



Frequently Asked Questions

Revised September 2014

My Venues' Policies & Procedures

Does My Venue Have Curfew? (The Barns at Wesleyan Hills)

The Barns at Wesleyan Hills does have a curfew. The curfew time for your event is based on day of the week as well as your entertainment vendor. If you choose **Powerstation Events** or another **DJ** to entertain your wedding reception, there is an 11:00 p.m. curfew on Fridays and Saturdays, and a 9:00 p.m. curfew on Sundays. If you choose a **Band** to entertain your reception, a 10:00 p.m. curfew on Fridays and Saturdays applies, with an 8:00 p.m. curfew on Sundays.

Does my venue have a curfew? (The Pavilion on Crystal Lake, The Wadsworth Mansion, and Lyman Orchards Golf Club)

The Pavilion on Crystal Lake has a 12:00 a.m. curfew on Fridays and Saturdays; 10:00 p.m. curfew on Sundays. Lyman Orchards Golf Club has a curfew of 11:00 p.m. on Fridays and Saturdays, and 10:00 p.m. on Sundays. Wadsworth Mansion has a curfew of 12:00 a.m. on Fridays and Saturdays; 11:00 p.m. on Sundays.

When is the wedding suite available to me at The Barns at Wesleyan Hills?

You and your wedding party are more than welcome to use the Little Barn as a wedding suite the day of your wedding. The Little Barn can be opened up to 4 hours before the start of your event, but never earlier than 9:00 a.m. The Little Barn has a Men's and Ladies' Bathroom, as well as a small kitchen equipped with a refrigerator and freezer. The Little Barn is heated and air-conditioned. To utilize the wedding suite the day of your wedding, please contact 860-347-7171.

Can I use the wedding suite at Lyman Homestead?

If your wedding is booked at Lyman Orchards Golf Club, you have the option to use the Lyman Homestead as your wedding suite. The price to rent the Lyman Homestead is \$500.00 plus CT Sales Tax. The availability of the Homestead is not guaranteed and reservations should be made at the time you book your wedding.

Is The Barns at Wesleyan Hills Heated & Air-Conditioned?

Yes! The Barns at Wesleyan Hills is fully heated and air-conditioned.

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If I am already booked with CWG, can I tour my venue any time before my wedding?

Tours and walkthroughs of the venues for our booked couples are best scheduled during the week and with an event planner from Connecticut Wedding Group who can let you into the venue and answer any questions you may have. To schedule an appointment for a walkthrough, please call 860-347-7171. On weekends, you can certainly take a self-guided tour of the venue but Event Planners are generally not available to answer questions, as they are involved with event production.

Can our guests arrive early to the venue?

We strive to give each wedding personalized attention and exceptional service. We ask your cooperation by not having your guests arrive prior to your designated start time. Please feel free to contact any of our wedding planners at 860-347-7171 if you should have any questions.

Can our shuttle buses stay at our venue during the wedding reception?

Shuttle Buses are allowed to stay at all of our Venues during your wedding reception. Shuttle Buses must remain in the parking lot area while on property and must be shut off while waiting. Shuttle buses may not remain idle and all engines must be kept off. Connecticut State Law prohibits the idling of vehicles for more than a three-minute period of time. CT Wedding Group Staff will be monitoring shuttle buses throughout the duration of your reception to make sure that buses remain off.

Is My Venue Wheelchair Accessible?

Yes. All of our venues are wheelchair and handicap accessible.

My Ceremony

Can I have a ceremony on site? Is there an extra fee? (The Pavilion on Crystal Lake, The Wadsworth Mansion, The Barns at Wesleyan Hills)

Your ceremony is included within your 6-hour ceremony/reception time and there is no ceremony site fee. Seating is also included. An additional half hour may be purchased for your ceremony for \$500 plus CT Sales Tax, but is usually not necessary. Additional ceremony time must be pre-arranged with our office, and may not be purchased on the day of your event.

Can I have a ceremony onsite at Lyman Orchard Golf Club? Is there an extra fee?:

You are welcome to have an outdoor ceremony at Lyman Orchards Golf Club as part of your Lyman Orchards wedding experience. The ceremony fee of \$1,000 plus CT Sales Tax, includes an extra hour of time, and ceremony coordination. Ceremony seating is additional. Please contact your wedding planner for seating options and pricing.

