



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 _____

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,
4. If there is a problem with anyone at the bar they will let the Bar Contact know.

BASIC TIMELINES FOR EACH ROOM

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
- _____ **4:00 PM Ceremony**
- _____ **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
- _____ 6:20 PM 20-30 minutes B&G Walk around tables
- _____ 7:15 PM Cake Cutting – Photos
- _____ 7:30 PM B&G First Dance & Special Dances
- _____ 7:45 PM Dance Floor Opens
- _____ 8:15 PM Golden Hour Photos Bride and Groom
- _____ 9:00 PM Snacks
- _____ 10:00 PM Last Call & Final
- _____ **10:30 PM Bar Closes:** music stops, lights up!
- _____ 10:30 PM Remove decorations
- _____ 11:30 PM Property Closed

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

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**
- _____ **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
- _____ 7:30 PM 20-30 minutes B&G Walk around tables
- _____ 8:15 PM Cake Cutting – Photos
- _____ 8:30 PM B&G First Dance & Special Dances
- _____ 8:45 PM Dance Floor Opens
- _____ 8:45 PM Golden Hour Photos Bride and Groom
- _____ 10:00 PM Snacks
- _____ 11:00 PM Last Call & Final
- _____ **11:30 PM Bar Closes:** music stops, lights up!!
- _____ 11:30 PM Remove decorations
- _____ 12:30 PM Property Closed

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

BRIDE & GROOMS 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 Wellers Recommended Services 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 important forms
- _____ 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
- _____ Fix hair or have an appointment to have it done at least three to four hours before the ceremony.
- _____ Have all accessories together.
- _____ Arrive at Wellers 30 minutes prior to 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

TIME LINE

Insert your start time in the blanks.

____ Hospitality House Rental *5 hrs*
____ Add Hours at Hospitality House
____ Pictures Bridal Party *at house*
____ Pictures Groom at Wellers

____ Ceremony at Wellers *30 min*
____ Ceremony Away from Wellers
____ Bar Opens *6-hrs start to close*
____ Hors D'oeuvres
____ Seat guests for Dinner
____ Rolls & Salad at Tables
____ B&G Grand Entrance *10 min*
____ Toasts *3-10 min*
____ Buffet Dinner Starts
____ Bride & Groom Walk About
____ Cake Cutting Time
____ Bridal Dance *10 min*
____ Band/DJ Start Dance Party
____ Start Dance Party
____ Golden Hour Photos outdoors
____ Snacks Served
____ Bar Closing Time
____ *Remove decorations 45 min*

CEREMONY REHEARSAL

____ **Point Person for Rehersal**
____ pm Thursday Rehearsal
____ pm Rehearsal Dinner Location

CEREMONY

____ Officiant _____
____ Point Person for Rehersal
____ Rehearsal Worsheet Complete
____ pm Ceremony Time at Wellers
____ pm Ceremony at other location
____ DJ supplying music & mics
____ Other music:
____ DJ Table RR only
____ Reading Stand Rental
____ Unity Table n/c
____ Urn Rental (no flowers)

MENU

____ pm List Hors D'oeuvres Selections
____ pm Dinner Menu _____

BAR SERVICE

Bar Contact Usually father: _____
Cell # _____
Event Insurance Certificate # _____

Alchol Purchase:

A&L: Maher: 734-665-9463

Liquor is Delivered on Thursday

____ # cs bottled beer # kegs _____
____ Liquor _____ Beer _____ Wine
____ Champagne # of bottles _____
____ Ordering Oranges, Mint?

