

# LYMAN ORCHARDS GOLF CLUB

## Frequently Asked Questions

Revised December 2018

### **Policies & Procedures**

#### **Does Lyman Orchards Golf Club have a curfew?**

Lyman Orchards Golf Club has a curfew of 11:00 p.m. on Fridays and Saturdays, and 10:00 p.m. on Sundays.

#### **Can I use the wedding suite at Lyman Homestead?**

If your wedding is booked at Lyman Orchards Golf Club, you have the option to rent the Lyman Homestead as your wedding suite 5 hours before the start of your event. The price to rent the Lyman Homestead is \$650.00 plus Administrative Service Charge and CT Sales Tax. The availability of the Homestead is not guaranteed and reservations should be made at the time you book your wedding.

#### **Can our guests arrive early to Lyman Orchards Golf Club?**

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. A tentative start time is listed on your contract.

#### **If I am already booked with CWG, can I tour Lyman Orchards Golf Club any time before my wedding?**

Tours and walkthroughs of Lyman Orchards Golf Club for our booked couples are best scheduled during the week, with an event planner from CWG 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).

#### **Can our shuttle buses stay at Lyman Orchards Golf Club during the wedding reception?**

Shuttle buses are allowed to stay at Lyman Orchards Golf Club 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. Unfortunately, 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.

#### **Is Lyman Orchards Golf Club Handicap Accessible?**

Yes. Lyman Orchards Golf Club is handicap accessible.

## **My Ceremony**

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

You are welcome to have your ceremony onsite at Lyman Orchards Golf Club as part of your Lyman Orchards wedding experience. The ceremony fee of \$1,500.00++, includes an extra hour of event time, pre-ceremony fruit infused water station, ceremony coordination, on-site rehearsal (time restrictions apply), and set-up and breakdown of your ceremony chairs. Ceremony seating is an additional cost. Please contact your wedding planner at [planning@ctweddinggroup.com](mailto:planning@ctweddinggroup.com) for seating options and pricing. 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 on-site, and utilize the grounds for your pictures. Extra time is available for \$250 per hour.

### **Can I have my wedding rehearsal at Lyman Orchards Golf Club?**

Your on-site 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 5 hours before the start of the event that evening. Rehearsals may not be scheduled 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. Rehearsals are subject to availability. It is also highly recommended that your officiant be present for your on-site rehearsal.

### **Is my dog allowed at Lyman Orchards Golf Club?**

Dogs are allowed outside on the grounds at Lyman Orchards Golf Club, 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. You must inform us in advance, and sign our waiver, if you plan to include your dog in your wedding day.

### **Is the driving range open during my wedding?**

The driving range at Lyman Orchards Golf Club is open to the public. For exclusivity on your wedding day, a fee of \$250 will apply to close the driving range to the public during your wedding. This fee is waived if you add on the Golf Package During Cocktail Hour.

## **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. CWG 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.

### **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. 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 venue, all candles must be LED, Flameless Candles. No real candles or open flames will be allowed at Lyman Orchards Golf Club.

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

Sky lanterns are illegal in Connecticut and are not permitted at Lyman Orchards Golf Club.

### **Are sparklers allowed?**

Due to the nature of our historical space at Lyman Orchards Golf Club, 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 bring my own DJ?**

Yes, although we strongly encourage you to work with our trusted entertainment partners. 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 Lyman Orchards Golf Club. To pre-approve a vendor, please email your planning team at [planning@ctweddinggroup.com](mailto:planning@ctweddinggroup.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 a DJ, Band, Photobooth, etc. If your event is being held at Lyman Orchards Golf 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. Vendors, especially Entertainers will not be permitted to play at your event if they have not met this requirement.

### **When do my vendors eat dinner?**

Your vendors are served each course/invited to the buffet as soon as all guests are served, unless otherwise pre-determined with the event manager.

## **My Bar Service**

### **Can I bring in my own alcohol?**

Connecticut Wedding Group does not permit you to bring your own alcohol into Lyman Orchards Golf Club. All alcohol must be provided by and served through Connecticut Wedding Group. This includes alcohol brought in while taking pictures before the ceremony, and alcohol brought by in 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. If you feel you have extenuating circumstances, please contact the planning team at [planning@ctweddinggroup.com](mailto:planning@ctweddinggroup.com).

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

It is Connecticut 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?**

Connecticut 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 preparation, and our reliance on our food suppliers, ***we cannot guarantee that 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?**

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

### **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.

### **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 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 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 discounted cost of \$75++ per meal.

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

Detail & Menu Planning Appointments are usually scheduled about 6 months before your event and are usually scheduled during business hours Monday-Friday. Some evening and weekend appointments are also available, but are usually limited during wedding season. The CWG planning team will be in contact to schedule your Detail & Menu Planning Appointment.

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

Connecticut Wedding Group does offer an opportunity to try our cuisine prior to your wedding.

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

Yes, you can bring in your own dessert. If you choose to bring in your own dessert or use an outside vendor, a \$2.95++ per guest handling fee will apply to service your dessert. The handling fee will be waived for any dessert purchased through CT Wedding Group.

## **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 Vendors 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?**

Your 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.

### **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?**

Our Administrative Service Charge pays for all of the services that you will receive from our staff, both while planning and on your wedding day. Gratuities are not expected or required. If you would like to provide a tip 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?**

Connecticut Wedding Group accepts Visa, MasterCard, American Express, and Discover cards. You may use a credit card to pay for your 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, and 4<sup>th</sup> deposit payments only. Credit card payments will not be accepted for any additional payments or within 90 days of your event and credit cards may not be used for your final payment. Final payments must be made with a certified bank check payable to CT Wedding Group. Credit card payments are subject to our credit card policy and a convenience fee may apply.

## **My Timeline**

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

Menu and décor choices are usually made at your menu planning and details appointment which is about 6 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, at 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, your seating chart and, non-perishable items in pre-assembled, table ready condition are also due at your final appointment. Final appointments will be scheduled at your Details & Menu Planning Meeting.