



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

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
- _____ 6:30 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
- _____ 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'oeuvres
- _____ 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
- _____ 12:30 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.

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 REHEARSALS AT WELLERS

- Rehearsal Time for Friday weddings: 4:00 pm
- Rehearsal Time for Saturday weddings 6:00 pm

REHEARSAL GUIDELINES

1. Rehearsals are a "walk-through" so your participants know when to walk down the aisle and where they stand at the altar
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.
9. Bar Opens 30 minutes after ceremony start time

REVIEW CEREMONY & EVENT WITH YOUR WEDDING PARTICIPANTS & FAMILY:

Point Person for your ceremony: Name: _____ cell _____

Ceremony Locations: Carriage House is on West Grounds Raisin River Room is on East Grounds ____

Arrival time at Wellers:

- a. Ushers: Arrival Time: _____
- b. Officiate : Arrival Time: _____
- c. Groomsmen Arrival Time: _____
- d. Bride & Bridesmaids Arrival Time: _____
- e. Parents & family Arrival Time: _____
- f. Flower girl & Ring Bearer Arrival Time: _____

1. If ceremony is not at Wellers: Location: _____ Time _____
2. Are you decorating ceremony structures Yes ____ No ____
3. Rehearsal dinner: Name _____ Address: _____ Time _____
4. Hotel: Name: _____ Address: _____ Phone _____
5. Ladies Staging Area: Hospitality House (if you rented): *113 W. Mc Kay Street Saline, MI 48176* Arrival Time _____
6. Who should be at Hospitality House: Bridal Party _____ Brides Mom _____ Groom's Mom _____ Grandmother's _____
7. What will you be doing at Hospitality House: Hair & Make up _____ Dressing _____ Lunch Delivery/pick up from _____
8. Is there a salon for hair and make up if not at Hospitality House or Hotel? _____ phone _____
9. Where and when **grooms men** will be staged before the wedding _____
10. Shuttle Service: _____ Hotel or location pick-up _____ Pick Up Time _____ End of party pick-up time _____
11. All participants need to remain at ceremony area for pictures after ceremony. Prepare your "Photo Shot-List"
12. Who is bringing the wedding rings _____
13. Who is bringing marriage license _____
14. Where and when are you signing marriage license after ceremony? _____
15. Who will help with after-party clean up when party ends. . _____
16. Who is taking leftover alcohol after reception _____ gifts? _____
17. Who is getting envelopes the day of the reception: _____
18. Bar does not open before ceremony; and opens 30 minutes after ceremony starts.

Other notes to your wedding party:

WEDDING CEREMONY WORKSHEET

Attendants in ceremony: *Place names on "x's" in the diagram below.*

1.	_____	Title _____	Phone _____
2.	_____	Title _____	Phone _____
3.	_____	Title _____	Phone _____
4.	_____	Title _____	Phone _____
5.	_____	Title _____	Phone _____
6.	_____	Title _____	Phone _____
7.	_____	Title _____	Phone _____
8.	_____	Title _____	Phone _____
9.	_____	Title _____	Phone _____
10.	_____	Title _____	Phone _____
11.	_____	Title _____	Phone _____
12.	_____	Title _____	Phone _____
13.	_____	Title _____	Phone _____
14.	_____	Title _____	Phone _____
15.	_____	Title _____	Phone _____
16.	_____	Title _____	Phone _____
17.	_____	Title _____	Phone _____
18.	_____	Title _____	Phone _____

ORDER of PROCESSIONAL *For other ideas google "Wedding Ceremony Processional"*

- Officiate stands at the altar facing audience
- Groom and best man enter before procession and stand at the altar
- Bridesmaids and groom's men walk in pairs (if there are uneven numbers,
- The maid or matron of honor walks alone
- The ring bearer walks alone, followed by the flower girl
- Bride & escort (typically with father)

WHERE to STAND at the ALTAR:

- Bride stands on the left, the groom on the right, facing the officiant.
- The best man stands beside the groom, with the ring bearer and groom's men to his right.
- The maid of honor stands beside the bride, with the flower girl and bridesmaids to her left.
- If your child attendants are too young to stand quietly throughout the wedding ceremony, it's fine to have them stop at the end of the aisle and sit with a waiting parent.

TIMING

Pictures taken before ceremony at _____ pm

Seat guests for ceremony at _____ pm

Wedding processional starts at _____ pm

Wedding vows start time _____ pm

Length of entire ceremony _____ min

Pictures taken after ceremony _____ min

Participants remain for pictures _____ min

Bar Opens 30 min after ceremony _____ min



Assign someone not in your wedding ceremony as a point person for rehearsal and ceremony:

POINT PERSON _____ cell _____

OFFICIANTS NAME _____ cell _____

MUSIC FOR CEREMONY _____ cell _____

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. 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
- 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 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.