



WELLERS EVENT PLANNING PACKAGE

555 West Michigan Avenue
Saine, Michigan 48176
734-429-2115
wellersweddings.com

PLANNING A WEDDING AT WELLERS

TWO PLANNING MEETINGS with Wellers

90-Day Planning Meeting

We will send you an email with possible dates and times for this meeting:

1. Please complete the 90-day Planning Worksheet our event planner.
2. At the end of this meeting we give you a printout with everything you wanted/ordered.
3. You will be given your first Invoice at the close of the meeting.
4. Pay one-half of this invoice with a personal check, cashier's checks or cash.

Final Meeting

The final meeting is scheduled at the close of your 90-day meeting:

1. It is 10-14 days prior to your wedding.
2. We will review your entire event with you.
3. You will need to submit your final seating diagram.
4. Pay final invoice: personal check.
5. Pay bartenders: personal check(s).

YOU NEED TWO CONTACT PEOPLE

MAIN CONTACT PERSON

Your Main Contact Person _____ Cell # _____

Seated at Table # _____ Give them: Vendor Contact List _____ Final Worksheet _____

1. Give them a copy of your 90-day Final Worksheet and a copy of your Vendor Contact List
2. Pick someone not in wedding party; typically not moms or dads.
3. The most common person is an Aunt.
4. The main contact person: this is the person we would go to if something comes up.

BAR CONTACT PERSON:

Bar Contact Person _____ Cell _____

Seated at Table # _____ Cell Phone # _____

1. Typically the father of either bride or groom.
2. The Bar Contact person should introduce themselves to the bartenders.
3. The bartenders will let them know if you are running out of anything, give them tip at end of night if no tip jar etc.
4. If there is a problem with anyone at the bar they will let the Bar Contact know.

BASIC TIMELINES FOR EACH ROOM

CARRIAGE HOUSE BASIC

5 PM TIMELINE

- _____ 1:00 PM Bridal Party at Hospitality House
- _____ 3:00 PM Photographer arrives at Hospitality House
- _____ 3:30 PM First Look with Father OR Groom
- _____ 4:00 PM Groom & Groomsmen arrive at ceremony
- _____ 4:30 PM Guests arrive and seated for ceremony
- _____ 4:45 PM Bride Arrives for Ceremony
- _____ 5:00 PM Ceremony 4 PM to 4:30 PM
- _____ 5:30 PM Cocktail Hour: Bar Opens & Hors' doeuvres
- _____ 6:00 PM Seat Guests for dinner;
- _____ 6:30 PM Grand Entrance B&G and wedding party
- _____ 6:45 PM Speeches allow 5 min for each person
- _____ 7:00 PM Dinner Service
- _____ 20-30 minutes B&G Walk around tables
- _____ 8:15 PM Cake Cutting – Photos
- _____ 8:30 PM Golden Hour Photos Bride and Groom
- _____ 8:45 PM B&G First Dance & Special Dances
- _____ 8:45 PM Dance Floor Opens
- _____ 10:00 PM Snacks
- _____ 11:00 PM Last Call & Final
- _____ 11:30 PM Bar Closes: music stops, lights up!!
- _____ 11:30 PM Remove decorations
- _____ 11:15 PM Property Closed

