



Planning your Wedding with Erin Estate

We are thrilled to help you plan your wedding with us! A private outdoor venue like ours offers exclusive opportunities to plan a magical day of a lifetime; however, it is important to consider planning details to ensure logistics don't get in the way of how wonderful your day can be.

Please read over the following information and consider what we have found to work best as well as the necessary requirements for our venue. At the end of the day, planning the details is up to you but we are here to help.

Vendors

It is important to thoroughly go over all the specifics with your vendors. Ensure they know our address, style of venue and have them book a site visit or phone call if need be.

ALL VENDORS MUST SIGN AND SUBMIT A VENDOR AGREEMENT 7 DAYS PRIOR TO THE WEDDING DAY. If this is not complete, they will not be permitted onto the property.

Caterers

Caterers need to know that we are an outdoor venue. We charge a \$500 landing fee to each catering team on our preferred vendor list and \$1000 to those not on our list. This is not an arbitrary charge. This allows them to use our kitchen tent and designated amount of tables. Please inform your caterer the kitchen tent is 20x20 and is equipped with lighting. There will be four 8-foot rectangle tables and three 5-foot round tables for their use. Folding chairs for their staff will also be available.

Caterers will have access to 3 – 15 amp 120V electrical circuits. Please note that our preferred caterers have no issues operating within these limits as the primary cooking fuel should be propane. There is no running water in reception area; therefore, they must come prepared. Note: They cannot use the house kitchen. We highly recommend utilizing one of our preferred caterers as they have proven themselves to perform at a high level of service at our venue!

Photographers & Videographers

Photographers are responsible for always facilitating guests into designated areas. They must familiarize themselves with the map of the property and obey all signage.

Special note is taken to the ceremony bridge area which cannot hold more than the bride, groom and bridal party. Large group photos cannot be taken on the ceremony bridge or arbour location.

Bands & DJs

Due to being an outdoor venue, we do have to obey noise by-laws for our area. Your band or DJ must conclude their services at **11pm**. Erin Estate will then provide recorded music under our control until closing time (midnight). Please plan your timeline for dancing accordingly.

DJ's and bands will have access to one 8-foot rectangle table and a 15amp electrical circuit.

Wedding Coordinators

This element of planning is something to seriously consider with a venue like ours.

Please make note that Erin Estate owners and our staff are NOT your *event* coordinators. We are your *venue* hosts and property coordinators. This means we maintain the property and items we provide you in our packaging (ie. bathrooms, parking, ceremony space etc.) but **do not** coordinate or assist with elements such as table settings, decorations, music coordination and related elements to the flow of your event.

We have found that couples who hire a day of coordinator are significantly more relaxed and report a happier outcome with their event. You may have a family or friend who becomes your 'go-to' person; however, if you want everyone to truly enjoy themselves in an organized fashion on the day of, a coordinator can provide invaluable services.

Alcohol

You can supply your own alcohol with our venue. You can hire your catering team (or other vendor) for your bar service. There is access to a single fridge-freezer unit in the Saloon bar. All bartenders must be smart serve certified and follow legal guidelines for safe alcohol service.

Some people prefer to have all glassware where others switch to plastic for dance floor safety. We do not regulate this choice; however, we are not responsible for any injuries associated. Your catering team can provide a quote for you on glassware and bar service.

As the couple, you are 'renters' of the venue (a private property with the owners present on site) and do not require a permit to serve alcohol as long as you are not selling it.

You do require insurance for your alcohol and event. Obtain it through: PAL Insurance Canada.

www.palcanada.com

Their WeddingGuard package provides liability insurance coverage as well as other great insurances for your wedding planning needs. Packages start at \$200.00. Proof of this insurance must be provided to the venue 7 days prior to the event.

Parking

All cars must park in the designated parking area (lot) at all times. The Wedding party may drive up to the house to drop off materials and individuals, however the vehicles must be moved to the parking lot 2 hours prior to the ceremony. Any guests arriving with mobility issues will be permitted to drive up to the house, however, we will request that the vehicles be moved to the parking lot after those with mobility issues are situated.

Day Before

Event Timeline

12 noon – 6pm – Access to reception and ceremony area

Alcohol can be left in the Saloon bar; other materials can be left in tent area Final balance must be paid in full by noon the day before the wedding.

house is off limits; please arrange for your group to meet in the tent and use event washrooms

Day Of

(Suggested)

10am – Bridal party & make-up artist arrival to Erin Estate

Groomsman often arrive around 12-1pm. Use of kitchen; coffee and tea is available

2:30-4pm – Ceremony Start Time

Note: most ceremonies inevitably run 15-30 minutes late. If you would like your ceremony at 4pm sharp, consider indicating 3:30 as the start time.

house becomes off limits and all belongings must be removed at 6pm sharp

4-6pm – Cocktail hour (Bride and Groom photographs) **6-6:30pm** – Dinner & Speeches

8-11pm - Dancing

11pm – 12pm – Late night meal; bonfire etc.

12am – departure of last shuttle bus

12:30am – all guests and vendors must be completely vacated from the property

**security deposit will be held for late departures as indicated in contract*

Day After

10am- 12pm – Pickup of materials and vehicle removal

All belongings must be removed and premise cleared by noon the day after the wedding. The house is off limits. All found belongings will be left in the Saloon.