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Can I have my wedding rehearsal at our selected venue?:

Yes! Rehearsals are best scheduled Wednesday or Thursday evening before your wedding. If you prefer to schedule your rehearsal on Friday or Saturday, rehearsals must be completed 4 hours before the start of the event that evening, but not before 9:00 a.m. This time may be subject to change based on the timing of the event on a Friday or Saturday evening. There is no charge for your rehearsal and we will make every effort to have your event coordinator at your rehearsal. It is highly recommended that your Officiant be present for your on-site rehearsal. Rehearsal must be scheduled at least 2 weeks before your wedding and are subject to availability.

My Décor

Will you set up my centerpieces, seating cards, etc.?

Non-perishable items can be brought to your Wedding Planner at your Final Appointment. Connecticut Wedding Group will assist in the set-up of non-perishable items in **pre-assembled, table ready condition**. This includes non-perishable centerpieces, toasting glasses, cake knife & server, favors, amenity baskets for the bathrooms, table numbers, seating cards in alphabetical order, LED candles, cocktail napkins, card box, etc. If your setup requires excessive time, or you do not provide us your items in table ready condition, extra fees may be added to your final invoice. If you have any questions regarding the set-up of non-perishable items, please contact 860-347-7171.

Can I install my own lights or décor?

For liability reasons, all overhead and column décor must be purchased from and installed by Connecticut Wedding Group. All other décor must be pre-approved by Connecticut Wedding Group. Event décor is charged on a per event basis and may not be combined with other events.

Are real candles allowed?

For the safety of you and your guests, and to preserve our historic venues, all candles must be LED, Flameless Candles. No real candles will be allowed at any venue.

Can I release sky lanterns?

Per the CT State Fire Marshall, sky lanterns are not permitted to be released at any of our venues.



My Vendors

Can I bring my own DJ? (The Barns at Wesleyan Hills)

Powerstation Events has been named as the exclusive entertainment company at The Barns at Wesleyan Hills. Powerstation Events is Connecticut's most technically advanced and musically knowledgeable professional entertainment company. Please email ctweddinggroup@powerstationevents.com to schedule your consultation and to select your DJ. If you are interested in a band or other entertainment, please email jonathan@pavilioncatering.com to discuss options and fees.

Can I bring my own DJ? (The Pavilion on Crystal Lake, Lyman Orchards Golf Club, The Wadsworth Mansion)

Yes, although we strongly encourage you to work with our trusted entertainment partner, Powerstation Events. Please remember, all entertainers must be pre-approved by Connecticut Wedding Group before booking and must also provide Connecticut Wedding Group with proof of General Liability Insurance. Uninsured entertainers are not allowed at any of our venues. To pre-approve a vendor, please email jonathan@pavilioncatering.com.

Do my vendors have to provide insurance?

All vendors bringing equipment into our venues must provide us with General Liability Insurance no less than \$1,000,000. This includes but is not limited to, DJ/Band's, Photobooth, Decorator, etc. If your event is being held at The Pavilion on Crystal Lake, the insurance must name "Pavilion Catering" as additionally insured. If your event is being held at The Barns at Wesleyan Hills, the insurance must name "Pavilion Catering" and "Wesleyan Hills Association" as additionally insured. If your event is being held at Lyman Orchards Gold Club, the insurance must name "Pavilion Catering" and "The Lyman Farm" as additionally insured. Insurance certificates must be faxed to our office at 860-343-1552 at least 1 month before your event. Please feel free to contact the office directly at 860-347-7171 if you should have any questions or concerns about this policy. ***Vendors, especially Entertainers will not be permitted to play at your event if they have not met this requirement.***

My Bar Service

Can I bring in my own alcohol?

Connecticut Wedding Group does not permit you to bring your own alcohol into any of our venues. All alcohol must be purchased through Connecticut Wedding Group. We offer an extensive bar selection and are happy to help with special requests.

P.O. Box 7, Middletown, CT 06457
Phone: 860.347.7171 – fax: 860.343.1552
CTWeddingGroup.com

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Are Shots Allowed at Connecticut Wedding Group Properties?

It is Connecticut Wedding Group's house policy that shots are not allowed at the bar for the safety of you and your guests.

My Dinner Service & Dessert

Can I bring in my own cake or dessert?

You are not required to book a dessert enhancement through Connecticut Wedding Group. If you decide to use an outside baker for your wedding cake, a \$2.95++ cake-cutting fee will apply to cut and serve your wedding cake. If you choose to bring in desserts from an outside vendor, such as mini pastries, macaroons, pie, cupcakes, cookies, etc. a \$2.95++ handling fee will apply to receive, set up, and serve your desserts. A cake-cutting fee or handling fee will be waived for any dessert enhancement purchased through Connecticut Wedding Group. Please call 860-347-7171 for any questions.

What about guests with special dietary needs?

