



CANDLEWOOD INN

Wedding Reception Tips & Frequently Asked Questions

GENERAL PLANNING INFORMATION

- After booking The Candlewood Inn for your Wedding Celebration, 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.
- Please contact us eight months prior to your event to book a menu meeting with your Event Coordinator. This is an important meeting wherein you will plan your menu, floor plan, and the scheduling for your event. We are happy to provide complimentary direction cards and seating cards for you at this time.
- Your second deposit of \$3,000 will be due nine 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 preliminary head count, meal counts and floor plan are due 14 days prior to your event. Please contact your event coordinator via email with this information. Please use the sheet provided in your menu meeting as well as the floor plan template you received.
- When calculating your guest counts, please remember that once your adult guarantee is met, vendors, & children and young adults aged 6-14 are half price and there is no charge for children aged 5 and under.
- Please contact us 10 days prior to your event to finalize and confirm the head count. After that date, we cannot lower that guest count. Once your counts are confirmed, your final invoice will be emailed to you. Also, your seating chart and master list are due at this time.
- Final payment must be received at the Candlewood Inn four (4) banking days prior to your event by cash, certified bank check, or wire transfer. Please note that we do not

accept personal checks for final payment, nor do we accept credit cards for any payments.

- Your place cards, master seating plan, any favors, cake knives, toasting flutes, etc. should be dropped off at the time of payment. If you have special instructions regarding decorations of 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 / REHEARSAL

- 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 conflicts exist, please contact us immediately to resolve the issue.
- If you plan to have your ceremony here at the Candlewood Inn, there are a few things to keep in mind: We have power & extension cords to the outside area to accommodate DJ's/Musicians for ceremonial music. You must plan with your DJ for speakers, microphones, and other AV equipment.
- Your Coordinator will work with you on the details of your rehearsal and ceremony. They are happy to guide you with ideas that will make your ceremony special. They ask that ceremony décor that requires special design or set up to be done by your florist or family so that it can be done to your personal specifications.
- We do provide ample seating for your guests at the ceremony. The typical chair configuration is 6 chairs in the front row, and then 2 chairs are added to each row depending on how many guests you have. Your Coordinator will ensure that you have the seating you need for special guests; please let them know during your rehearsal.
- We do not have a Chuppah. Most florists are able to rent that for you and set up on the day of the wedding. The Chuppah needs to be removed by the end of your event.
- Aisle Runners and open flame candles down the aisle are not permitted for the safety of you and your guests.
- Please contact your Event Coordinator to schedule your rehearsal, if desired. The time of the rehearsal will be determined by the event coordinator to ensure there is no conflict with any other events on the day of the rehearsal.

RECEPTION

- 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. If your ceremony is not on site, please be sure to put the actual contracted start time of your reception at Candlewood Inn 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, or if there is another event scheduled before yours, which, in this case, your arrival time will be determined on an individual basis. Please arrange your arrival time with your Coordinator.
- Cocktail hour will be held indoors and outdoors, weather pending.
- Our Candlewood Inn Centerpiece Is a 12 inch tall x 6 inch wide Hurricane Lamp with taper and 3 votive candles at each table.
- If you provide your own centerpieces, we are happy to provide the votive candles per table.
- We have an online floor planning tool – Social Tables – to help you to arrange your tables and seat your guests. Your Coordinator will set you up with access to it at your Menu Meeting.
- We have 2 different size tables: 60 inch (small) round table holds up to 8-10 guests and 72 inch (large) round table holds up to 10-12 guests (9 large tables available)
- If you wish to have fireworks or sparklers, please contact your Event Coordinator for recommended vendors. CT State Law requires special licensing, permits and insurance for these items, and this is strictly enforced by our local Brookfield, 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.

CAKE

- A wedding cake is included with the Candlewood Inn Wedding Package. You will select from a variety of flavors and fillings, and from our designs showcased on our website.
- 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.
- Candlewood Inn does not permit you to bring your own alcohol into the venue or onto the property. All alcohol must be purchased through Candlewood Inn. 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.

VENDORS

- We require that your vendors provide proof of liability insurance and workmen's compensation (those on our preferred list have their insurance forms on file here). If your vendor does not have liability/workmen's comp insurance, please contact your event coordinator as soon as possible.
- 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 meetings.
- It is customary to purchase a meal for vendors who attend your event, including your DJ/Band, 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 vendors at guest tables. We will provide seating for your vendors and serve them immediately following your guests.
- We suggest that you contact hotels for your out of town guests between 6 months and a year to reserve your room block. If you are having a large number of guests stay from out of town you may want to consider a shuttle service to and from the hotel and reception so that your guests can safely enjoy your reception. You will find the list of hotels on our preferred vendor list.
- If you or your hotel is providing a 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. 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 Event Coordinator of any special pick up requests prior to your event.

From the entire team at The Candlewood Inn,
THANK YOU for choosing our venue to host your special day.