

*And so the adventure begins...*



# The Rosewood Experience

Congratulations, you are now a #RosewoodCouple!

Now that you have a wedding date and venue, what's next?

This packet will guide you along the venue experience leading up to your special day. Included, you will find floorplans, a suggested timeline, catering & vendor information, wedding inspiration, and more!



*Rosewood  
Farms*

WEDDINGS & EVENTS

[www.rosewoodfarmsmd.com](http://www.rosewoodfarmsmd.com)

[hello@rosewoodfarmsmd.com](mailto:hello@rosewoodfarmsmd.com)

Call/Text: 443-350-9938

1316 Singerly Road, Elkton, MD 21921

# What to Expect

## Online Portal

- Simply log-in using your email address
- View your invoice and make payments
- Review our agreement
- Update your contact information
- Reference email correspondences
- View scheduled appointments
- Upload documents (event insurance)



## Payments

We accept the following forms of payment:

- Check mailed to  
1316 Singerly Road, Elkton, MD 21921
- Cash or check drop off
- E-check through the portal  
with a \$5 processing fee



## What's Included

With the venue rental, you will receive access to the property for 10 hours.

This includes The Rose Barn, The Rustic Barn, The Suite, The Lounge, and the surrounding grounds.

We provide tables and chairs for up to 200 guests, as well as a Venue Manager and an extra hour for your vendors to clean up.



## Venue Visits

If you would like to visit the venue after booking, we would love to accommodate you.

We offer self-guided tours during the week and by appointment only.



## Enhancements

Don't stop at the venue rental... from the photo booth to extra preparation time, there are many unique offerings that we can provide for your wedding.

These special touches will be sure to enhance your experience!

# Rules & Regulations

**Event Time:** #RosewoodCouples have access to the property from 12pm-10pm. At the end of the event, one additional hour is included for clean-up. Keep in mind that everything brought on-site for your wedding day must be removed the same night. If extra prep time is needed for hair/makeup or vendor set-up, access to the property is offered as early as 8am for an hourly fee. In the event that you would like an extended reception, you can rent one additional hour from 10pm-11pm. After that time, everyone must be off the property. If you have a large amount of rentals (ex: draping, bistro lighting, etc.), we suggest purchasing extra clean-up time.

**Decor:** We are very excited to see your vision come to life! Here are a few guidelines to help you along in the planning process. Candles are permitted, however, open flames must be contained in a glass enclosure. The property must be left the way you found it. All decor must be temporary and not damage paint or cause holes in the wall.



**Send-Offs:** While all types of send-offs are photo worthy, the following are allowed at Rosewood Farms: bubbles, ribbon wands, and glow sticks. Confetti and rice are not allowed. Sparklers and fireworks are permitted, but with specific guidelines. Please refer to your agreement for specifics on these items.

**Animals:** Animals must be pre-approved and are only permitted while following certain guidelines. They are only allowed on the outside grounds unless prior approval is received in writing. Animals can be on-site for a maximum of 2 hours, must be on a leash, and their waste must be properly disposed of.

**Clean Up & Damages:** We pride ourselves on providing freshly cleaned and organized spaces. We ask that those spaces be left the way you found them, in order to best serve the next #RosewoodCouple. Our expectation is that your planner is responsible for decor set-up, clean-up, and organization of the Suite and Lounge. Lastly, you are responsible for all personal items to be taken out of the prep spaces. At the end of the night, a walk through will be conducted with the Venue Manager and planner to assess for damages and uncleanliness.

**Cancellation & Date Change:** We understand that circumstances may arise that could result in the cancellation or rescheduling of your wedding at Rosewood. Please remember that all money paid is non-refundable. Should a reschedule be needed, there is a rebooking fee and the new date selected will be subject to the pricing structure at the time of rebooking.



# FAQ

## What is the required event insurance?

All of your vendors must have the proper insurance, but the most important people (you) need to be covered as well! Our minimum requirement is a \$1,000,000 liability with host liquor liability included, regardless of alcohol being served. Once the policy is purchased, we ask that you upload it directly to your portal.

## What is a Venue Manager responsible for?

Your Venue Manager will be the first one in and the last one out on your wedding day. They will ensure that the grounds and buildings are maintained throughout the evening. Their main responsibilities on the day-of include regulating heating and air, adjusting lighting, and maintaining bathrooms. Additional responsibilities include the execution of any enhancements and the direction of your guests from one space to the other.

