

# Lyman Orchards Golf Club

FREQUENTLY ASKED QUESTIONS



## Policies & Procedures

### Does Lyman Orchards Golf Club have a curfew?

Lyman Orchards Golf Club has a curfew of 11:00 p.m. on Fridays and Saturdays and 10:00 p.m. on Sundays.

### Can I use the wedding suite, the Lyman Homestead, at Lyman Orchards Golf Club?

The Lyman Homestead rental is included in your onsite ceremony at Lyman Orchards Golf Club. This beautiful historic homestead is equipped with restrooms, a full kitchen and plenty of space for getting ready. It is subject to availability and the rental is for five hours prior to your scheduled ceremony start time. It cannot be used for overnight accommodations or after parties. Additional time may also be added on to your Homestead Rental for an additional fee per hour.

### Can our guests arrive early to Lyman Orchards Golf Club?

We strive to give each wedding personalized attention and exceptional service. Guests will need to arrive at the designated start time of your event. To discuss the timing of your event to ensure the best possible experience for you and your guests, please reach out to [planning@ctweddinggroup.com](mailto:planning@ctweddinggroup.com).

### Is Lyman Orchards Golf Club handicap accessible?

Yes. Lyman Orchards Golf Club is handicap accessible.

### If I am already booked with CT Wedding Group, can I tour Lyman Orchards Golf Club before my wedding?

Tours and walkthroughs of Lyman Orchards Golf Club for our booked couples are best scheduled during the week, with an event planner from CT Wedding Group who can tour the space with you and assist with any questions you may have. To schedule your walkthrough, please email [planning@ctweddinggroup.com](mailto:planning@ctweddinggroup.com).

### Can our shuttle buses stay at Lyman Orchards Golf Club during the wedding reception?

Tours and walkthroughs of Lyman Orchards Golf Club for our booked couples are best scheduled during the week, with a wedding planner from CT Wedding Group who can open the venue, tour the space with you, and assist with any questions you may have. To schedule your walkthrough, please email [planning@ctweddinggroup.com](mailto:planning@ctweddinggroup.com).

### Can I drop my dress and bridesmaids dresses off early?

No. We can't allow your wedding dress, or your bridesmaids dresses, to arrive at the venue prior to your arrival. We strongly recommend always keeping your wedding dress with you to ensure its safekeeping.

# My Ceremony

## Can I have a ceremony onsite at Lyman Orchards Golf Club?

### Is there an extra fee?

You are welcome to have a stunning onsite ceremony at Lyman Orchards Golf Club as a part of your wedding experience. There is a fee to have your ceremony onsite and this will provide you with rental of the Lyman Homestead (subject to availability), an additional hour of event time, pre-ceremony welcome station, our Golf Package Experience during your reception, rental, set-up and breakdown of your ceremony chairs, ceremony coordination, an onsite rehearsal and a CT Wedding Group Escort for photos prior or after your ceremony.

## If my ceremony is off-site, can I arrive early to take pictures?

For an offsite ceremony, you must add on our pre-reception photo package to ensure you are able to arrive prior to the start time of your reception to relax and take photos! There is a fee for this package that will provide you with a Connecticut Wedding Group escort for photos, our Golf Package Experience during your reception, and rental of the Lyman Homestead. The Lyman Homestead will be the perfect location for you, your wedding party and

families to relax in while taking photos. This will also give you a stunning photo back up plan in the event of inclement weather.

## Can I have my wedding rehearsal at Lyman Orchards Golf Club?

Your on-site rehearsal is included in your ceremony fee. Your Connecticut Wedding Planning team would love to help you with scheduling your onsite ceremony rehearsal. Please contact them at [planning@ctweddinggroup.com](mailto:planning@ctweddinggroup.com).

## Are dogs allowed at Lyman Orchards Golf Club?

Lyman Orchards Golf Club does not allow dogs on the grounds.

## Is the driving range open during my wedding?

The driving range at Lyman Orchards Golf Club is open to the public. For exclusivity on your wedding day, a nominal fee will apply to close the driving range to the public during your cocktail hour. If you have our Pre-Reception Photo Package, or our amazing Golf Package Experience, this fee is waived.

# My Décor

## Will you set up my centerpieces, seating cards, etc.?

Non-perishable items can be brought to your wedding coordinator at your Final Appointment. CT Wedding Group will assist in the set-up of non-perishable items in pre-assembled, table ready condition. Items may include non-perishable centerpieces, toasting glasses, cake knife & server, favors, programs, amenity baskets for the bathrooms, table numbers, seating cards in alphabetical order, LED candles, cocktail napkins, card box, pictures, signs, etc. If your setup requires excessive time, or you do not provide us with your items in table ready condition, extra fees may be added to your final invoice.