Cars may be left and picked 7 am and 11 am next day

RAISIN RIVER BASIC

4 PM TIMELINE

- _____ 12:00 PM Bridal Party at Hospitality House
- _____ 2:00 PM Photographer arrives at Hospitality House
- _____ 2:30 PM First Look with Father OR Groom
- _____ 3:00 PM Groom & Groomsmen arrive at ceremony
- _____ 3:30 PM Guests arrive and seated for ceremony
- _____ 3:45 PM Bride Arrives for Ceremony
- _____ 5:00 PM Ceremony 4 PM to 4:30 PM
- _____ 4:30 PM Cocktail Hour: Bar Opens & Hors'
- _____ 5:00 PM Seat Guests for dinner;
- _____ 5:30 PM Grand Entrance B&G and wedding party
- _____ 5:45 PM Speeches & Blessing
- _____ 6:00 PM Dinner Service
- _____ 6:30 PM 20-30 minutes B&G Walk around tables
- _____ 7:15 PM Cake Cutting – Photos
- _____ 7:30 PM Golden Hour Photos Bride and Groom
- _____ 7:45 PM B&G First Dance & Special Dances
- _____ 7:45 PM Dance Floor Opens
- _____ 9:00 PM Snacks
- _____ 10:00 PM Last Call & Final
- _____ 10:30 PM Bar Closes: music stops, lights up!
- _____ 10:30 PM Remove decorations
- _____ 10:15 PM Property Closed

Cars may be left and picked 7 am and 11 am next day

WEDDING CHECKLIST

SIX TO TWELVE MONTHS BEFORE

- Determine the guest list
- Select a wedding date and time.
- Make a preliminary budget..
- Book your ceremony and venue.
- Start compiling names and addresses of guests.
- Select bridal attendants and attire
- Have fiancé select his attendants and attire
- Research accommodations in the area and reserve a bank of rooms
- Using the Recommended Services List on Wellers website & the Vendor Contact List begin building your list of vendors.

FOUR MONTHS BEFORE

- Make appointment for Ninety-Day Planning Meeting with Wellers: 734-429-2115 or email: wellers2@aol.com
- Meet with officiant and write wedding vows together if doing non-traditional ceremony.
- Make final selection of your Vendors : Hotels, Transportation, DJs, Baker, Florist, Officiant, Photographer etc.

THREE MONTHS BEFORE

- 90-day planning meeting with Wellers. Complete the Worksheet in this package.
- Schedule Final Meeting with Wellers for one week prior to your wedding
- Address invitations and announcements. They should be mailed four to six weeks before wedding.

TWO MONTHS BEFORE

- Order invitations and personal stationary. (Don't send invitations until one month prior to wedding)
- Finalize all details with photographer, florist, menu, linens, etc.
- Order wedding cake. Make sure you also order cake boxes for guests to take home cake.
- Finalize ceremony details with officiate.
- Make rehearsal arrangements & plan rehearsal dinner.
- Make appointments with hairdresser

ONE MONTH BEFORE

- Send out list "B" invitations with RSVP for two weeks prior to wedding
- Get blood test and marriage license.
- Get necessary forms to change names on Social Security card, driver's license, insurance and medical plans, bank accounts
- Reconfirm the accommodations for out-of-town guests. Arrange to have possessions and gifts moved to your new home.
- Give a change-of-address card to the post office.
- Contact guests who have not responded.
- Give photographer the list of pictures you want.
- Meet with A&L to order your liquor.

ONE WEEK BEFORE

- Final Meeting for final review of wedding details, final guest count, final payment, bartender payments
- Rehearsal with all participants, reviewing their duties.

DAY BEFORE

- Thursday Rehearsal
- Attend rehearsal dinner party.

ON YOUR WEDDING DAY

- Arrive at Hospitality four hours prior to ceremony for hair and makeup. (or other staging area you have chosen, hotel, arbnb, etc..)
- Fix hair or have an appointment to have it done at least three to four hours before the ceremony.
- Have all accessories together.
- If pictures are being taken before the ceremony, then have yourself and attendants ready about two hours before the ceremony.

AFTER THE WEDDING

- Post pictures on social media
- Write and mail thank-you notes.

- Set up meeting with photographer to make selections

90- DAY PLANNING WORKSHEET

Fill out and bring to your 90-day planning meeting. You will be required to pay 1/2 of your estimated invoice at this time.

TIME LINE

Insert your start time in the blanks.