## What can I expect for my Final Walk Through?

The Final Walk Through is typically one month before your wedding. You, your caterer, your planner, and a Rosewood Farms staff member are required to attend this meeting. We will confirm the general timeline, finalize your floorplans, and collect payment for your final invoice (ceremony chairs and enhancements).

## When can I have my rehearsal?

One hour of rehearsal time is provided with your venue rental. We can start talking about scheduling your rehearsal 3 months before your wedding. A rehearsal on-site is based on our availability. If your desired date is not available, we recommend hosting your rehearsal off-site with your planner.

## Can a vehicle be left overnight?

We always encourage safety first! If a guest needs to leave their car overnight, it may be left in our parking lot until 9am the following morning.

## Can I choose my vendors?

Yes! Aside from your planner, food, and beverage service which must be selected from our preferred list, you can select any vendor who is licensed and insured.



# Timeline

Below is a standard timeline that you can personalize to fit your special day. This is inspiration to show you a timeline that we think works well. The standard venue rental is from 12pm-10pm with an extra clean-up hour from 10pm-11pm. Keep in mind that we have allotted a maximum of 7 hours of event time (ceremony, cocktail hour, and reception) and 4.5 hours of bar service.

<b>12:00 pm</b>	Arrival of the wedding parties and vendors
<b>4:00 pm</b>	Ceremony
<b>4:30 pm</b>	Cocktail Hour
<b>5:30 pm</b>	Reception <ul style="list-style-type: none"><li>• Introductions</li><li>• First Dance</li><li>• Dinner Blessing</li><li>• Dinner Served</li><li>• Bar Opens (6:00 pm)</li><li>• Speeches</li><li>• Special Dances</li><li>• Dance Floor Opens</li></ul>
<b>8:00 pm</b>	Cake Cutting
<b>9:30 pm</b>	Bar Closes
<b>9:45 pm</b>	Send-Off
<b>10:00 pm</b>	Cleanup Starts
<b>11:00 pm</b>	Depart Venue

# Vendors

We understand that the venue and catering are the two most important aspects of planning your wedding. For this reason, we have aligned with several exclusive full service caterers that can be found online: [www.rosewoodfarmsmd.com/vendors](http://www.rosewoodfarmsmd.com/vendors)

All menu considerations and invoicing is done directly through the caterer. They are full service, which means that they provide the hors d'oeuvres, dinner, servers, linens, and tableware.

Our in-house beverage company, Willow and Oak will serve all alcohol on the premises. No outside alcohol is permitted. Beverage packages for preparation spaces are available to be purchased. Please find more information about those packages online: [www.rosewoodfarmsmd.com/bar](http://www.rosewoodfarmsmd.com/bar)



Working with wedding professionals who have experienced Rosewood Farms is key for a stress-free wedding day. We work with a variety of vendors throughout the wedding industry and are happy to share them with you! Listed are excellent options that we know offer the highest value to our #RosewoodCouples. Choosing from this list is not required. Keep in mind that each of your vendors must be properly licensed and insured.

# Wedding Planning

To ensure your experience at Rosewood Farms is seamless, we require all of our couples to hire an approved wedding planner from our vendor list. We have included a variety of phenomenal planners that are familiar with the venue.

Your wedding planner will guide you through the entire process of planning your wedding.

They will coordinate between all of your vendors, help plan your ceremony and reception details, and make sure everything goes smoothly. The minimum requirement is a month-of coordinator (we recommend 6-8 weeks before the wedding).

Please notify Rosewood of who you've hired within four months of your event date.

*Below are the tasks we expect all planners to perform for our couples while at Rosewood Farms:*

## **Beforehand:**

- Attend the Final Walk Through at Rosewood
- Design floor plans and layouts and send to Rosewood no later than 2 weeks before event
- Create and share a detailed timeline
- Work with you to finalize all details
- Create and share a detailed vendor list including contact info and social media
- Attendance and coordination of rehearsal



## **Day-Of:**

- On-site for the entire time that the couple has rented the venue
- Be the point of contact for the entire day
- Management and execution of timeline
- Supervision of all vendor set-up
- Management of any event rentals
- Conduct decor set-up and clean-up
- Set up of your personal items (favors, programs, signage, escort cards, photos, etc.)
- Direction of wedding party and family during the ceremony and reception
- Tidying up The Suite and The Lounge after preparations
- Clean up of flower petals directly after the ceremony and sparklers after the send-off
- Management of gifts
- Ensuring personal items are taken home by the assigned guests
- Conduct breakdown and cleanup at the end of the night



# Enhancements

Don't stop at the venue rental... These special touches will be sure to enhance your wedding day! All enhancements must be fully paid for at the Final Walk Through.

