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

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

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

### RAISIN RIVER BASIC

#### 4 PM TIMELINE

<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
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<tbody>
<tr>
<td>12:00 PM</td>
<td>Bridal Party at Hospitality House</td>
</tr>
<tr>
<td>2:00 PM</td>
<td>Photographer arrives at Hospitality House</td>
</tr>
<tr>
<td>2:30 PM</td>
<td>First Look with Father OR Groom</td>
</tr>
<tr>
<td>3:00 PM</td>
<td>Groom &amp; Groomsmen arrive at ceremony</td>
</tr>
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<td>5:30 PM</td>
<td>Cocktail Hour: Bar Opens &amp; Hors’</td>
</tr>
<tr>
<td>5:45 PM</td>
<td>Speeches &amp; Blessing</td>
</tr>
<tr>
<td>6:00 PM</td>
<td>Dinner Service</td>
</tr>
<tr>
<td>8:15 PM</td>
<td>Cake Cutting – Photos</td>
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<td>B&amp;G First Dance &amp; Special Dances</td>
</tr>
<tr>
<td>9:00 PM</td>
<td>Snacks</td>
</tr>
<tr>
<td>10:00 PM</td>
<td>Last Call &amp; Final</td>
</tr>
<tr>
<td>10:15 PM</td>
<td>Property Closed</td>
</tr>
</tbody>
</table>

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 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&I 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 3 hrs before
- Ceremony at Wellers 30 min
- Ceremony Away from Wellers
- Bar Opens 6 hours 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 hours 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 $15 ea

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 at Head table ______
- # Highchairs ______ Booster Seats
- Bringing in table runners?
- Napkin color ______
- Outside linen? 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 mail box are provided

DANCE PAVILION/GAZEBO

- # Round tables w/6 chairs $25 ea
- # High-top bar tables $20 ea
- 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**

## CEREMONY LOCATION
- **Company**
- **Contact**
- **Address**
- **Cell Phone**

## CEREMONY MUSIC
- **Company**
- **Contact**
- **Address**
- **Cell Phone**

## FLORIST
- **Company**
- **Contact**
- **Address**
- **Cell Phone**

## PHOTOGRAPHER
- **Company**
- **Contact**
- **Address**
- **Cell Phone**

## TUXEDOS
- **Company**
- **Contact**
- **Address**
- **Cell Phone**

## DJ or BAND
- **Company**
- **Contact**
- **Address**
- **Cell Phone**

## BAKERY
- **Company**
- **Contact**
- **Address**
- **Cell Phone**

## MAKE UP
- **Company**
- **Contact**
- **Address**
- **Cell Phone**

## TRANSPORTATION
- **Company**
- **Contact**
- **Address**
- **Cell Phone**

## OTHER:
- **Company**
- **Contact**
- **Address**
- **Cell Phone**

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## BAR CONTACT PERSON
- **Name**
- **Contact**
- **Email**
- **Cell Phone**

## HOTEL
- **Name**
- **Contact**
- **Email**
- **Cell Phone**

## HAIR
- **Name**
- **Contact**
- **Email**
- **Cell Phone**

## MAKE UP
- **Name**
- **Contact**
- **Email**
- **Cell Phone**

## TRANSPORTATION
- **Name**
- **Contact**
- **Email**
- **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 RingBearer: 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
• Wellsers 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

<table>
<thead>
<tr>
<th>Brides family sits on left</th>
<th>Grooms Family sits on right</th>
</tr>
</thead>
<tbody>
<tr>
<td>X X X X X X X X X X X X</td>
<td>X X X X X X X X X X</td>
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<tr>
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</tbody>
</table>
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@aandlwinecastle.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 # 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

<table>
<thead>
<tr>
<th>Wedding Party</th>
<th>Table 1</th>
<th>Table 2</th>
<th>Table 3</th>
<th>Table 4</th>
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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 encased 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.