- ___ Hospitality House Rental 4 hrs
- ___ Add Hours at Hospitality House
- ___ Pictures Bridal Party *at house*
- ___ Pictures Groom & Groomsmen
- ___ Opens for decorating 3hrs *b4*
- ___ Ceremony at Wellers 30 min
- ___ Ceremony Away from Wellers
- ___ Bar Opens 6-hrs *start to close*
- ___ Hors D'oeuvres (*same as bar time*)
- ___ Seat guests for Dinner 20 min
- ___ Rolls & Salad at Tables 20 min
- ___ B&G Grand Entrance 10 min
- ___ Toasts 3-10 min
- ___ Buffet Dinner Starts 45 min- 1 hr
- ___ Bride & Groom Walk About
- ___ Cake Cutting Time
- ___ Golden Hour Photos outdoors
- ___ Bridal Dance 10 min
- ___ Band/DJ Start Dance Party
- ___ Snacks Served
- ___ Bar Closing Time 6 hrs *after open*
- ___ *Remove decorations 45 min*

CEREMONY INFORMATION

- ___ Ceremony at Wellers
- ___ Ceremony at other location
- ___ DJ supplying music & microphones
- ___ DJ Table \$25
- ___ Reading Stand \$25
- ___ Urn Rental \$15ea

HORS D'OEUVRES

- _____ \$ _____
- _____ \$ _____
- _____ \$ _____

MENU NAME _____

Gluten Free Meals _____

Need name & table # at final meeting

Vegan Meals _____ \$5 extra

Need name & table # at final meeting

ALCOHOL PURCHASE

A&L Wine Castle: Maher: 734-665-9463

- Bar Contact _____
- Cell # _____
- Event Insurance Certificate # _____
- ___ # of Bartenders__
- ___ Beer at Outdoor Bar
- ___ Liquor Delivered on Thursday
- ___ # Kegs _____ (*Carriage House only*)
- ___ # cs bottled beer _____ (*RR room only*)
- ___ Red wine at bar
- ___ White wine at bar

TOAST TIME OPTIONS:

- ___ Guests Toast with regular drinks
- ___ Champagne at head table only
- ___ Champagne glasses (.50 each)
- ___ One bottle champagne at each table
- ___ How many people presenting a toast?
- ___ Allow 5 minutes per toast
- ___ Blessing 5 min

DESSERTS

- No Refrigeration available for storing desserts
- ___ Wedding Cake
- ___ Bringing in Cupcakes
- ___ Cookies
- ___ Other
- ___ Wellers Cupcake display service
- ___ Wellers Mulled Cider & Donuts

DESSERT DISPLAY & SERVICE

- ___ Client cuts & brings in set ups \$0
- ___ Client cuts & rents china plate .75 PP
- ___ Wellers cuts & serves cake \$2.25 PP
(Includes china plates, forks)
- ___ Wellers displays your desserts
- ___ Wellers displays your cupcakes
- ___ Wellers displays your cookies

LATE NIGHT SNACKS

- No later than 10:00 PM
- ___ Time to serve
- ___ Pizza
- ___ Warm Bavarian Pretzels
- ___ Cider & Donuts (Fall only)

Notes

BANQUET ROOM SET UP

- ___ # Guests
- ___ # Seats @ Head table _____
- ___ # Highchairs _____ #Booster Seats
- ___ Bringing in table runners?
- ___ Napkin color _____
- ___ Outside linens? Time _____

Table Decorations & Easels

- ___ Bringing in own candles/holders
- ___ Wellers Black farm lanterns \$5 ea
- ___ Wellers Floor Easel \$25
- ___ Wellers Table Easel \$5
- ___ Living Garland
- ___ Centerpieces
- Placecard table, gift table, table numbers and envelope mailbox are provided*

DANCE PAVILION/GAZEBO

- ___ # Round tables w/6 chairs \$25ea
- ___ # High-top bar tables \$20ea
- ___ Skirted DJ table \$25
- ___ Other skirted tables \$25 each
- ___ Renting Dance Floor