## *Extra Prep Time*

Wishing for more hours on the property? Enjoy your time at Rosewood Farms by arriving as early as 8am

\$300 per hour



## *Photo Booth*

Grab a prop and strike a pose! This package includes a customized photo strip, attendant, guestbook, props & a digital copy of all of the photos from the event

\$850



## *Yard Games*

Provide a fun activity for your guests to take advantage of throughout cocktail hour! A variety of yard games for you to choose from!

\$150



## *Barrels*

Use these whiskey barrels as a dramatic cake table for your reception or to add a rustic elegance to your ceremony

\$75 per barrel



## *Extra Rental Time*

Get more dancing time to hang out with your favorite people. One additional rental hour can be added from 10pm - 11pm

\$800



## *Patio Heaters*

Warm up the outdoors with additional patio heaters!

\$75 per heater



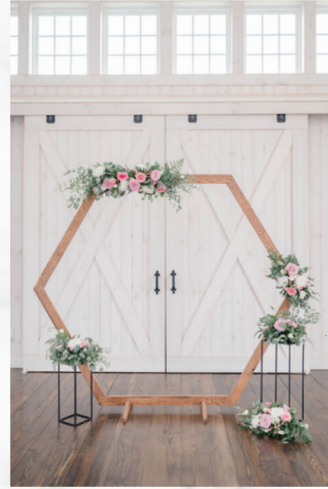
# Enhance Your Rosewood Experience



*Ceremony Cross*

Wood from the original barn has been refinished into a cross that can be elevated behind you during the ceremony.

\$200



*Arch*

This geometric arch can be placed behind your ceremony, whether indoor or outdoor! Ask your florist to add florals, greenery, or drapery for an extra pop!

\$200



*Visual Package*

Enjoy a slideshow of your fondest memories or shine a monogram on the wall during your reception. Custom designed monogram included

\$250

## Willow and Oak Tap Truck Enhancement



This tap truck is an enhancement to your bar package that could offer several tap options including wine, beer, sparkling wine and signature cocktails.

All rentals include an attendant, glassware, a keg of domestic beer & house wine.

More taps can be added for an additional fee.

Cocktail Hour Only: \$1,000

Reception Only: \$1,800

# Floor Plans

To help guide you through the design process, the next few pages include a variety of helpful information for each of our buildings.



We've incorporated an example floor plan and measurements, along with photos of both event barns. This would be a great starting point to share your vision with the vendors you choose to work with, especially your wedding planner and florist. You can show off all the spaces to your favorite people!

Included in your venue rental is a standard set of tables and chairs (within our inventory) to use inside the Rustic and Rose Barn.



