



WATERVIEW

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GENERAL PLANNING INFORMATION

- After you have booked your wedding reception with the Waterview, your next step is to secure your vendors, such as a florist, photographer, and a DJ/band. You may reference our recommended vendor list as a helpful starting point.
- Your second deposit will be due eight months prior to your event and an invoice will be sent out as a reminder, and personal checks, wire transfer, or cash are accepted.
- Your Coordinator will reach out to you approximately six months prior to your event to schedule a "Menu Meeting". The Menu Meeting involves selecting your menu, linens and tasting your cake options. You will also plan the timeline for your event, and review any questions you have. We are happy to provide complimentary direction cards and place cards for you at this time.
- Your preliminary guest count, meal counts, and floor plan are due 14 days prior to your event. Please contact your event coordinator via e-mail with this information. If possible, use the sheet provided in your menu meeting as well as the floor plan template you received.
- When calculating your guest counts, reference your contract for your per person package price, and remember that vendors & children and young adults aged 6 – 14 are charged at half the per person package price, there is no charge for children aged 5 and under.
- Your Final Invoice will be based on your final guest count, which is considered confirmed and final 9 days prior to your event date. After that date, we cannot lower that guest count. Your final invoice will be emailed to you. In the event that you have cancellations during this time period we will gladly send you home with those meals at the end of your event.
- Final payment must be received at the Waterview four (4) banking days prior to your event by either cash, certified bank check, wire transfer. Please note that we do not accept personal checks for final payment or credit cards for any payments.
- Your place cards, any favors, cake knives, and toasting flutes, etc. should be dropped off at the time of payment, or at a pre-arranged time with your Coordinator. We have locked closets to store your items. If you have special instructions regarding decorations or favors, please include these instructions with your items. Please tag all items with your name and event date. Any Floral items will need to have delivery or drop off scheduled for the day of your event.

CEREMONY INFORMATION

- If you plan to have your ceremony at an off-site location, such as a church, please confirm your booking & the timing with your Ceremony venue as soon as possible. If any conflict exists, please contact us immediately to resolve the issue.
- If you plan to have your ceremony here at Waterview there are a few things to keep in mind: There are no speakers in our outside / inside ceremony locations, and therefore the Waterview cannot provide music or sound/microphones. You must plan with your DJ for speakers and / or microphones. There are power

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outlets, however. Check with your vendors on their requirements, such as a covered area, and then confirm any requirements with your Coordinator.

- It is important that you plan on starting your ceremony on time, so be sure to instruct your guests as to the start time, and schedule any shuttles or buses accordingly. Guest may begin arriving up to 30 minutes prior to the ceremony start time. We will provide champagne, sparkling water and a light refreshment for them during this time.
- Your Coordinator will work with you on the details of planning your rehearsal and ceremony. S/he is happy to guide you with ideas that will make your ceremony special. Any ceremony décor that requires special design or placement should be done by your florist or family so that it can be done to your personal specifications.
- We do not have a Chuppah. Most florists are able to rent that for you and set up on the day of the wedding. Please make arrangements to have the Chuppah removed by the end of your event.
- We do provide ample seating for your guests at the ceremony. The typical chair configuration is based on the number of guests you have attending. There is no charge for additional chairs. Your Coordinator will ensure that you have reserved seating for special guests; please let them know of any specifics (such as number of rows) during your rehearsal.
- Aisle Runners and open flame candles down the aisle are not permitted (indoors or outdoors) for the safety of you and your guests.

