



RIVERVIEW

TIPS & FAQs

Mailing Address for the Riverview: P.O Box 245 Weatogue, CT 06089

PLANNING & PAYMENT INFORMATION

- Approximately four to six months prior to your event, you should contact your event manager to schedule a menu planning meeting. This meeting involves selecting your menu and linens, and tasting your cake options! You will also cover questions and details about your event. We also provide complimentary direction cards and place cards.
- Your second deposit will be due eight months prior to your event and an invoice will be sent to you as a reminder.
- All adults are full price including the bride and groom. Children aged 6 – 14 are half price and there is no charge for children aged 5 and under.
- Your vendors (i.e DJ, band, photographer, and videographer, etc.) are half price. **Please do not include them in your final adult guest count or floor plan.** They will be seated comfortably in the cocktail area, and served an entrée after your guests.
- Your guest count, meal counts, and floor plan are due 14 days prior to you event. Contact your event manager via e-mail with this information. Please use the sheet provided in your menu meeting, as well as the floor plan template you received. At this time, you will schedule a drop off and final payment appointment with your event manager.
- Your counts will be confirmed, and a final invoice will be quoted to you, on the Friday prior to your event. After your invoice has been quoted, we are unable to lower your guest count. In the event that you have cancellations during this time period, we will gladly send you home with those meals at the end of your event.

- Final payment is due four (4) banking days prior to your event by certified bank check, wire transfer, or cash. **Please note that we do not accept personal checks for final payment, or credit cards for any payments.**
- Your place cards, favors, cake knife and server, toasting flutes, etc. should be dropped off at the time of payment. If you have special instructions regarding decorations or favors, please include these instructions with your items. Please tag all items with your name and event date.

CEREMONY INFORMATION

- If you have a ceremony booked on site, please keep in mind that the Riverview does not provide speakers outside, or inside ceremony locations. Please plan accordingly with your DJ/Band for speakers and/or microphones.
- If you purchase an hour for your ceremony, and do not use the entire hour, **we will begin cocktail hour** as soon as your ceremony ends. However, that does not add additional time to your cocktail hour; it is still a one hour cocktail reception. The additional time is for dinner and dancing!!
- Your Event Coordinator and/or Assistant 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; however any ceremony décor that requires special design or set up should be done by your florist or family so that it can be done to your personal specifications. We do have a permanent arch that you are welcome to decorate!
- We provide ample seating for your guests at the ceremony. The typical chair configuration is based on the number of guests you will have attending. We have handicap accessibility to our ceremony locations. Guests that require assistance will be guided to their seats.
- **Aisle runners, silk flower petals, rice and open flame candles are not permitted in our outdoor ceremony space.**

RECEPTION INFORMATION

- Please make sure when printing your invitations, that you put the exact start time of your ceremony or reception as stated on your contract. We provide a champagne table for guests to enjoy as they arrive for your ceremony. If your ceremony is not at the Riverview, please put the start time of your reception **NOT** "reception immediately following" on your invitation, as our lobby waiting area is limited.
- While we understand there may be a desire to arrive early for your event, please bear in mind that arrivals more than 2 hours prior to your contracted start time will incur additional costs. Please note that on Saturday evenings this is not an option, as we have an event prior to yours.
- The Riverview offers hurricane candle centerpieces with 3 votive candles per table. The hurricane's dimensions are 12 inches tall and 4 inches wide, and it is open at both ends. If you prefer to bring in your own centerpieces, we are happy to provide three votive candles per table.
- Dining tables are 72 inches around, and hold 10-12 guests. Sweetheart tables are 48 inches around, and the cake table is 36 inches around. For your cocktail hour, there are approximately 20 tables in various sizes / heights.
- Chair covers and/or sashes are strongly discouraged. However if you choose to use these items they need to be set up and removed by the vendor who provided them. Speak to your event manager for more details.
- Plate chargers are not permitted.
- We allocate 2 feet per person at head tables. If your bridal party exceeds 16 people, we do not recommend a large head table. Your coordinator will be happy to explore alternative options.
- If you are bringing in ribbon for your wedding cake please provide polyester ribbon. **No satin, sheer, or wired ribbon.** 5 yards for a round cake and 7 yards for a square cake. Special cake designs must be submitted for approval no less than 30 days prior to your event, additional charges may apply.

- For the safety of your guests, our company has a **No Shot Policy**. However, our bar is open for your entire reception.
- We provide clear framed table numbers for each table.
- There is a locked Mailbox provided for your gift cards. We do **NOT** allow outside card boxes, bird cages, or baskets for cards.
- Due to town fire codes we do **NOT** allow sparklers on the Riverview property.

VENDOR INFORMATION

- We require that your vendors provide proof of liability/workers comp. insurance (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 The Riverview as soon as possible.
- We do not allow vendors to drink alcohol. Please notify them of this policy.
- If you or your hotel are providing shuttle service for your guests please ensure that you have a schedule that is conducive to your contracted event time especially if more than 1 trip is required. Please take in to account that additional trips may be necessary 30 minutes or more after your event end time.
- Please make arrangements with your florist and vendors to have ALL items removed at the end of your event. **The Riverview is unable to store items after functions.**

Please let us know if you have any additional questions.

We are excited to host your event!