build in extra time at the beginning of the event for check-in.
- Large or off-hours events may be subject to additional security costs. See price list.
- Grace Farms is staffed with on-site safety personnel and a first aid station to respond to any medical emergency or other crisis. In addition, many of Grace Farms Foundation's staff is AED trained.

## On-site Parking

Parking at Grace Farms is free. Grace Farms has a total of 232 parking spots (186 in the Main Lot and 46 in the North Lot), with designated handicap parking in both lots. Additional parking guidelines are as follows:

- Parking is not permitted on the grass, paths, or outside of the designated parking areas.
- Overnight parking is not available.
- All access roads must remain accessible to other vehicles even during loading/unloading.
- Events with more than 250 people may require the space grant recipient to pay for additional parking services. Any additional parking services will be arranged and paid for by the recipient. Carpooling is recommended for large events.

## Load-In/Out and Deliveries/Pick-Ups

Since Grace Farms is open to the public, please help make the event load-ins/outs and deliveries occur with as little disruption to existing programming and the public as possible. Please work with the assigned event planner to confirm load-in and load-out times and logistics for the event. Grace Farms' general guidelines are below:

- Load-in and deliveries for large events may take place three hours prior to the event start time or the evening prior, after 5 pm with prior approval.
- Load-out and pick-ups for large events must be completed within two hour of the event's conclusion.
- Grace Farms is unable to accept, sign for, or assume responsibility for advance deliveries addressed to the space grant recipient.
- Deliveries to the Sanctuary and Library should be dropped off via the North Parking Lot.
- Deliveries to the Commons, Pavilion, or Court should be dropped off via the service entrance by a pre-approved vehicle. Only one vehicle at a time is permitted on the service road during public hours. Please work with the Grace Farms event contact to arrange for deliveries.
- The space grant recipient will be held responsible for any damage to the site caused during load-in/out and deliveries/pick-ups, including oil spills or damage to the grass.
- Items must be placed in the event space and may not be staged in outside areas.
- Grace Farms' pathways are made of bonded gravel and certain carts cannot be rolled on the paths. Load-in plans should be discussed with the Grace Farms event contact.
- Grace Farms' elevators are not standard freight elevators and are only 81 ¼" high, 36" by 6'8" wide with a 1,400 pound wheel load/3,000 pound capacity.

## ADA

Grace Farms is an ADA compliant facility. Grace Farms is pleased to offer wheelchair accessible restroom facilities, as well as a limited amount of Grace Farms wheelchairs available for use by guests. Golf cart assistance between the parking lot and service road, or to the Sanctuary main entrance, with a pre-approved request can also be provided. Please contact the assigned Grace Farms event contact in advance if there are expected guests that will require wheelchairs or special assistance.

## Smoking

Smoking of any kind is not permitted on Grace Farms' property.

## Weather Policy

There is no bad weather at Grace Farms. Grace Farms Foundation does not interrupt daily operations unless there is a safety concern. In such cases, an event planner will notify the recipient of potential closure and work to reschedule the event. GFF is not liable for any additional expenses associated with event postponement due to weather related closures or delays.

## Lost and Found

If attendees have lost an item on-site at Grace Farms, it may be retrieved at the Welcome reception in the West Barn. Grace Farms Foundation may donate any unclaimed items after two weeks.

## Culture of Care

At Grace Farms a culture of hospitality, welcome, and care is cultivated. It is Grace Farms' hope that, as a partner, the space grant recipient and its guests will join Grace Farms in taking exceptional care of Grace Farms facilities and team members.