YOUR VENDORS

Your main contact person:

Cell: _____

Is your main contact a paid wedding planner? Yes No Cell: _____
Person setting up: _____

Officiant: _____

Point person for ceremony & rehearsal? _____

Cell: _____
Florist: _____

Cell: _____
Photographer: _____

Cell: _____
Ceremony Music - DJ/Band: _____

Baker: _____
Cell: _____

Hotel: _____

Transportation: _____
Who takes gifts? _____

Who takes envelopes? _____

VENDOR CONTACTS

VENUE

Company **Wellers Inc.**
Contact: **Wendy Weller**
Phone **734-429-2115**
Email **wellers2@aol.com**

ALCOHOL PURCHASE

Company **A&L Wine Castle**
Contact: **Maher**
Address **2424 West Stadium A2**
Phone **734-665-9463**

HOSPITALITY HOUSE

Name **Wellers Hospitality House**
Contact **734-255-9939**
Address **113 W. McKay St., Saline, MI**
Email **wellers2@aol.com**

CLIENT

Name _____
Contact _____
Email _____
Cell Phone _____

MAIN CONTACT PERSON

Name _____
Contact _____
Email _____
Cell Phone _____

BAR CONTACT PERSON

Name _____
Contact _____
Email _____
Cell Phone _____

CEREMONY LOCATION

Company _____
Contact _____
Address _____
Cell Phone _____

CEREMONY MUSIC

Company _____
Contact _____
Address _____
Cell Phone _____

HOTEL

Name _____
Contact _____
Email _____
Cell Phone _____

FLORIST

Company _____
Contact _____
Address _____
Cell Phone _____

DRESSES

Company _____
Contact _____
Address _____
Cell Phone _____

HAIR

Name _____
Contact _____
Email _____
Cell Phone _____

PHOTOGRAPHER

Company _____
Contact _____
Address _____
Cell Phone _____

TUXEDOS

Company _____
Contact _____
Address _____
Cell Phone _____

MAKE UP

Name _____
Contact _____
Email _____
Cell Phone _____

VIDEOGRAPHER

Company _____
Contact _____
Address _____
Cell Phone _____

DJ or BAND

Company _____
Contact _____
Address _____
Cell Phone _____

BAKER

Name _____
Contact _____
Email _____
Cell Phone _____

OTHER:

Company _____
Contact _____
Address _____
Cell Phone _____

SET UP PERSON

Company _____
Contact _____
Address _____
Cell Phone _____

TRANSPORTATION

Name _____
Contact _____
Email _____
Cell Phone _____

OTHER:

Company _____
Contact _____
Address _____
Cell Phone _____

OTHER:

Company _____
Contact _____
Address _____
Cell Phone _____

OTHER:

Company _____
Contact _____
Address _____
Cell Phone _____

THURSDAY REHEARSAL GUIDELINES

Wellers staff does not coordinate rehearsals or ceremonies.

Organizing your Rehearsal

1. Use this Worksheet as a meeting guide with your wedding party & family. Go over the items on this worksheet with wedding party & family at the rehearsal before you do your Ceremony Walk Through.

THURSDAY REHEARSAL INFORMATION

Friday weddings rehearse on Thursday at 4 PM. They may set up/ decorate their room from 2pm –4pm

Saturday weddings come in on Thursday to rehearse at 6:00 PM Decorate your room on Saturday at 11 am

- Carriage House uses West Ceremony grounds behind the Carriage House
- Raisin River Room uses East Ceremony Grounds on the east side of river bank
- Restrooms are open at the rear of the Carriage House for use during rehearsals.
- Banquet rooms are not open during rehearsals.
- Thursday Rehearsal Dinner Name _____ Address _____ Time _____

DAY OF WEDDING INFORMATION YOUR WEDDING PARTY & FAMILY

1. Where is bridal party getting ready the day of wedding: _____ Address: _____ Time _____
2. Where are groomsmen getting ready the day of wedding: _____ Address: _____ Time _____
3. Where are guests staying Hotel Airbnb _____ Address: _____ Time _____
4. Will you have a shuttle, Uber, or other transportation from that location on the Day of Wedding yes ___ no ___
5. Shuttle Pick Up Time from accommodation _____ Shuttle pick up times at end of party pick-up time _____
6. Who is bringing the wedding rings _____ Who is bringing marriage license _____

ARRIVAL TIMES THE DAY OF WEDDING

Arrival times at Wellers on the day of your wedding: Usually an hour prior to ceremony

- DJ / Music Arrival Time: _____
- Photographer Arrival Time: _____ First Look ? _____ Where? _____
- Officiant: Arrival Time: _____
- Groom & Groomsmen: Arrival Time: _____ At Hospitality House _____ PM or Other _____ PM
- Bride & Bridesmaids: Arrival Time: _____ At Hospitality House _____ PM or Other _____ PM
- Parents & family members: Arrival Time: _____
- Flower girl Ring Bearer: Arrival Time: _____

BEFORE THE CEREMONY

Are you doing a First Look? Time: _____ Where _____

AFTER THE CEREMONY

- Wedding party should remain at ceremony area for pictures after ceremony.
- Where and when are you signing marriage license after ceremony? _____
- Bar opens 30 minutes after Ceremony start time

OTHER

CEREMONY GUIDELINES

THURSDAY REHEARSAL TIMES:

- If you have a **Friday wedding**: Rehearse on Thursday @ 4 PM.
- If you have a **Saturday wedding**: Rehearse on Thursday @ 6 PM

REHEARSALS AT WELLERS

- Wellers does not oversee rehearsals or ceremony. Worksheets are provided in this package.
- Please appoint a point person from your group to go over these worksheets with your wedding party at the rehearsal
- Ask your officinal to attend your rehearsal
- There is a restroom open at the back of the Carriage House for use by both event Rooms are not open during rehearsals.

ORDER TO WALK DOWN WEDDING AISLE Use this as a guideline and modify as desired.

1. OFFICIANT Name _____

The officinal is traditionally honored with the opening spot in the processional. However, some couples prefer a more subtle approach with the officinal entering the ceremony from the side of the venue, leading the groom and groomsmen, to take his/her place at the altar.

2. GROOM _____

Traditionally, he walks down the aisle solo but some grooms prefer walking down the aisle escorted by both parents. Other grooms prefer a more subtle approach by entering the ceremony from the side of the venue (following the officiant and followed by the groomsmen) to take his place at the altar

3. BEST MAN Name _____

He walks down the aisle solo, following the groom, and stands to the right of the groom during the ceremony

4. GROOMSMEN Names _____

They follow the Best Man and walk down the aisle solo or in pairs. They take their places up front, on the right side, with the first groomsmen taking his place farthest from the groom. The groomsmen might form a diagonal line so they all get a good view of the couple

5. BRIDESMAIDS Names _____

They walk down the aisle solo or in pairs. They take their places up front, on the left side, with the first bridesmaid taking her place farthest from the bride. The bridesmaids might form a diagonal line so they all get a good view of the couple.

6. MAID OF HONOR/MATRON OF HONOR Name _____

Before she walks down the aisle, she should do a final check to make sure the bride's veil, dress, and train look perfect. Then she walks down the aisle solo, following the rest of the bridesmaids, and stands at the bride's side during the ceremony. She might hold the bride's bouquet during the ceremony and then return it to the bride after the kiss. Read through our complete lists of maid of honor duties.

7. FLOWER GIRL AND RING BEARER Name _____

The children can walk together or the ring bearer can enter before the flower girl. Traditionally, the ring bearer carries the wedding rings tied to a pillow (or decoys, if he's too little to be trusted with the real things; then the best man would hold the actual rings). The flower carries basket of flower petals, and scatters as she walks, or a small bouquet of flowers. The children may then be seated with their parents.

