

# Wedding Planning at the Wakefield Mill

## FREQUENTLY ASKED QUESTIONS (FAQ'S)

### GENERAL

#### Who will plan my wedding?

*Our Event Coordinator and restaurant manager from the Wakefield Mill will meet with you to receive your deposit and handle all the details pertaining to the venue and food and beverage.*

#### How do I see the Wakefield Mill?

*You are encouraged to come and see the Mill anytime on a self-guided tour. We are opened daily from 8am to 10pm, for breakfast, lunch, and dinner. Once you have received our information package and filled out our event questionnaire, you are welcome to book an appointment with our Event Coordinator.*

#### Who will be on site to oversee the reception?

*Our hospitality team will take care of all of the details of your wedding during the reception pertaining to food and beverage. Any details regarding decorations and special set up is the responsibility of the client.*

#### Is there parking for our guests?

*Yes, free parking is provided on our property.*

#### Can we toss confetti or flower petals at my ceremony?

*We allow bubbles! Unfortunately we do not allow the tossing of confetti, or any other objects inside or outside of the Mill. Should the above items be tossed, an additional cleaning charge will be applied to the final invoice.*

#### How do I find a photographer, florists, musicians, etc?

*Your event coordinator would be happy to provide a preferred supplier list.*


#### Can I have a wedding at the Mill without renting guest bedrooms?

*Yes, from Sunday to Friday. We can accommodate groups up to 75 people for a wedding reception. Dancing is not available in these instances as the volume carries up to the bedrooms, but a ceremony, cocktail reception and dinner is permitted.*



**Do you throw bachelorette parties?**

*Yes, the Mill offers a great Girls Get Away Party for bachelorette parties and bridal showers from Sunday to Friday. Enjoy spa treatments, fine dining and a pajama party with your favorite girls to celebrate your friendship. Please see the website for more details.*



**Do you have a honeymoon package?**


*Yes, we have a mini honeymoon package Sunday to Friday, which we recommend after your special day. It's your getaway close to home. Please see our website for details.*



**Do you have any pictures of weddings at the Mill?**

*Yes. We suggest you visit our website and facebook page.*

## **TIMING**



**Can we check in early and get ready at the Mill?**

*We guarantee our bedrooms for 4pm. Any early check in can be verified by calling reception the morning of your event and if the room is available prior to this time, early check-in is possible. Staying the night before is the best way to assure your room is available for you in the morning.*



**Are there time restrictions of when we can eat?**

*Yes, depending on the size of your party, the Wakefield Mill reserves the right to select the timing of your meal to balance our reservations with our other hotel guests.*



**What time is last call?**

*Last call is at 1:45am or at the bartender's discretion. Our hospitality team has the right to refuse drinks to any one who appears to be intoxicated.*



## SET-UP AND DECORATION

### Who does the banquet set up?

*The Wakefield Mill provides the same set up for weddings and banquets as our regular dining set-up. This includes white linen, cutlery and glassware. Any additional decorations, including flowers, is to be provided by the client in agreement with the policies and décor standards of the Wakefield Mill. Charges may apply for special requests.*

### What tables, chairs, linen, etc. are provided?

*Our Waterfalls Banquet room has round tables for up to 9 people at each. In the dining and Heron rooms, we will provide and set up rectangular tables with 6-10 banquet chairs per table. Classic white linen tablecloths and white napkins are provided. China, cutlery, & glassware are set on the tables by our staff with candles in white opaque glass holders.*

### Can we rent a tent?

*No. We assure a space inside in the event of poor weather conditions.*

### Who will set up the cake, gifts, guest book & registry tables?

*We will provide these tables draped with linen tablecloths. The client is responsible for decorating these tables and providing an itinerary and layout to the Wakefield Mill staff to help with set up.*

### Regarding decorations can they be set the night before or is time allowed in booking for decorating prior to the ceremony and/or reception?

*If you are renting a private space (ie the Banquet Room), you may secure this room the evening before from 6pm, for a \$150 rental fee. For events taking place in public areas of the hotel, the venue is available to you on the day of the event after our regular lunch period (from 2pm). The dining and Heron rooms are available 1 hour prior to your event. The ceremony space is available to decorate anytime in the afternoon of the day of the event.*

### Are we allowed to bring in candles?

*Drip-less candles and tea lights in safe containers, (glass, and metal) are permitted on the guest tables.*

### Do you have chair covers?

*Yes, they are available for rental at \$3 each, for the ceremony and banquet room.*


### Who provides & arranges the flowers & wedding decorations?

*It is the responsibility of the bridal party to make arrangements for all décor and flowers. Flowers and table centerpieces must be arranged prior to arriving onsite. You may leave them with detailed instructions, ready to go, (flowers in vases) and our wedding team is happy to set up your tables.*

## FOOD AND BEVERAGE

 Can we bring our own food for our wedding?