BARTENDERS

____ # Bartenders 1 for every 50 Guests
____ Beer at Outdoor Bar
____ # Kegs _____ (*Carriage House only*)

TOAST/SPEECHES OPTIONS:

____ Champagne at head table only
____ Champagne at all tables
____ Champagne glass rental *.50 each*
____ # speeches
____ List order
____ Allow 5 minutes each
____ Blessing 5 min

DESSERTS YOU ARE YOU BRINGING IN

____ Wedding Cake Baker _____
____ Cupcakes Baker _____
____ Dessert Table Baker _____
____ Wellers Mulled Cider & Donuts

DESSERT DISPLAY & SERVICE

____ Client cuts & brings in set ups
____ Client cuts & rents china plate
____ Wellers cuts & serves cake
____ Wellers dessert display

LATE NIGHT SNACKS

No later than 10:00 PM
____ Pizza Time _____
____ Warm Bavarian Pretzels Time _____

BANQUET ROOM SET UP

____ # Guests
____ # Seats @ Head table
____ # children _____ # Gluten Free

Table Decorations & Easels

____ pm Person decorating _____
____ pm Room Opens for *decorating*
____ Bringing in chargers
____ Napkin color _____
____ Overlay RR Only _____

What are you planning for decorations:

____ Bringing in candles/holders
____ Garlands _____ Centerpieces
____ # Wellers Black farm lanterns
____ Bringing in table runners?
____ Wellers Floor Easel
____ Wellers Table Easel
____ Wellers Mailbox n/c

DANCE PAVILION/GAZEBO

____ # Round tables w/6 chairs
____ # High-top bar tables \$20ea
____ Skirted DJ table
____ Photo Booth
____ Renting Dance Floor, Stage etc
____ 1 20 amp circuit in gazebo

YOUR VENDORS DELIVERIES

Your main contact person is
Is this a paid coordinator? Yes No

Cell: _____
____ pm Vendor deliveries 3 hrs
____ pm Florist c _____
____ pm Photographer: _____
____ pm Music: DJ _____ Band _____
____ pm Baker: _____
____ pm Hotel: _____
____ pm Shuttle Drop off from hotel
____ pm Shuttle PU at closing
____ Sparkler Send Off

Please re-read contract for vendor guidelines on property

CLOSING REMINDERS

Who takes gifts? _____
Who takes envelopes? _____
Final check of room _____
Everything must be removed at end of night

VENDOR CONTACTS

VENUE DETAILS

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

ALCOHOL PURCHASE

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

HOSPITALITY HOUSE

Name Wellers Hospitality House
Contact 734-255-9939
Address 113 W. McKay St. Saline

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 _____

CEREMONY REHEARSALS AT WELLERS

Friday weddings: Thursday, Rehearse at 5:00 pm for 1 hour

Saturday weddings: Thursday, Rehearse at 6:00 pm for 1 hour

REHEARSAL GUIDELINES

1. Rehearsals are a "walk-through" to familiarize your participants with the order they walk down the aisle and where they stand at the ceremony site.
2. Wellers staff does not coordinate rehearsals or ceremonies.
3. Provide copies of your Ceremony Worksheet to ceremony participants
4. You do not need to provide music for the rehearsal
5. Banquet rooms are not open during rehearsals.
6. A restroom is open at rear of Carriage House for use during rehearsals
7. Food and beverages may not be brought in for rehearsals.
8. If another party is rehearsing, use waiting time to go over your Ceremony Worksheet with everyone.

CEREMONY PARTICIPANTS DAY OF ARRIVAL TIMES

Who is coordinating your rehearsal and ceremony: _____

- | | | |
|------------------------------|---------------------|-----------------------|
| a. Ushers: seat guests | Arrival Time: _____ | Seat Guest Time _____ |
| b. Officiate | Arrival Time: _____ | |
| c. Groomsmen | Arrival Time: _____ | |
| d. Parents | Arrival Time: _____ | |
| e. Flower girl & Ring Bearer | Arrival Time: _____ | |
| f. DJ/music provider | Arrival Time: _____ | |

NOTES TO TO GIVE TO WEDDING PARTY at REHEARSAL :

