



# THE BARNs AT WESLEYAN HILLS

## Frequently Asked Questions

Revised October 2021

### Policies & Procedures

#### **Does The Barns at Wesleyan Hills Have a Curfew?**

The Barns at Wesleyan Hills does have a curfew based on day of the week as well as your entertainment vendor. If you choose a 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, there is a 10:00 p.m. curfew on Fridays and Saturdays and an 8:00 p.m. curfew on Sundays.

#### **The Barns at Wesleyan Hills Wedding Suite Policy:**

You and your wedding party are more than welcome to use the Little Barn at The Barns at Wesleyan Hills as your wedding suite on the day of your wedding. Five hours of time in the wedding suite prior to your ceremony is included in your ceremony fee. The Little Barn is temperature controlled, has restrooms, and a small kitchen equipped with a refrigerator and freezer. A safe is also available in The Little Barn for you to keep your valuable belongings while onsite. CT Wedding Group is not responsible for your personal items, so please use the safe in the wedding suite while you are onsite.

#### **Can our guests arrive early to The Barns at Wesleyan Hills?**

We strive to give each wedding personalized attention and exceptional service. Guests will need to arrive at the designated start time of your event. To discuss the timing of your event to ensure the best possible experience for you and your guests, please reach out to [planning@ctweddinggroup.com](mailto:planning@ctweddinggroup.com).

#### **Is The Barns at Wesleyan Heated & Air-Conditioned?**

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

#### **If I am already booked with CT Wedding Group, can I tour The Barns at Wesleyan Hills before my wedding?**

Tours and walkthroughs of The Barns at Wesleyan Hills for our booked couples are best scheduled during the week, with a wedding planner from CT Wedding Group who can open the venue, tour the space with you, and assist with any questions you may have. To schedule your walkthrough, please email [planning@ctweddinggroup.com](mailto:planning@ctweddinggroup.com).

#### **Is The Barns at Wesleyan Hills Handicap Accessible?**

Yes. The Barns at Wesleyan Hills is handicap accessible.

#### **Can our shuttle buses stay at The Barns at Wesleyan Hills during the wedding reception?**

Shuttle buses are allowed to stay at The Barns at Wesleyan Hills during your wedding reception. Shuttle buses must remain in the parking lot area while on property and must be shut off while waiting. CT 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.

**Can I drop my dress and bridesmaids dresses off early?**

No. We can't allow your wedding dress, or your bridesmaids dresses, to arrive at the venue prior to your arrival. We strongly recommend keeping your wedding dress with you at all times to ensure its safekeeping.

**My Ceremony****Can I have a ceremony onsite? Is there an extra fee?**

Yes, you can have your ceremony onsite at The Barns at Wesleyan Hills for a fee. The Ceremony Fee includes the wedding suite available five hours before the start of the wedding with complimentary beverages and crudité, our pre-ceremony welcome station with fruit infused waters and fresh brewed iced tea, ceremony coordination, set-up and breakdown of your ceremony chairs, and onsite rehearsal (time restrictions apply). The ceremony location may need to change at our discretion based on the weather and the conditions of the grounds.

**If my ceremony is off-site, can I arrive early to take pictures?**

Extra time may be purchased prior to the start of your reception to allow you and your wedding party to arrive onsite and utilize the grounds and the wedding suite while taking pictures. Extra time is available for an additional fee per hour.

**Can I have my wedding rehearsal at The Barns at Wesleyan Hills?**

Your onsite rehearsal is included in your ceremony fee. Rehearsals are best scheduled on the Thursday before your wedding. If you prefer to schedule your rehearsal on Friday or Saturday, rehearsals must be completed five hours before the start of the event that evening, but no earlier than 9 a.m. This time may be subject to change based on the timing of the event on a Friday or Saturday evening. Rehearsals are subject to availability. It is also highly recommended that your officiant be present for your rehearsal.