### 12 Weeks Prior to Event

Assigned Grace Farms Event contact sends:

- Space Grant Guidelines
- Marketing Toolkit Link
- Fees List
- Preferred Vendors List
- First meeting with assigned Grace Farms event staff to review event
- Confirm timing of event
- Finalize volume(s)
- Determine whether or not AV and/or production is required

### 11 Weeks Prior to Event

Large Space Grant Recipient to contract third-party event planner and caterer

### 10 Weeks Prior to Event

Sign and Submit Grace Farms agreement and waivers

### 9 Weeks Prior to Event

Space Grantee, Third-Party Event Planner, and GFF meeting and site walk-through  
Meet or conference call with Production (if applicable)

### 7 Weeks Prior to Event

Submit deposit to Grace Farms Foundation, P.O. Box 876, New Canaan, CT 06840.

### 4 Weeks Prior to Event

Space Grantee, Third-Party Event Planner, and GFF meeting and site walk-through  
Submit final agenda and review vendor contracts  
Submit insurance (not-for-profits and vendors)  
Submit signed Waiver(s) of Liability (not-for-profits and vendors)

### 3 Weeks Prior to Event

Submit décor proposal

### 2 Weeks Prior to Event

Final walk-through and meeting with GFF if needed  
Submit final catering guarantee (if applicable)

### 1 Week Prior to Event

Submit list of attendees and vendors 72 hours in advance

### Post Event

Receive final invoice and submit payment to Grace Farms Foundation

### Release and Waiver of Liability – Responsible Party

Read this document carefully before signing. This document has legal consequences and will affect your legal rights and the legal rights of your employees/staff and will eliminate your ability to bring future legal actions.

In consideration of being permitted access to the property known as Grace Farms Foundation (“GFF”) located at 365 Lukes Wood Road, New Canaan, Connecticut and use of the facilities located thereon, [NAME OF ENTITY] hereby release and hold harmless GFF and its employees, officers, trustees, directors, agents, fiduciaries, administrators, and representatives (collectively, the “Releasees”), on behalf of [NAME OF ENTITY], its staff, including employees and volunteers, agents or designees from all liability relating to any and all injury, disability, death, or loss or damage to person or property, whether arising from the NEGLIGENCE of the Releasees or otherwise, to the fullest extent permitted by law. By signing this agreement, [NAME OF ENTITY] agrees to hold the Releasees entirely free from any liability, including financial responsibility for any injury or injuries incurred. [NAME OF ENTITY] acknowledges that GFF’s property includes significant variations in terrain (uneven, majority is unpaved, natural or man-made objects, stones, rocks, etc.), wetlands and several deep ponds that are not fenced and insects and tick borne pathogens native to woodland areas. In addition, the River Building is constructed of clear glass walls, so that caution needs to be taken so that you do not walk into them. As such, [NAME OF ENTITY] fully accepts and assumes all risks, known and unknown, involved when participating in activities at GFF and acknowledges that it has communicated the warnings contained in this release to all of its employees, staff, agents and designees, and further acknowledge that such risks include, but are not limited to, property loss or damage, illness or physical injury, including strains, sprains, broken bones, and, on rare occasions, paralysis and death. [NAME OF ENTITY] understands that such risks cannot be eliminated without jeopardizing GFF’s goal of minimizing the impact of its activities on the unique and natural condition of the property and I expressly agree that I am participating voluntarily, and that the risks have been made clear to [NAME OF ENTITY]. [NAME OF ENTITY] knowingly and freely assume all such risks, both known and unknown, even if arising from the NEGLIGENCE of the Releasees or others, and assume full responsibility for our participation. [NAME OF ENTITY’s] staff, employees, agents and designees do not have any conditions that will increase the likelihood of experiencing injuries while engaging in this activity.

By signing below, [NAME OF ENTITY] forfeits all rights to bring a lawsuit against GFF and the other Releasees for any reason. [NAME OF ENTITY] will make every effort to obey safety precautions as directed by GFF, and will ask for clarification when needed.

I acknowledge that I have fully reviewed this Release and Waiver of Liability and that I am authorized by [NAME OF ENTITY] to sign below and that I have communicated to all staff, employees, agents and designees of [NAME OF ENTITY] that will be on GFF’s premises.