*No. Our Chef is happy to adapt his menu to your dietary requirements and special requests.*


 Can we bring our own wedding cake?

*Yes, and we do not charge a plating fee for bring in a wedding cake as we do not make wedding cakes on site.*


 Can we bring our own wine?

*No, The Wakefield Mill is a licensed facility and for this reason groups may not bring their own alcohol or homemade wines. Our sommeliers are happy to work with you and your budget to select your beverages.*

## ENTERTAINMENT

 Can we bring in our own music?

*Yes, you are welcome to bring your own music to play during your ceremony, cocktail reception and dinner, if you have the space exclusively. If you are a small wedding party sharing the space with other guests, we will play our own music selection. Dj's and amplified music are not permitted in the main hotel, but are permitted for a dance reception in the Lester Pearson Hall only if all 13 guestrooms in the adjacent Eco River Lodge are occupied by your wedding guests.*

 Can we use your P.A. system?

*The Mill does allow our guests to use our system providing you arrive prior to the wedding to test the sound. We allow the use of an Ipod with a play list as once it is plugged in, only our own staff is permitted to use our stereo system to change the volume levels and playlists upon your request.*

 Do you have a microphone?

*Yes, we have a microphone and small PA system available for rental (\$75). We recommend it for larger groups and only with the exclusive use of the dining space.*

 Can we rent audio equipment?

*Provided you are occupying an event room exclusively, we have screens and data projectors available for rental \$95. A laptop computer and speakers are not provided.*

 Where can we dance?

*Dancing may take place in the Eco River Lodge in our new Lester Pearson Hall banquet facility, . The client is required to rent the 13 adjoining bedrooms.*

## COST

### What is the cost of a wedding at the Wakefield Mill?

*The cost of a wedding depends on several factors: the size of the wedding, the hotel facilities used, the time of year, the time of day (ie lunch or dinner) and the day of the week. A quote will be made available to you once you have completed our 'request for wedding' form.*

### Do we need to provide a deposit?

*Yes. A \$500 non-refundable deposit will reserve the venue and date. A 25% deposit will be required (less the \$500 deposit) upon the signing of the contract at least 6 months prior to event. An additional 50% of the estimated value of the contract is due 60 days prior to the event. Please be aware that we have many enquiries and the only way to reserve your date is to pay this initial deposit of \$500.*

### What is the difference between cash bar and host bar?

*A host bar is when the host (bride and groom) pay for the alcohol consumed before and after dinner. A cash bar means the guests are paying for there own drinks. The Wakefield Mill does not allow a cash bar between the ceremony and dinner.*

### Do you offer any deals/discounts for weddings?

*Yes, depending on the time of week you are booking. Saturday night rates are fixed and not subject to discounts. If you are considering another day of the week in our low season (November to May) we will be happy to discuss an event package to suite your budget.*

### How much does a room cost?

*All our room rates our posted on our website at [www.wakefieldmill.com](http://www.wakefieldmill.com).*

## CEREMONY

### Can we have our ceremony at the Wakefield Mill?

*Yes. A ceremony rental fee of \$300 applies to all weddings, indoor and outdoor. Ceremony timing can be flexible depending on your needs and those of the Wakefield Mill. Outdoor ceremonies will be held on the Maclaren Lann or the Waterfalls Lookout (30pp or less) situated below the Maclaren house. In case of unsuitable weather, ceremonies will be held in our Waterfalls banquet room.*



### Who does the ceremony set up?

*The Wakefield Mill will provide the ceremony space, a table for signing and chair, along with up to 20 chairs for an indoor or outdoor venue. The client is responsible for any additional decorations, flowers, chair covers, bubbles etc.*

## Recommended TIMELINES

The Wakefield Mill offers different sets of times to celebrate your wedding.  
This is to ensure the satisfaction of all of our hotel guests.

**DAY**                    11:00 am – 11:30 am ceremony  
                              11:30 am – 12:30 pm cocktails and canapés (photos)  
                              12:30 pm – 3:00 pm lunch  
                              4:00 pm guest departure

### NIGHT

#### EARLIER SEATING

3:00 pm – 3:30pm ceremony  
3:30 pm – 5:00 pm cocktails and canapés (photos)  
5:30 pm dinner  
8:30 pm dancing if applicable

#### LATER SEATING

5:30 pm – 6:00 pm ceremony  
6:00 pm – 7:30 pm cocktails and canapés (photos)  
7:30 pm – 10:00 pm dinner  
10:00 pm dancing and late night party if applicable



Any other questions?

Please contact us at [ventes@wakefieldmill.com](mailto:ventes@wakefieldmill.com) or call 819-459-3475 ext 106.