1. **Rehearsal dinner:** Name _____ Address: _____ Time _____
2. **Hotel: Name:** _____ Address: _____ Phone _____
3. **Hospitality House:** 113 W. Mc Kay Street Saline, MI 48176 From _____ pm to _____ pm
4. Who should be at **Hospitality House:** _____
5. **Groom's Men** location prior to arrival at Wellers _____ Address _____
6. **"Day of" shuttle service:** Name: _____ Hotel pick-up ime _____ End of party pick-up time _____
7. **If no shuttle service:** Discuss who will be in charge of end of night transportation? _____
8. Copies of **"Photo Shot-List"** from photographer so your everyone know which pictures they will be in after ceremony..
9. Emphasize that wedding party and family members should **remain at ceremony site** after ceremony for photos
10. Who is bringing the **wedding rings** _____ **marriage license** _____
11. Who is taking **leftover alcohol** after reception _____
12. Who is getting **envelopes** the day of the reception: _____ **gifts?** _____
13. **Bar Closes at** _____ pm/am **Room must be vacated by?** _____ pm/am **Designated Drivers** _____
14. Who will be helping remove decorations, **centerpieces, favors**, etc. _____
15. Who will be taking **cake or cupcake stand** at end of night? _____
16. Who will make **last minute check up** of room to make sure everything has been taken? _____

WEDDING PROCESSIONAL

_____ pm to _____ pm Guests seated as they arrive

_____ pm Wedding Music begins

_____ pm Processional Starts as follows

ORDER OF WALKING DOWN WEDDING AISLE

When person ahead of you is halfway down the wedding aisle the next person or couple starts to walk.

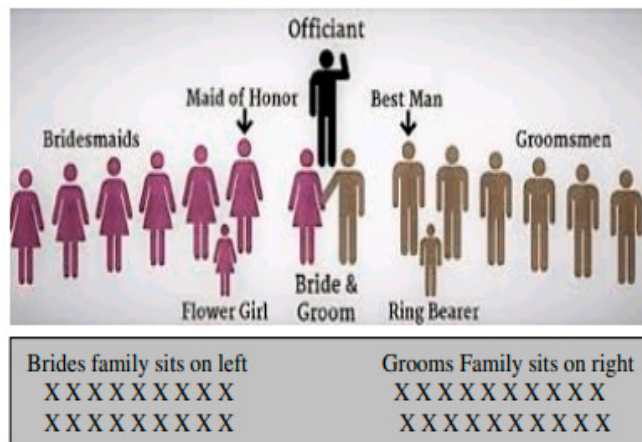
1. **Officiant** stands at altar (Does not walk down aisle)
2. **Groom** and **Best man** stand at altar
3. The **maid or Matron of Honor** walks alone
4. **Bridesmaids and Groom's Men** walk down aisle in pairs; or single. **women go to left; men to right**
5. The **ring bearer** walks alone followed by the **flower girl**. If they are very young they may walk together.
6. The **bride and her father** proceed with the bride on the father's right arm
7. The **bride goes to the left** facing officiant
8. **Father of bride** or other person walking the bride, drops bride off at altar then takes his seat in front row with his family

FINAL POSITIONS AT ALTAR

Name

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



SEATING ASSIGNMENTS WORKSHEET

Complete for your Final Meeting

- **Carriage House Tables Maximum is 186: T shape: 3 tables**
 - **Head Table** 18
 - **13 Rectangle** (30 X 96) seat 6-8 each table
 - **8 Rounds** in Sunroom: seat 4-8 guests at each (48")
- **Raisin River Room Tables:** Head Table 2; 15 Round Tables 4-6 each;
- Display your seating chart at the entrance.
- **Put enter number of guests at each table . Use Wellers seating diagrams as your guide.**
- Number your tables according to table numbering on our Room Diagrams. We release tables for dinner by table #
- 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

Head Table # _____

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

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

DECORATING GUIDELINES & RESTRICTIONS

TIMES to DECORATE

- ☐ Friday events decorate on Thursday between 2 PM and 4 PM. Followed by rehearsal at 4 pm
- ☐ Saturday events: Room opens day of wedding at 11 am for decorating. Vendors: room opens 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
- ☐ 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.