**Is my dog allowed at The Barns at Wesleyan Hills?**

Dogs are allowed outside on the grounds at The Barns at Wesleyan Hills for your pictures or ceremony, as long as they are kept on a leash and under control at all times. Dog handlers are responsible for cleaning up after the dog in order to preserve the cleanliness of our grounds. Dogs may also be a part of your formalities inside the venue but must be kept crated in The Little Barn when not a part of your formalities. You must inform us in advance and sign our waiver if you plan to include your dog in your wedding day.

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

Non-perishable items can be brought to your wedding coordinator at your Final Appointment. CT Wedding Group will assist in the set-up of non-perishable items in pre-assembled, table ready condition. Items may include non-perishable centerpieces, toasting glasses, cake knife & server, favors, programs, amenity baskets for the bathrooms, table numbers, seating cards in alphabetical order, LED candles, cocktail napkins, card box, pictures, signs, etc. If your setup requires excessive time, or you do not provide us with your items in table ready condition, extra fees may be added to your final invoice.

**What about my family heirlooms, fragile, or irreplaceable items?**

While CT Wedding Group will take every reasonable care to safeguard and protect your décor and personal items, leaving personal items with us before your wedding, especially family heirlooms, fragile items, or irreplaceable items, involves some degree of risk of damage or breakage. We STRONGLY recommend that you do not leave items that are especially fragile with us at your final appointment, and instead bring them to the venue yourself on the day of your wedding and set them in place. If you choose to leave family heirlooms, fragile items, or irreplaceable items in our care, we will ask you to sign a waiver as it gets closer to your wedding day.

### **Can I install my own lights or décor?**

For liability reasons, all overhead and column décor must be purchased from and installed by CT 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 venue, all candles must be LED, Flameless Candles. No real candles or open flame will be allowed at The Barns at Wesleyan Hills.

### **Can I release sky lanterns?**

Sky lanterns are illegal in Connecticut and are not permitted at The Barns at Wesleyan Hills.

### **Are sparklers allowed?**

Due to the historic nature of The Barns at Wesleyan Hills, and the inherent risk of fire and/or injury with sparkler exits, CT Wedding Group does not allow the use of sparklers on-site.

## My Vendors

### **Can I hire my own DJ?**

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](mailto:ctweddinggroup@powerstationevents.com) to schedule your consultation and to select your DJ or Band. If you are interested in an outside band or DJ, please email your planning team at [planning@ctweddinggroup.com](mailto:planning@ctweddinggroup.com) to discuss options and fees. All DJs must use our proprietary sound system.

### **Do my vendors have to provide insurance?**

All vendors bringing equipment into our venues must provide us with General Liability Insurance for no less than \$1,000,000. This includes, but is not limited to, a DJ, Band, Photobooth, etc. The insurance must name "Pavilion Catering & Wesleyan Hills Association" as additionally insured. Insurance certificates must be emailed to the planning team at [planning@ctweddinggroup.com](mailto:planning@ctweddinggroup.com) at least 1 month before your event. 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?**

CT Wedding Group does not permit you to bring your own alcohol into The Barns at Wesleyan Hills. All alcohol must be provided and served by CT Wedding Group. This includes alcohol brought in while taking pictures and alcohol brought in by your guests. We offer an extensive bar selection and are happy to help with special requests. Any outside alcohol will be confiscated and returned to you after your event.

### **Are Shots Allowed at Connecticut Wedding Group Properties?**

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

## My Dinner Service & Dessert

### **Do you accommodate guests with allergies?**

CT Wedding Group makes every effort to accommodate guests with allergies. Because of the handcrafted nature of our cuisine, the methods our culinary team uses in our kitchen during food preparation, and our reliance on our food suppliers, ***we cannot guarantee than any menu item is 100% allergen free. All common allergens are present and processed in our kitchens.***

### **Do you accommodate guests with special dietary needs?**

CT Wedding Group makes every effort to accommodate guests with special dietary needs. If, in accommodating a special dietary request, CT Wedding Group must source special ingredients from an outside vendor, additional fees may apply.

### **Children's Meals?**

Children aged 2 to 10 will receive a 50% discount on all per guest pricing. A sample children's meal would include chicken tenders with French fries and fresh fruit. Children will also receive a 50% off all added-on enhancements; including Cocktail Hour, Dessert, Late Night Snack, and Favors.