8. BRIDE AND PERSON WALKING HER DOWN AISLE Names _____

The bride is escorted down the aisle by her father, who stands on her right side. Traditionally, after he gives her away, he lifts her veil, gives her a kiss, and then takes his seat in the first row next to the bride's mother. The bride can give her bouquet to the maid/matron of honor once the ceremony proceedings begin (this way, she'll have both hands free for the exchange of rings and reading of the vows).

HOLDING AREA FOR BRIDE & Person walking her down the aisle Name _____

Carriage House: Wait in the Carriage House sunroom. There is an entrance and exit door to the ceremony area

Raisin River Room: Wait in the Raisin River Room entrance across from the East Ceremony wedding aisle entrance

WHERE WEDDING PARTY STANDS AT ALTAR

POSITIONS AT ALTAR

Participants in your Ceremony

1. _____ Officiant Stands in middle
2. _____ Groom Stands on right facing officiant
3. _____ Bride Stands on left facing officiant
4. _____ Maid of Honor Stands to left of bride
5. _____ Bride's Maids Stands to left of bride & maid of honor
6. _____ Best Man Stands to right of groom
7. _____ Groom's Men Stands to right of groom & best man
8. _____ Ring Bearer Stands to right of groom's men
9. _____ Flower Girl Stands to right of groom & best man

WHERE to STAND at the ALTAR



Brides family sits on left	Grooms Family sits on right
X X X X X X X X	X X X X X X X X X
X X X X X X X X	X X X X X X X X X

BEVERAGE & BAR INFORMATION

NON-ALCOHOLIC BEVERAGE SERVICE: (this is included in your base price and is required)

- Seven Pops and Mixers: Pepsi, Diet Pepsi, Sierra Mist, Gingerale, Sour Mix, Tonic, Club Soda, Iced Tea
- Five Juices: Orange, Pineapple, Cranberry, Grapefruit, and Bloody Mary Mix. Sour Mix
- Glassware: Inside Bar: glass through dinner; plastic after dinner. Outside Bar: Plastic only We use clear solo glasses.
- Condiments: Lemons, Limes, Cherries, Olives;
- Bar Napkins & Stirrers
- Note: It does not include: Oranges, Mint, Rosemary: these items can be ordered through our kitchen \$20
- It does not include specialty items like Roses Lime Juice, simple syrup, or any specialty juices or mixers not listed above.
- Any other juices, liqueurs or mixers for signature drinks must be ordered through A&L

ALCOHOL must be purchased through A&L Wine Castle

1. Email questions and to set up your meeting one month prior to your wedding: info@aandlwinycastle.com
2. A&L will deliver your alcohol order to Wellers the Thursday prior to your wedding
3. You will need to take any leftover or unopened alcohol with you at the end of the night
4. BEER purchase RESTRICTIONS
 - Carriage House: Beer in kegs only; no bottled or canned beer
 - Raisin River Room: Bottled or canned beer only. No keg beer.

EVENT INSURANCE//LIQUOR LIABILITY INSURANCE

- Go to /Recommended Services for list of online Event Insurers in the State of Michigan the person(s) hosting a private event and providing/purchasing the alcohol is the liable party.
- This insurance protects you from any type of lawsuit. that could arise from an inebriated guest(s) causing damage or harm to Wellers, another guest or themselves.
- Wellers needs to be named on your insurance policy.

CONTRACT BARTENDERS

- We will schedule bartenders for you; you will pay for them at your final meeting.
- Number of bartenders you will need: General rule of thumb is 1 bartender for every 50 guests:
 - **CARRIAGE HOUSE: 2 to 4 bartenders depending on s # guests, champagne toast etc.**
 - **RAISIN RIVER ROOM: 1 to 2 bartenders depending on # guests, champagne toast etc.**
- Bartenders are paid \$240 (\$280 in 2024) for 8 hours of service which includes one hour set up, one hour clean up
- You will need to pay bartenders by personal check at your final meeting with Wellers.. one check per bartender
- You may not supply your own bartenders.
- Bartenders must serve all alcohol, i.e. servers are not allowed to handle alcohol.
- Guests may not self serve or bring in their own alcohol
- Wellers will ask for a Bar Contact Person they can connect with through the night should any issues arise. Usually this is either the father of the bride or groom.
- Bartenders will pack up unopened or leftover alcohol for you to take at the end of the night.