Carriage House Outdoor Seating

- 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
- Firepit seating area

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
- ☐ 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

RAISIN RIVER OUTDOOR SEATING

- Raisin River Porch Seating 11 Bistro Tables 2 9 ft umbrellas. Firepit

DECORATING RESTRICTIONS: Any Damages will result in labor charges @ \$50/hr.

- ☐ Nothing may be nailed, taped, stapled or hung from ceilings, pipes, rafters, walls or posts in any rooms
- ☐ Wellers dumpster is not available for vendors boxes and trash.
- ☐ Flower girls may toss flowers as she goes down aisle but florists may not be coat aisle with flowers petals.
- ☐ No more than 3 live flames per table are allowed; you may supplement with LED candles as you wish
- ☐ Tapered candles must be 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:

- ☐ Vendors may not create any type of trip, fall, fire, flood hazard with their equipment
- ☐ Room is open 3 hours prior to ceremony for DJ, flower and cake/desserts. Refrigeration is not available for desserts
- ☐ There is one 20-amp circuit to the gazebo; any lighting you bring in will lower available power for DJs and bands
- ☐ 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.

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.

ALCOHOL (not included in base price estimate) 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

- in the State of Michigan the person(s) purchasing the alcohol is the liable party. Recommended
- Event Insurance is required. Go to link on wellersweddings.com for list of online Event Insurers
- This insurance protects you from damages should there be an incident caused by an inebriated guest(s)
- Wellers needs to be named on your insurance policy.

CONTRACT BARTENDERS

- Wellers will schedule bartenders for you; you will pay for them at your final meeting.
- Number of bartenders you need: **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 at your final meeting with Wellers by personal check. one check per bartender
- You may not supply your own bartenders.
- Wellers servers are not allowed to handle alcohol i.e. take drink orders or work behind the bar
- Guests may not go behind the bar to serve themselves
- 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.
- Good ideas to prevent incidents resulting from over consumption: Do not offer drinks that are straight alcohol : martinis, fireballs, long island ice teas, old fashions, or straight shots. Supply a shuttle service

AWARENESS OF PROPERTY RULES

Wellers is a historic property. We work very hard to protect it and have established rules for its use.

This is a reminder as all of these items are listed in your contract.

1. Your room is open 3 hours prior to your ceremony for delivery and set up of cakes, flowers, DJ, photo booth etc. The room is locked one hour after the event. Please let your vendors know the timeline for removal of their items. There is no tear down of equipment the following day. What comes in must go out.
2. Flowers must be assembled off-site and go on the tables upon arrival.
3. Vendors & Clients & Guests must take everything they brought with them at the end of the night including boxes, packaging from flowers, desserts, dessert trays, cupcake stands etc. Client will be charged a removal/handling fee if needed.
4. Any trash left behind by your vendors will incur a handling and waste management fee of \$50.
5. Decorations tied to ceremony structures, ceremony chairs must be removed prior to closing time.
6. No glitter, confetti, rocks, marbles on tables or wedding aisle. You will need to remove any of these items if they are brought inside. If you use these you will incur a fee.
7. Only three candles per table with flame. Tall tapered candles must be placed inside hurricane glass. No candles placed under silk flower arrangements
8. Vendors may not set up any equipment or desserts brought in that could cause damages to property or your guests including blocking entries, walk-ways with cables, extension cords, desserts brought in etc.
9. You may use sparklers outdoors provided you supply a container with sand to put them out.
10. Wellers is not responsible for fees charged to you by your vendors for missing rental items left behind.
11. Client will incur fees if there are damages or extreme clean-up caused by hosts, vendors or guests

Please forward this to your vendors and pertinent family members.

We will inform our photographers, florists, DJs, Bands and bakers of these rules while using Wellers property.

NOTES: