

# Insurance Requirements

The Riverview  
10 Winslow Place  
Weatogue, CT 06089

The Riverview requires each professional and nonprofessional vendor to provide both a **Certificate of Liability and Workmen's Compensation Insurance**. The form must reflect **"The Riverview, 10 Winslow Place, Weatogue, CT 06089"**, as the certificate holder.

A vendor is contracted directly by you (the client) to provide additional services, including, but not limited to, photographers, bands, DJs, videographers, florists, event planners, etc. Insurance forms must be submitted a minimum of 90 days prior to your event.

The Riverview will NOT allow a vendor to work on property until these forms are received. These forms must also be updated on an annual basis. Once we have their updated insurance on file, they will be granted access to work at The Riverview until the insurance expires.

Please email a copy of the vendor's current insurance forms directly to your Event Coordinator.

We understand this is our responsibility and will have all our vendors comply.

_____	_____
Riverview client	Date
	Insurance on file
Band or DJ _____	<input type="checkbox"/>
Photographer _____	<input type="checkbox"/>
Videographer _____	<input type="checkbox"/>
Florist _____	<input type="checkbox"/>
Other _____	<input type="checkbox"/>



# RIVERVIEW

## Tips & Frequently Asked Questions

### Planning and Payment Information

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

- An initial deposit of \$1,000 is required upon booking to reserve the client's chosen date with a payment schedule as follows:
  - \$1,000 Booking Deposit
  - \$2,000 Second Deposit, Due 12 months prior to event date
  - \$3,000 Third Deposit, Due 6 months prior to event date
  - Final Payment, Due 4 Banking Days prior to event date, and **must be certified check, wire transfer or cash**
  
- For bookings at or less than eleven months prior to the event date, a booking deposit of \$2,000 is required with a payment scheduled as follows:
  - \$2,000 Booking Deposit
  - \$3,000 Second Deposit, Due 6 months prior to event date
  - Final Payment, Due 4 Banking Days prior to event date, and **must be certified check, wire transfer or cash**
  
- A 20% Operational Fee and current CT State Sales Tax will be applied to your balance. The Operational Fee is not a gratuity.
  
- Approximately four to six months prior to your event, you should contact your event coordinator 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 are happy to provide complimentary direction cards and place cards for you at this time.
  
- 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. We will need the count for all meals 14 days prior to your event.
  
- Your vendors (i.e entertainment and photography / videography, 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 after your guests. Your vendors will receive an entrée only. *Any vendors seated at a guest table, will be charged as a full price guest.*

- Your preliminary head count, meal counts, and floor plan are due 14 days prior to your event. Contact your event coordinator 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 / final payment appointment with your coordinator.
- Your counts will be confirmed, and a final invoice will be quoted to you, on the Wednesday prior to your event. After your invoice has been quoted, we are unable to lower your guest count.
- 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 brought with you at your scheduled drop off. 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 there are no speakers in our outside or inside ceremony locations. Please plan accordingly with your DJ / musicians 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, this does not add additional time to your cocktail hour; it is still a one-hour long. The additional time is for dinner and dancing!!
- Your Event Coordinator and will work with you on the details of your rehearsal and ceremony. Your florist is responsible for any ceremony décor and set up 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. For any décor planning, speak to your Coordinator regarding the number of rows that will be set for your ceremony.
- We have handicap accessibility to our ceremony locations. Guests that require assistance will be guided to their seats.
- Fake rose petals are not permitted outdoors.
- Aisle runners, glass of any kind, and open flame candles, down the aisle, are not permitted, (indoors or outdoors) for your safety, and the safety of your guests.

## Reception Information

- Please make sure that your invitation includes the exact start time of your event, stated on your contract. If your ceremony is not at the Riverview, please note the reception start time, NOT “reception immediately following”, as our lobby waiting area is limited.
- If you or your hotel is 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 bear in mind that arrival more than 2 hours prior to your contracted start time will incur additional costs. Also 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 has dimensions of 12 inches tall and 4 inches wide, and is open at both ends. If you prefer to bring in your own centerpieces, we are happy to still 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.
- We allocate 2 feet per person at head tables. If your bridal party exceeds 16 people, we cannot accommodate a head table. Your coordinator will be happy to explore alternative options for your attendants.
- If you are bringing in ribbon for your wedding cake, please provide 1.5” wide polyester grosgrain 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 charge 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 table numbers for each table and a locked mailbox for your gift cards. We do require that you use our mailbox for your event.
- If you choose to provide menu cards, please note that they must be approved by the Riverview’s head chef. Please send a proof to your event coordinator **PRIOR** to printing. The Riverview reserves the right to not use your card if the information is incorrect.
- We do not have the space at the dining tables to allow for chargers.

## Vendor House Policies

- Arrival/setup time is 2 hours prior to the event start, UNLESS there is an event before yours.
  - 5pm arrival/setup time for SATURDAY NIGHT EVENTS
- Please check in at the front desk of our main lobby for load-in instructions. Please know the clients last name and event ballroom.
- **ALL equipment, rentals, decorations, etc. are to be removed at the END of event.** We do NOT store items, nor are we responsible for any breakage, missing items, or items left behind.
- Please provide ALL necessary equipment needed for setup
  - i.e. extension cords, speakers/microphones, floral/décor vases, ladders, etc.
- You are to work together with The Riverview's Event Manager on event timing, introductions, cake cutting, etc. We ask that you communicate with us before proceeding with any of these activities.
- You must provide an accurate number of employees working for your company on the event day.
- You will receive an entrée course, served in the cocktail area. Please provide all meal selections or allergies with your client in advance.
- Vendors who are seated at a guest table will be considered a FULL price guest.
- **Alcohol consumption by any vendor is NOT allowed on our property.**
- Fog Machines, Dry Ice, Confetti Poppers, or Pyrotechnics are not permitted.

We look forward to working together with you and your company in making this a special day for our clients.  
Please feel free to call us at The Riverview with any questions at (860) 651-5005.