### **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.

### **Extra Food/Leftovers?**

Guests can ask a staff member for a container to take leftover food from their plated meal home. If a guest does not show up, and your wedding 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.

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

Your vendors are served each course/invited to the buffet as soon as all guests are served, unless otherwise pre-determined with the event coordinator. Creative partner meals are available at a discounted cost per meal.

### **When do I choose my menu?**

Menu Planning & Details Appointments are usually scheduled about five to six months before your event and are scheduled during business hours Monday-Friday. Some evening and weekend appointments are also available but are limited during wedding season. The CT Wedding Group planning team will be in contact to schedule your Menu Planning & Detail Appointment.

### **Do I need to add meal choices on my RSVP cards?**

Yes. CT Wedding Group does require an accurate meal choice count for your wedding if you choose a sit-down dinner. An estimated meal choice count is due two weeks before your wedding. A final meal choice count is due the Monday right before your wedding. AllSeated will help you keep track of meal choices as your RSVP's come in, and it will help you count meal choices.

### **Will there be a menu tasting?**

Connecticut Wedding Group makes every effort for you and your fiancé(e) to experience our award winning cuisine. Please contact [planning@ctweddinggroup.com](mailto:planning@ctweddinggroup.com) with any questions you may have!

### **Can I bring in my own cake or dessert?**

Yes, you can bring in your own cake or dessert. If you choose to bring in cake or desserts from an outside source, a per guest Outside Dessert Fee will apply. This fee will be waived for any dessert purchased through CT Wedding Group.

### **Can I bring in my own cake if I've purchased a dessert through CT Wedding Group?**

You can bring in your own cake for cutting if you've added on a dessert through CT Wedding Group. The Outside Dessert Fee per guest will **NOT** apply if your cake is two tiers or less.

## My Financials

### **Minimum Guest Requirement:**

Your minimum guest requirement is established during the booking process and can be referenced on your signed contract. Vendors do not count towards the minimum guest requirement.

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

Your final payment will be due in full by certified bank check at your final appointment. Certified bank checks are made payable to "CT Wedding Group". Please note: Credit cards and personal checks are not accepted for the final payment.

### **Is the Administrative 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.

### **What about Tipping/Gratuities?**

Gratuities are not expected or required. If you would like to provide a tip or gratuity for your wedding coordinator and/or the staff at your wedding, please present the monies in clearly labeled envelopes, i.e. "Wedding Coordinator" or "Event Staff".

### **Can I use my credit card?**

Credit Cards may be accepted for your scheduled payments. Please contact [planning@ctweddinggroup.com](mailto:planning@ctweddinggroup.com) to learn more. Credit Card payments will not be accepted for any additional payments or be used for your final payment. Final payments must be made with a certified bank check payable to CT Wedding Group.

### **Scheduled Payments**

Scheduled payments are listed on your contract and agreed upon when you reserve your wedding date with CT Wedding Group. These payments are scheduled to be due on the 15th of the month(s) listed in your agreement. Your scheduled payment is considered "overdue" on the 16th of the month. Should your account become "past due", all planning services may stop until your account is up to date. This may include planning calls, emails, walk throughs, and your participation at menu tasting events.

## My Timeline

### **Can I make any changes to my wedding details?**

Menu and décor choices are usually made at your Menu Planning & Details Appointment which is about five to six months before your wedding. An email with your menu and décor choices will be sent out three weeks before your wedding for your confirmation. Any changes to your details after this point are subject to availability, and you will be billed for any cancellations of enhancements.

### **When is my final count due?**

Your Final Count and Final Meal Breakdown are due on the Monday morning right before your wedding, no later than 10:00 a.m. Final Invoices are e-mailed to you by Monday afternoon. We will also ask that you provide us with an estimated count and meal breakdown two weeks before your event.

### **When is my final appointment?**

Final appointments are scheduled the 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 your wedding coordinator. Along with your final payment, non-perishable items in pre-assembled, table ready condition are also due at your final appointment. Your final appointment will be scheduled at your Menu Planning & Details Appointment.