## What about my family heirlooms, fragile, or irreplaceable items?

While CT Wedding Group will take every reasonable care to safeguard and protect your décor and personal items, leaving personal items with us before your wedding, especially family heirlooms, fragile items, or irreplaceable items, involves some degree of risk of damage or breakage. We **STRONGLY** recommend that you do not leave items that are especially fragile with us at your final appointment, and instead bring them to the venue yourself on the day of your wedding and set them in place. If you choose to leave family heirlooms, fragile items, or irreplaceable items in our care, we will ask you to sign a waiver as it gets closer to your wedding day.

## My Décor *Continued*

### Can I install my own lights or décor?

For liability reasons, all overhead and tent décor must be purchased from and installed by CT Wedding Group. Event décor is charged on a per event basis and may not be combined with other events.

### Can I release sky lanterns?

Sky lanterns are illegal in Connecticut, therefore not permitted at Lyman Orchards Golf Club.

### Are real candles allowed?

For the safety of you and your guests, and to preserve our venue, all candles must be LED, flameless candles. No real candles or open flame will be allowed at Lyman Orchard Golf Club.

### Are sparklers allowed?

Due to the historic nature of Lyman Orchards Golf Club, and the inherent risk of fire and/or injury with sparkler exits, CT Wedding Group does not allow the use of sparklers on-site.

## My Vendors

### Can I hire my own DJ?

Yes, although we strongly encourage you to work with our trusted entertainment partners. Please remember all entertainers must be pre-approved by CT Wedding Group before booking. To pre-approve a vendor, please email your planning team at [planning@ctweddinggroup.com](mailto:planning@ctweddinggroup.com). *Please note: DJs must provide a generator or battery powered sound system for the ceremony at Lyman Orchards Golf Club, as there is no power in the Lyman Meadow.*

### Do my vendors have to provide insurance?

All vendors bringing equipment into our venues must provide us with General Liability Insurance for no less than \$1,000,000. This includes, but is not limited to, a DJ, Band, Photobooth, etc. The insurance must name “**Pavilion Catering & The Lyman Farm**” as additionally insured. Insurance certificates must be emailed to the planning team at [planning@ctweddinggroup.com](mailto:planning@ctweddinggroup.com) at least 1 month before your event. Entertainers will not be permitted to play at your event if they have not met this requirement.

### When Do My Vendors Need to Have Their Decor/Equipment Removed?

All vendors must have their equipment/decor/flowers removed from the venue no later than **one hour** past the end of your wedding. Any leftover equipment or decor will be disposed of following the hour. Please let your planning team know if you have any questions.

## My Bar Service

### Can I bring in my own alcohol?

CT Wedding Group does not permit you to bring your own alcohol into Lyman Orchards Golf Club. All alcohol must be provided and served by CT Wedding Group. This includes alcohol brought in while taking pictures and alcohol brought in by your guests. We offer an extensive bar selection and are happy to help with special requests. Any outside alcohol will be confiscated and returned to you after your event.

### Are shots allowed at Connecticut Wedding Group properties?

It is CT Wedding Group's policy that shots are not allowed at the bar for the safety of you and your guests.



## Dinner Service & Dessert

### Do you accommodate guests with allergies?

CT Wedding Group makes every effort to accommodate guests with allergies. Because of the handcrafted nature of our cuisine, the methods our culinary team uses in our kitchen during food preparation, and our reliance on our food suppliers, *we cannot guarantee that any menu item is 100% allergen free. All common allergens are present and processed in our kitchens.*

### Do you accommodate guests with special dietary needs?

CT Wedding Group makes every effort to accommodate guests with special dietary needs. If, in accommodating a special dietary request, CT Wedding Group must source special ingredients from an outside vendor, additional fees may apply.

### What about children's meals?

Children aged 2 to 10 will receive a 50% discount on all per guest pricing. A sample children's meal would be chicken tenders with French fries and fresh fruit. Children will also receive a 50% off all add-on enhancements; including Cocktail Hour, Dessert, Late Night Snack, and Favors.

### What about minors?

Children over the age of ten (10) but under the legal drinking age of twenty-one (21) are considered minors. Minors are charged full package price for food, service and enhancements, less a discount for alcoholic beverages.

### Extra food/leftovers?

Guests can ask a staff member for a container to take leftover food from their plated meal home. If a guest does not show up, and your wedding coordinator is notified prior to dinner service, the main entrée course can be packaged to be brought home. No other leftovers will be permitted to leave the premises.

### Do I have to feed my creative partners (vendors)?

Your vendors are served each course/invited to the buffet as soon as all guests are served, unless otherwise pre-determined with the event coordinator. Creative partner meals are available at a discounted cost per meal.

### When do I choose my menu?

Menu Planning & Details Appointments are usually scheduled about five to six months before your event and are scheduled during business hours Monday-Friday. Some evening and weekend appointments are also available but are limited during wedding season. The CT Wedding Group planning team will be in contact to schedule your Menu Planning & Detail Appointment.

### Will there be a menu tasting?

Connecticut Wedding Group makes every effort for you and your fiancé(e) to experience our award-winning cuisine. Please contact [planning@ctweddinggroup.com](mailto:planning@ctweddinggroup.com) with any questions you may have!

### Can I bring in my own cake or dessert?

Yes, you can bring in your own cake or dessert. If you choose to bring in cake or desserts from an outside source, a per guest Outside Dessert Fee will apply. This fee will be waived for any dessert purchased through CT Wedding Group.

### Can I bring in my own cake if I've purchased a dessert through CT Wedding Group?

You can bring in your own cake for cutting if you've added on a dessert station through CT Wedding Group. The Outside Dessert Fee per guest will **NOT** apply if your cake is two tiers or less.

# My Financials

## Minimum guest requirement:

Your minimum guest requirement is established during the booking process and can be referenced on your signed contract. Vendors do not count towards the minimum guest requirement.

## How do I make my final payment and when is it due?

Your final payment will be due in full by certified bank check at your final appointment. Certified bank checks are made payable to "CT Wedding Group" Please note Credit cards and personal checks are not accepted for the final payment.

## Is the administrative service charge a gratuity?

Our administrative service charge is not a gratuity. The fee is used by the company to help pay for the services you will receive from us throughout the planning process and on your wedding day. This fee is taxable under Connecticut Law.

## What about tipping/gratuities?

Gratuities are not expected or required. If you would like to provide a tip or gratuity for your wedding coordinator and / or the staff at your wedding, please present the monies in clearly labeled envelopes, i.e., "Wedding Coordinator" or "Event Staff."

## Can I use my credit card?

Credit Card Payments may be accepted for the Booking Fee, only by Visa, Mastercard, or Discover. American Express is not accepted under any circumstances. No other payments will be accepted by credit card. Our Preferred Payment Method is certified bank check, wire transfer, or cash, and Our Preferred Payment Channel is in person, at our office, located at 616 Long Hill Road, Middletown, CT 06457. Please note, credit cards may only be accepted for the booking fee. Credit cards are not accepted for additional amounts or for the Final Payment Due nor are they accepted within 180 days of your wedding. If you have any questions regarding your payments, please contact our planning team at [planning@ctweddinggroup.com](mailto:planning@ctweddinggroup.com).

## What are my scheduled payments?

Scheduled payments are listed on your contract and agreed upon when you reserve your wedding date with CT Wedding Group. These payments are scheduled to be due on the 15th of the month(s) listed in your agreement. Your scheduled payment is considered "overdue" on the 16th of the month. Should your account become "past due", all services may stop until your account is up to date. This may include planning calls, emails, walk throughs, and your participation at menu tasting events.

# My Timeline

## Can I make any changes to my wedding details?

Menu and décor choices are usually made at your Menu Planning & Details Appointment which is about five to six months before your wedding. An email with your menu and décor choices will be sent out three weeks before your wedding for your confirmation. Any changes to your details after this point are subject to availability, and you will be billed for any cancellations of enhancements.

## When is my final count due?

Your Final Count and Final Meal Breakdown are due on the Monday morning right before your wedding, no later than 10:00 a.m. Final Invoices are e-mailed to you by Monday afternoon.

We will also ask that you provide us with an estimated count and meal breakdown two weeks before your event.

## When is my final appointment?

Final appointments are scheduled the Thursday before your wedding between 9:00 a.m. – 5:30 p.m. You may be asked to be flexible with the scheduling of your final appointment day/time in order to have your appointment with your wedding coordinator. Along with your final payment, non-perishable items in pre-assembled, table ready condition are also due at your final appointment. Your final appointment will be scheduled at your Menu Planning & Details Appointment.