



# WELLERS EVENT PLANNING PACKAGE

555 West Michigan Avenue  
Saine, Michigan 48176  
734-429-2115  
[wellersweddings.com](http://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'oevres 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

## CLIENT

Name \_\_\_\_\_  
Contact \_\_\_\_\_  
Email \_\_\_\_\_  
Cell Phone \_\_\_\_\_

## CEREMONY LOCATION

Company \_\_\_\_\_  
Contact \_\_\_\_\_  
Address \_\_\_\_\_  
Cell Phone \_\_\_\_\_

## FLORIST

Company \_\_\_\_\_  
Contact \_\_\_\_\_  
Address \_\_\_\_\_  
Cell Phone \_\_\_\_\_

## PHOTOGRAPHER

Company \_\_\_\_\_  
Contact \_\_\_\_\_  
Address \_\_\_\_\_  
Cell Phone \_\_\_\_\_

## VIDEOGRAPHER

Company \_\_\_\_\_  
Contact \_\_\_\_\_  
Address \_\_\_\_\_  
Cell Phone \_\_\_\_\_

## OTHER:

Company \_\_\_\_\_  
Contact \_\_\_\_\_  
Address \_\_\_\_\_  
Cell Phone \_\_\_\_\_

## OTHER:

Company \_\_\_\_\_  
Contact \_\_\_\_\_  
Address \_\_\_\_\_  
Cell Phone \_\_\_\_\_

## ALCOHOL PURCHASE

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

## MAIN CONTACT PERSON

Name \_\_\_\_\_  
Contact \_\_\_\_\_  
Email \_\_\_\_\_  
Cell Phone \_\_\_\_\_

## CEREMONY MUSIC

Company \_\_\_\_\_  
Contact \_\_\_\_\_  
Address \_\_\_\_\_  
Cell Phone \_\_\_\_\_

## DRESSES

Company \_\_\_\_\_  
Contact \_\_\_\_\_  
Address \_\_\_\_\_  
Cell Phone \_\_\_\_\_

## UXEDOS

Company \_\_\_\_\_  
Contact \_\_\_\_\_  
Address \_\_\_\_\_  
Cell Phone \_\_\_\_\_

## DJ or BAND

Company \_\_\_\_\_  
Contact \_\_\_\_\_  
Address \_\_\_\_\_  
Cell Phone \_\_\_\_\_

## SET UP PERSON

Company \_\_\_\_\_  
Contact \_\_\_\_\_  
Address \_\_\_\_\_  
Cell Phone \_\_\_\_\_

## OTHER:

Company \_\_\_\_\_  
Contact \_\_\_\_\_  
Address \_\_\_\_\_  
Cell Phone \_\_\_\_\_

## HOSPITALITY HOUSE

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

## 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 \_\_\_\_\_

## BAKER

Name \_\_\_\_\_  
Contact \_\_\_\_\_  
Email \_\_\_\_\_  
Cell Phone \_\_\_\_\_

## TRANSPORTATION

Name \_\_\_\_\_  
Contact \_\_\_\_\_  
Email \_\_\_\_\_  
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 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 time \_\_\_\_\_ 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.*

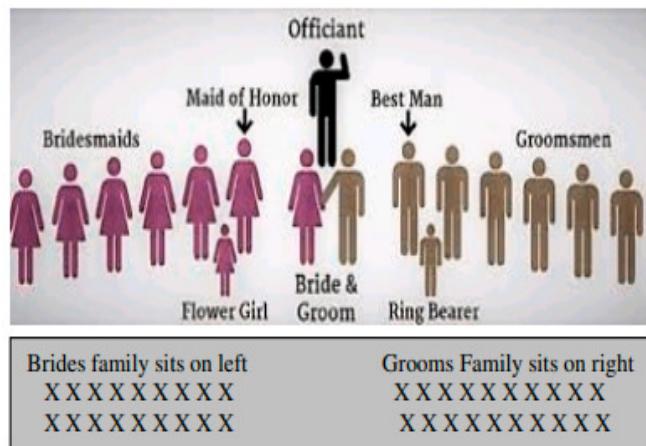
1. **Officiant** stands at altar (Does not walk down aisle)
2. **Groom and Best man** stand at altar
3. The **maid or Matron of Honor** walks alone
4. **Bridesmaids and Groom's Men** walk down aisle in pairs; or single. **women go to left; men to right**
5. The **ring bearer** walks alone followed by 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

Table10

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 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](mailto: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](http://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 # 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.

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NOTES: