

DECORATING GUIDELINES & RESTRICTIONS

TIMES to DECORATE

- **Friday events** decorate on Thursday between 2 pm and 4 pm
- **Saturday events** 11 AM the day of event. Vendors 3 hours prior to ceremony i.e DJ, Cakes/Desserts, Photographers, etc

CARRIAGE HOUSE

Gazebo Diagram Go to Recommended Services Party Rental Supplies to find dance floor rentals

Measurements of following:

- Carriage House Gazebo : 30 ft X 60 ft
- Carriage House Pergola: 30 ft W X 15 ft D X 12 ft H. Requires ladder to decorate. Wellers does not provide ladders.
- Fireplace Mantel: 58" W x 11" D
- Main Room Guest Tables: 15 - Long Tables: 8 ft x 30 in & 1 - 4 ft x 30 in (B&G)
- Sunroom Guest Tables: 8 - 48 " Rounds
- Cake Table : 40" X 64" Located in front of fireplace; glass top
- Entrance Tables : 2 - 6 ft tables with linen Outdoor Seating
- Add additional tables : \$25 each: DJ Table, Photo Booth Table etc.
- 9- 48" round cement table No linen. No charge
- Gazebo seating: Rent up to 6 round tables with linen six chairs \$25 ea
- Rent up to 6 high top tables with linen \$20 each

RAISIN RIVER

- Round Guest Tables: 15 - 44" Round Tables seat up to 6 guests per table (92 guests)
- Square Guest Tables 6 - 30" square square tables seating 4 guests per table for additional seating (up to 116)
- Cake Table: 44" Round Table
- Stage: 10' X 19' (6 plugs on stage) and is permanent
- Entry: 4' table for placecards, old stove can be used for display
- Raisin River Linens: White skirting is provided; Choice of White or Ivory Table cloth over skirting.
- Any additional skirted tables are \$25 each
- Raisin River Ceremony Pergola: 15 ft W x 7.5 ft D X 12 ft H
- Wellers provides table numbers. See picture below

DECORATING RESTRICTIONS:

- Wellers is an irreplaceable, historic property on the National Historic Register. Please be mindful when decorating:
- **Nothing may be nailed, taped, stapled or hung from ceilings, pipes, rafters, walls or posts in any rooms**
- All decorations must be removed at the end of the night, including outdoor decorations
- The **wedding aisle** may not be covered with flowers. This is in the contract.
- If renting aisle runner aisles are **120 ft long**; it should be heavy enough not to blow over and create a tripper.
- No more than 3 **candles** per table are allowed; you may use as many supplement with LEDs as you wish
- **Tapered candles** are allowed if enclosed in hurricane glass No oil lamps or candles floating in oil
- No marbles, rocks, confetti, etc. on dining tables or outside; use only in enclosed vases or containers
- No sky/fire lanterns may be released as they are a fire hazard

LET YOUR VENDORS KNOW:

- Room is open 3 hours prior to ceremony for deliveries by vendors, including florist, cakes, DJ etc.
- There is a vendor-usage fee of \$100 for any vendors that require power, and space to set up, Some DJs bring their own tables;
- Wellers charges \$25 for any tables with linen
- DJs and hired contractors may not run extension cords or cable across any walkways, entrances creating a trip hazard
- Classical musicians must bring their own shade umbrella if they require one
- All vendors must bring their own ladders, wire, scissors, extension cords, and anything they require to complete their job
- You have 45 minutes after bar closes to remove all decorations, equipment, florals or anything you wish to keep
- No coolers are available to store cakes, desserts or flowers
- Outside linen companies may set up 3 hours prior to your ceremony & must be removed at the end of the evening
- Wellers will not be responsible for any items left behind
- Vendors may not create any type of trip, fall, fire, flood hazard or additional cleaning with their equipment or decorations.
- Vendors must take all empty boxes out with them..what comes in must go out. Wellers dumpster may not be used for this purpose.

CARRIAGE HOUSE GAZEBO DECORATING:

- There are eight spotlights in the ceiling of the gazebo and decorative white string lighting You may wrap lights around posts and railings or hang lights or lanterns on the wire in gazebo; you will need to bring your own ladders, string, etc
- There is one 20-amp circuit to the gazebo; any lighting you bring in will lower available power for DJs and bands
- There are ground and path lights, and up-lighting all around the gazebo and patios
- Nothing may be nailed, taped, or stapled to the posts or railings
- All decorations in room, gazebo and ceremony pergola will need to be removed within 45 minutes after the bar closes
- Any decorations, flowers, vases left behind that Wellers removes will be discarded
- Please be respectful; there is another event following yours. Damages and decorations left behind will result in labor charges @ \$50/hr.