RECEPTION INFORMATION

- Please make sure when printing your invitations that you put your exact start time of your ceremony and reception. You may reference your contract for these details. If the ceremony is on site you must put the contract ceremony start time, not the earliest arrival time (30 minutes prior). If your ceremony is not on site, please be sure to put the actual contracted start time of your reception at Waterview on the invitation so it is clear to your guests at what time they can arrive.
- You (the bride & groom) and bridal party may arrive up to 2 hours prior to your event start time. The exception to this rule is if your ceremony and/or reception is on a Saturday evening, in which case the earliest you can arrive is 5:30pm. Please arrange your arrival time with your Coordinator.
- Our Waterview Centerpieces are 12 inch tall Hurricane lamps that are 6 inches in diameter (around the base for wreaths), the hurricane is open at both ends, with a white taper candle and 3 white votive candles at each table. If you want to bring in your own pillar candle, please make sure it is not more than 3 inches wide and at least 7 inches tall. *If you are replacing the candle we provide in the hurricane, please make sure that there is a base such as a mirror or charger to go under candle.*
- If you prefer to bring in your own centerpieces we are happy to provide three votive candles per table
- We have 2 different sized tables,: 60 inch round tables that hold 8-10 guests, and 72 inch round tables hold 10-12 guests. If you are in our East or West Ballroom, there are up to 7 large tables available for your floor plan.
- We have an online floor planning tool – Social Tables – to help you to arrange your tables and seat your guests. Your Coordinator will set up with access to it at your Menu Meeting.

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- If you wish to have fireworks or sparklers, please contact your Waterview Coordinator for recommended vendors. CT State Law requires special licensing, permits and insurance for these items, and this is strictly enforced by our local Monroe, CT Fire Marshall.
- If a guest does not show up, and the Event Coordinator is notified prior to dinner service, the main entrée course can be packaged to be brought home. No other leftovers will be permitted to leave the premises
- We provide a locked mailbox for you to use to collect gift envelopes from your guests. It remains locked throughout the event, and only your Coordinator will open it in your presence at the end of the evening.

WEDDING CAKE

- A wedding cake is included with the Waterview Wedding Package. You will select from a variety of flavors and fillings, and from our designs showcased on our website. We do offer a cake tasting, and it is typically during your menu meeting.
- If you wish to design your own cake, you may submit your design to your Event Coordinator at your menu meeting, or no less than 30 days prior to your event. The Event Coordinator will provide pricing for your customized design.
- If you are bringing in ribbon for your wedding cake please provide the following: polyester fabric linen. **No Satin, sheer, or wired** 5 yards for a round cake and 7 yards for a square cake.
- If you are having flowers placed on your wedding cake, please be sure to instruct your florist to both provide and place these flowers on the cake on the day of your wedding.

BAR SERVICE

- For the safety of your guests our company has a No Shot Policy, so please understand that our bartenders are not able to serve any shots before or during your event.
- Waterview does not permit you to bring your own alcohol into the venue or onto the property. All alcohol must be purchased through Waterview. This includes alcohol brought while taking pictures before the ceremony, and alcohol brought by your guests. We offer an extensive bar selection and are happy to help with special requests. Any outside alcohol will be confiscated.

VENDOR INFORMATION

- We require that any vendors who will be at the property for your event provide proof of liability and worker's compensation insurance (those on our preferred list have their insurance forms on file here). If you vendor does not have the required insurance, they can complete a Waiver form which your Coordinator can provide you with.
- We believe that the evening of your event is a special occasion and our service staff is dedicated to making it a complete success. For this reason, we prohibit vendors from drinking alcohol during your event, with no exceptions. Please remind them if this policy should come up in your client meeting(s).
- It is customary to purchase a meal for vendors who attend your event, including your DJ, photographer, videographer, etc. It is not necessary for you to have your vendor pre-order entrée selections, but vendors will enjoy the same meal as your guests. It is also not necessary to seat your vendor at guest tables. We will provide seating for your vendors, and serve them immediately following your guests.

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- We suggest that you contact hotels for your out of town guests between 6 months and a year in advance to reserve your room block. Some of our Shelton area hotels offer a shuttle service for your guests, so make sure to ask about it when you book. You can also book a variety of buses to transport your guests safely – from school buses to luxury shuttles – all of which you will find on our preferred vendor list.
- If you or your hotel is providing shuttle service, please keep in mind: 1) the travel time between the venues; 2) the number of guests needing to use that service; and 3) how many trips the shuttle will need to make. In this way, you can ensure that your guests arrive on time for your ceremony and/or reception!
- Please make pick up arrangements with your florist and any other rental agencies for after your function. Advise your Coordinator of any special pick up requests prior to your event.

THANK YOU

For choosing our venue to host your special day!