

INCLEMENT WEATHER: Instructions

To make a change to ceremony location: Text: these 3 numbers:

734-255-9939 Banquet Manager

734-904-4760 Owner

734-512-8333 Office wedding planner

- Please verify who you are in text
- Be specific as to which option below you are choosing
- If choosing Option 2, where you are moving guests from Table # 7
<http://www.wellersweddings.com/downloads/Room%20Diagrams/CH%20Indoor%20Ceremony%20Diagram.pdf>

Option 1: (requires **minimum 4 hours** notice prior to ceremony start time)

Move CEREMONY into gazebo & dancing remains in gazebo: (*requires 4 hours notice prior to ceremony start time*)

- We move any round tables to accommodate 150 ceremony chairs. If client changes their mind and decides to do ceremony outdoors (i.e. does not use the chairs we set up), they will be charged \$1.50 per chair;
- We remove the chairs in gazebo and put round tables back up.
- No refund for ceremony grounds for option 1

Option 2

Move CEREMONY & DANCING inside banquet room for duration of event (*Requires 24 hour notice prior to ceremony start time*)

- We move/remove buffet table and head table to clear area for ceremony.
- We set up 24 chairs to create an aisle. See ceremony page on our website.
<http://www.wellersweddings.com/downloads/Room%20Diagrams/CH%20Indoor%20Ceremony%20Diagram.pdf>
- Remove table #7 to accommodate a space for DJ to set up indoors; tell us where to move guests from table # 7.
- The remaining guests sit at their tables through the ceremony
- You will be refunded half the ceremony fee with 24 hour notice
- If you cancel outdoor bar you will be refunded the Outdoor Bar Set-Up fee of \$175. Please include this in your text message.
- Must still pay for three bartenders if outdoor bar is canceled inside room
- If canceling a 4th bartender you will be charged ½ the bartender fee for 4th bartender