



❖ Helpful Wedding Day Guidelines ❖

- MM@TW will oversee that the venue is groomed and ready for our wedding client.
- MM@TW staff will greet and park wedding party at the lodge *2 hours before* your ceremony (no earlier). We require all bridal parties arrive **no less than 1.5 hours** before ceremony.
- The wedding party will have access to the lodge and dressing areas 2 hours prior to the ceremony (no earlier). The upstairs loft area is available for groom/groomsmen/dads and lower-level dressing room for bride/bridesmaids/moms. **All hair and make-up preparation will be done off-site (i.e. salon, hotel, private home, etc.) prior to bridal party arrival.** If you want access to the grounds and building more than 2 hours prior to your ceremony the rental rate is \$500 per hour.
- If the little pond cottage is available and you plan to stay there the night before your wedding, the max capacity of the cottage is 4 people. **All hair and make-up preparations must take place off-site (no exceptions).** Check in is 2pm and check out is by noon.
- **All vendors may** arrive 2 hours before the ceremony, **no earlier**. If a vendor needs access to the building more than 2 hours prior to your ceremony this must be arranged in advanced with your Coordinator, and there may be a fee associated, depending on how much time is required. This would include hired decorators and/or companies that are supplying decorations/items that you have rented.
- If guests arrive early, they are welcome to walk the property, but we do our best to keep them out of the lodge when possible. MM@TW staff will be located on the road directing traffic *1 hour prior* to the start of the ceremony.
- Day of/Pre-wedding – any DIY-decorating must be completed and cleaned up 30



minutes before the wedding party is moved to the ceremony site, or before ceremony begins. If client is providing floral arrangements/decorations the day of the event, they must arrive assembled and ready to be placed on tables the day of the wedding, **not** the day before the wedding. Any trash from day-of setup will need to be removed and placed in your vehicle (i.e. boxes, paper stuffing, tape, scissors). Our staff will not be responsible for any clean up from decorating, as the building has been cleaned prior to the clients arrival. See wedding day/decorating guidelines for additional information on decorating.

- Your Coordinator will give time announcements prior to the ceremony at the lodge as you take photos with your bridal party, family, etc. Beginning 30 minutes prior to the ceremony start time, the bridal party, parents and grandparents we will be transported to ceremony site via golf cart.
- If you would like furniture moved for photography purposes in/around the lodge, please ask MM@TW staff for assistance. Please **DO NOT** drag any furniture across the wood floors. Damage to furniture or floors will result in deduction from your security deposit. Please **DO NOT** stand on chairs, tables or benches for photography or decorating. We have step stools available, if needed.
- MM@TW staff will provide signs at end of ceremony lane and lodge lane, greet guests and direct guests to the appropriate parking location near ceremony site, then direct guests back to the lodge and assist parking guests at the lodge for your reception.
- Your Coordinator will oversee all logistics of the wedding ceremony, i.e. rehearsal (day before), processional, recessional, cueing of music and assisting officiant as needed.
- Your Coordinator will assist in keeping the flow of the event throughout the day, working with the catering staff as well as DJ/EMCEE during the reception. They will also provide crowd control during cocktails, announcement of dinner and gathering of wedding party for formal introductions into reception. They both will ensure a smooth experience for everyone in attendance, while keeping things low stress and excitement high.
- MM@TW does not have a sound system in the building – If client is not hiring a DJ or Band, then the client is responsible for providing any PA or speakers, as well as someone to announce as needed.



- Your Coordinator will assist with crowd control and departure after the reception. Last song is played 30 minutes prior to the end of your 8-hour rental, this is listed on the timeline provided to client following the final meeting. All persons and belongings must be removed from the building by the end of your 8 hour rental.
- All decorations, flower arrangements and personal items must be removed from the property after the wedding.
- Your Coordinator will do a full inspection of all areas of the venue to make sure no damage occurred or things were forgotten. If any damage is found, notification will be made to bride/groom and/or parents immediately, indicating what the damage is and once determined, what the cost will be. This charge will be deducted from the Security Deposit, unless the damage is more than \$750, in which case, insurance will be notified.
- Snacks and light food is permitted to be brought before the ceremony. A trash can will be provided in each dressing area and our staff will take care of removing this trash for you. If our staff has to clean up any food/trash not in the trash cans, a \$50 clean-up fee will be deducted from the security deposit.
- Smoking is permitted only on the stone patio areas, away from the building where there are designated areas for cigarette disposal. Smoking is **not** allowed on the screened porch.
- After reception – Your Coordinator does a final assessment of the dressing rooms to make sure all personal items are removed and trash is placed in the provided trash cans.
- Your Coordinator and the catering staff will pack up decorations on the main level as long as dancing is in the lower level. These decorations/boxes will be located at the front door, along with any leftover food and gifts, to be placed in personal vehicles.
- The last 30 minutes of the client’s 8 hour rental is for clean-up and removal of decorations and belongings from the building and grounds to personal vehicles. If client exceeds their 8 hour rental more than 15 minutes, a rate of \$500 per hour will be assessed and deducted from the security deposit.