Connecticut Wedding Group can accommodate most dietary needs and restrictions. Dietary needs must be brought to our attention at least two weeks before your event. Vegan & Vegetarian Meals are our Chef's choice and need not be used as one of your meal selections (unless you are a vegetarian/vegan and/or have many guests that are). Kosher Meals must be provided to us from an outside source.

Children's Meals?

Your Signature Wedding Package includes up to ten (10) children's meals for children ages ten (10) and under. These meals are free, but do not count towards the minimum guest requirement for your event. If you require additional children meals, they are available at a cost of \$50++ per meal. A sample children's meal would include chicken tenders with French fries and fresh fruit. Children will be charged for enhancements; including Pre-Ceremony, Cocktail Hour, Dessert, Late Night Snack, and Favors. If a child does request an adult meal at your wedding, the meal will be charged at half of your Signature Wedding Package price.

What about minors?

Children over the age of ten (10) but under the legal drinking age of twenty-one (21) are considered minors. Minors are charged full package price for food, service and enhancements, less a discount for alcoholic beverages.

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Extra Food/Leftovers?:

Guests can ask a staff member for a to-go container to take leftover food from their plated meal home. If a guest does not show up, and the event manager 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.

Do I have to feed my Creative Partners (vendors)?

Your entertainer, photographer, videographer, etc., are considered a “creative partner” and it is customary to purchase a meal for your vendors. Creative partner meals are available at a cost of \$50++ per meal. It is not necessary for you to have your vendor pre-order entrée selections, but vendors will enjoy the same meal your guests. It is also not necessary to seat your vendor at guest tables. We will provide seating for your vendors.

When do I choose my menu?

Detail & Menu Planning Appointments are usually scheduled six months before your event. Detail & Menu Planning Appointments are scheduled during business hours Monday-Friday, and Monday, Tuesday, and Wednesday evenings. Weekend appointments are also be available, but are usually limited during wedding season. Connecticut Wedding Group will be in contact to schedule your Detail & Menu Planning Appointment.

Will there be a tasting?

Connecticut Wedding Group does host group tasting events during the winter months. Specific dates and information are released via e-mail a few months prior and usually require a reservation.

My Financials

Minimum Guest Requirement:

Your minimum guest requirement is established during the booking process and can be referenced on your signed contract. Children and Vendor Meals do not count towards the minimum guest requirement, but Minors do count towards the minimum guest requirement.

How do I make my final payment and when is it due?

Final payment will be due in full by certified bank check at your Final Appointment. Certified bank checks are made payable to “Connecticut Wedding Group”. **Please note: Credit cards and personal checks are not accepted for the final payment.**

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Is the Service Charge a Gratuity?

Our administrative service charge is not a gratuity. The fee is used by the company to help pay for the services you will receive from us throughout the planning process and on your wedding day. This fee is taxable under Connecticut Law. Although you may provide gratuities for the staff and/or your wedding coordinator if you wish, gratuities are not required or expected.

What about Tipping?

Our Administrative Service Charge pays for all of the services that you will receive from our staff, both while planning and on the wedding day. Additional gratuities are not required. If you would like to provide an additional tip for your Wedding Planner and/or the staff at your wedding, please present the monies in clearly labeled envelopes; i.e.. "Wedding Planner" or "Event Staff".

Can I use my credit card?

Connecticut Wedding Group accepts Visa, MasterCard, American Express, and Discover cards. Credit Cards may be used for 1st, 2nd, and 3rd Deposits with the Connecticut Wedding Group. If you wish to charge any additional amount, a convenience fee equal to 5% of the charged amount will be added onto your final invoice. Credit Cards may NOT be used for your final payment and are not accepted within 90 days of your event.

My Timeline

When is my final count due?

Your Final Count, Final Meal Breakdown, and Guest List Spreadsheet are due on the Monday Morning before your event at no later than 10:00 a.m. Final Invoices are e-mailed to you by Monday Evenings. We will ask that you provide us with an estimated count and meal breakdown two weeks before your event. To give us your estimated or final count, please call 860-347-7171 or email your wedding planner.

When is my final appointment?

Final appointments are scheduled the Wednesday or Thursday before your wedding between 9:00 a.m. - 5:30 p.m. You may be asked to be flexible with the scheduling of your final appointment day/time in order to have your appointment with the CWG Wedding Planner who is scheduled to be the on-site coordinator the day of your wedding. Along with your final payment, your seating chart and, non-perishable items in **pre-assembled, table ready condition** are also due at your final appointment. To schedule your final appointment, please call 860-347-7171 or email your wedding coordinator.