CLOSING BAR AND EVENT

- Carriage House bar closes at 11:30 PM. No exceptions
- Raisin River Bar closes at 10:30 PM. No exceptions
- Property must be vacated 45 minutes to 1 hour after bar closes, i.e. gates will be locked at that time.
- Cars may be left overnight and picked up between 7 am and 11 am the next morning.

MICHIGAN DRINKING LAWS

- The legal limit for drinking and driving in Michigan is .08 or below, which is approximately two drinks.
- Bartenders are required by law to check I.D. No one under the age of 21 will be served. This includes the bride, groom and wedding party.
- Michigan State laws are very strict regarding drinking and driving violations
- It is better to have an "afterglow" in the safety of your hotel room after your event.
- It is recommended that you provide some type of shuttle or transportation for your guests who should not drive;
- Cars may be left overnight at Wellers and picked up the next day between 7 am and 11 am.

SEATING ASSIGNMENTS WORKSHEET

complete for your Final Meeting To give to Wellers

- **Carriage House Tables:** Head Table 18 Maximum; 13 Rectangle Tables 6-8 each; 8 Rounds in Sunroom: 4-8 each
- **Raisin River Room Tables:** Head Table 2; 15 Round Tables 4-6 each; 6 Square Tables 2-4 each = 116 Maximum
- Display your seating chart at the entrance.
- Number your tables according to table numbering on our Room Diagrams
- Indicate “B” for booster chairs and “H” for highchairs “C” for child 5 who will use a regular chair
- Indicate Gluten Free Guests on table # with GF with their name

Adults _____ + # Children five and under _____ + # Vendors _____ = _____ Total Guest Count

Wedding Party Table 1 Table 2 Table 3 Table 4

Table 5 Table 6 Table 7 Table 8 Table 9

Table 10 Table 11 Table 12 Table 13 Table 14

Table 15 Table 16 Table 17 Table 18 Table 19

Table 20 Table 21 Table 22 Table 23 Table 24

DECORATING GUIDELINES & RESTRICTIONS

TIMES to DECORATE

- Friday events decorate on Thursday between 2 PM and 4 PM. Then go out to ceremony grounds for their rehearsal
- Saturday events: Room opens at 11 PM for decorating. Vendors: 3 hrs prior to ceremony: Cake, DJ

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 Table: 1 -6 ft table with linen (included)
- 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 including six chairs \$25
- 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 3 - 30" square square tables to seat up 100
- 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 Included
- Raisin River Linens: White skirting is provided; Choice of White or Ivory overlay
- 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.
- No more than 3 live flames per table are allowed; you may supplement with LED candles 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 i.e. ice cream cart refrigeration, hot dog carts, and cappuccino stations. Does not pertain to your DJ
- 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 what they require to do their set up including ladders, wire, scissors, extension cords etc.
- You have 45 minutes after bar closes to remove all decorations and equipment
- 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 is not liable for items left behind. Damages will result in labor charges @ \$50/hr.
- 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 etc.. What comes in with them must go out.

CARRIAGE HOUSE GAZEBO DECORATING:

- There is one 20-amp circuit to the gazebo; any lighting you bring in will lower available power for DJs and bands
- Lighting is provided around wedding aisle, gazebo and patios
- All will need to be removed within 1 hour of bar closing time.
- Any decorations, flowers, vases left behind that Wellers removes will be discarded
- Please be respectful; there is another event following yours.