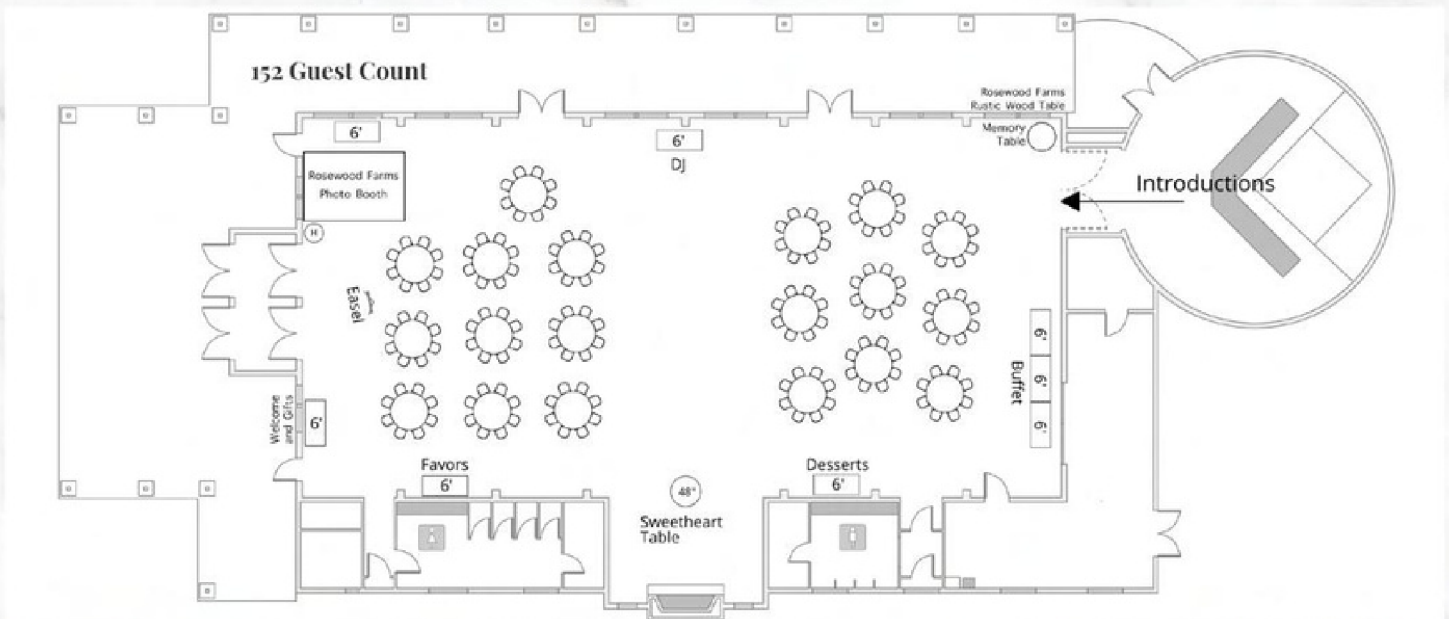
# The Rose Barn

Our beautiful modern barn venue is equipped to comfortably host a reception for 275 guests. The Rose Barn is adorned with three crystal chandeliers, a custom built silo bar, and a grand stone fireplace perfect for photos.



## Measurements

- Main Room: 48' x 98'
- Fireplace Nook: 14' x 22'
- Doorways: 7' wide x 8' tall
- Beams: 19' tall
- Fireplace Mantle: 92" long x 9" wide



# The Rustic Barn

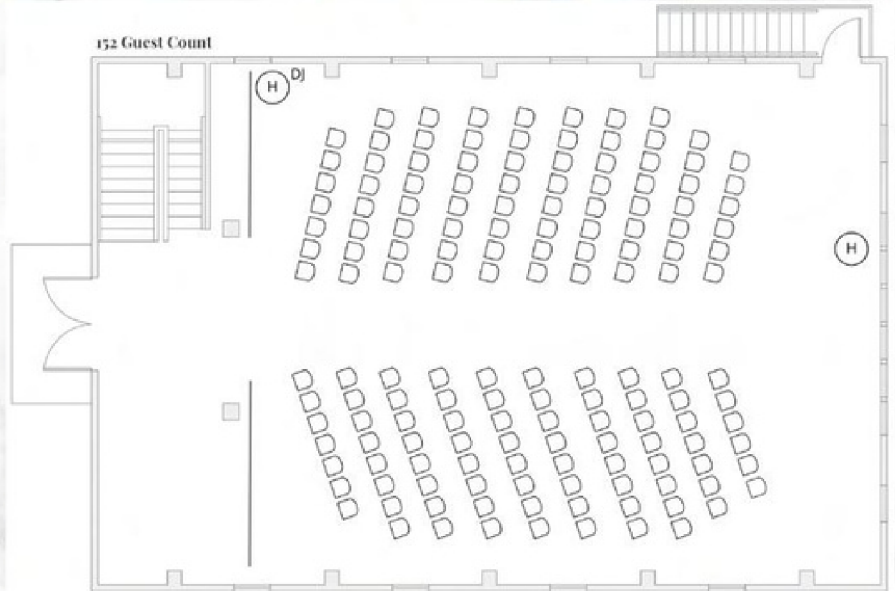
## UPPER LEVEL

Built on the original stone foundation of the barn, is a breathtaking upper level used for ceremonies. Setting The Rustic Barn apart are white-washed walls, stained floors, stunning chandeliers, and a beautiful mezzanine.

The Rustic Barn most comfortably seats up to 175 guests. With flexibility in utilizing the foyer and mezzanine, an additional 50 guests can be seated.



Barn Door Backdrop: 11' wide x 10' tall



# The Rustic Barn

LOWER LEVEL



This space was originally built in the 1880's and has been completely renovated for a unique cocktail hour experience. The lower level of The Rustic Barn is rich with history and has a one-of-a-kind live edge bar.

Sliding glass doors open up to a spacious outdoor patio featuring a covered pergola and outdoor well bar.



# The Suite

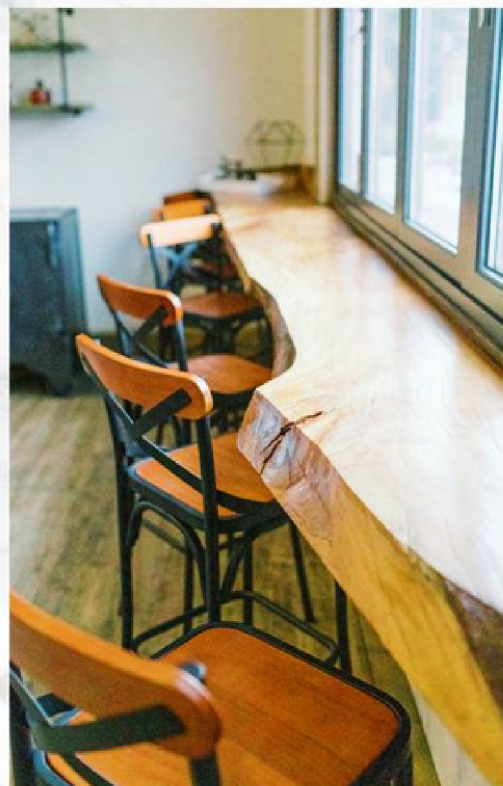
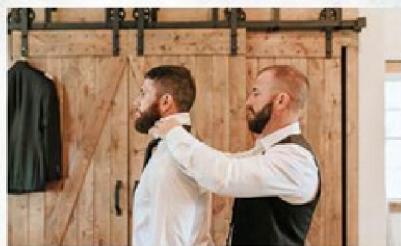


Our renovated farmhouse is complete with hair and make-up stations, multiple dressing rooms, a kitchen, dining area, and a full bathroom. The Suite makes getting ready a breeze!



# The Lounge

Relax on the leather couches or take full advantage of our flat screen TV, video games, billiards table, spa shower, and custom bar.



## Please Note:

The Suite and The Lounge have been designed for you, your wedding parties, and your immediate family members. Food and beverage packages are available to be purchased through Willow and Oak Catering Co. Both The Suite and The Lounge will be locked during cocktail hour and re-opened at the end of the reception. We suggest gathering all of your personal belongings in one area so that it is easier to leave at the end of the night. Please remember the spaces must be left as you originally found them. 15



# *Local Opportunities*

Rosewood Farms is nestled between Baltimore and Philadelphia with close proximity to Newark, Delaware. Within a short drive, there are a variety of hotels, restaurants and social activities.

Listed below are a few local opportunities to share with your guests

## *Hotels*

Hyatt Place  
Newark, DE

Springhill Suites  
Newark, DE

Courtyard by Marriott  
Newark, DE

Christiana Hilton  
Newark, DE

Embassy Suites  
Newark, De

## *Social Activities*

Main Street at the  
University of Delaware

Wilmington Riverfront

Maryland Beer Company

Chesapeake Bay Golf Club

Downtown Chesapeake City

## *Restaurants*

Iron Hill Brewery

Hamilton's on Main

Taverna

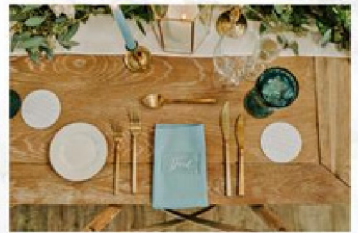
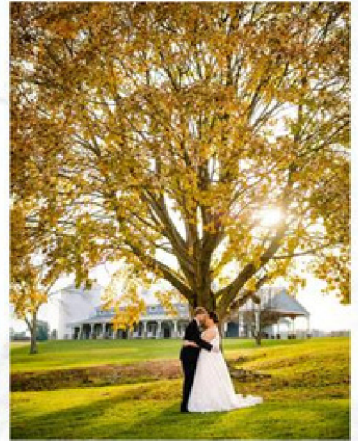
Skipjack's

Steak & Main

The Bayard House



# Wedding Inspiration



# Stay Connected

The best way to stay up to date and get continual wedding inspiration is by following us on social media.

Be sure to tag us in your photos and use our hashtag #RosewoodFarmsMD



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Rosewood Farms - MD Events



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*And so the adventure continues...*

