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# Coordination & Planning

#### Do I have to hire a day of coordinator?

Unlike most wedding venues, Blooming Hill has a dedicated event team who will work with you from start to finish to plan and execute your wedding. Our event coordination services include day of coordination, therefore, we do not require you to hire any outside planner. That being said, if you would like some extra help with planning some of your off-site wedding coordination (such as booking hotels, transportation, hair & makeup, etc.) you are welcome to hire an outside planner!

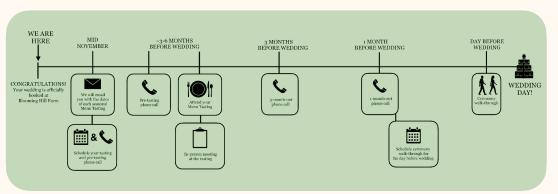
#### What's the difference between an outside event planner and Blooming Hill Event Planners?

Outside wedding planners will help plan all aspects of your wedding day including hiring outside vendors, guest management, and booking lodging/shuttles. While Blooming Hill coordinators will make recommendations and provide guidance in all of these areas, we are not directly involved in their process & management.

Blooming Hill coordinators will help you plan for all aspects of your wedding that will take place on-site. We will also manage all of the day-of execution. The Blooming Hill Event Planning process starts in mid-November the year before your wedding after our wedding season from the previous year has ended (for example, if you're getting married in June 2025, we will reach out to begin the planning process in Mid-November 2024.)

We will have several scheduled meetings to discuss timelines, decor, menus, and floor plans. We are also available along the way for any little things you need guidance on!

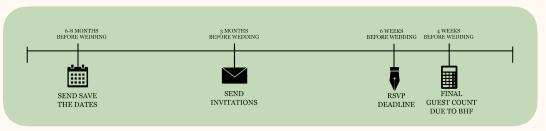
#### **PLANNING**



#### **PAYMENTS**



#### INVITATIONS



# The Tasting

Blooming Hill Farm will host 1-2 tastings for each seasonal wedding menu.

Spring Menu (May-July) | Summer Menu (August & September) | Fall Menu (October)

These tasting dates will be scheduled between January-March the year of your wedding.

Menu tastings are complementary for the wedding couple. You are welcome to invite a maximum of 2 additional guests. There is a \$100 per head charge for each of these additional guests.

At the tasting, you will also have a chance to sit down with our event coordinators for an initial planning meeting. During this meeting we will discuss the following along with anything else you may have questions about!

- Menu & Dietary Restrictions
  - Vendors
  - Rentals
  - Decor
  - Timeline
  - Rehearsal

- Blooming Hill Farm does not offer private tastings -

### Menu

At the tasting, you will have a chance to try all the options on our catering menu along with the wines to be served at your wedding.

#### When do I select my menu?

All food & beverage menu decisions must be finalized 1 month before the wedding. If you have any special requests please feel free to ask for them at the time of the tasting. There are sample menus available on our website for each season.

#### Can you accommodate dietary restrictions?

We are happy to accommodate dietary restrictions for your guests whenever possible. Please give us as much information and advanced notice as possible.

For guests who are vegetarian or vegan, we will provide a separate entree for them; however, there may be an additional per person fee associated with this.

#### Is dessert included?

S'mores are included! We also offer house-made desserts for an additional fee per person. We also have a bakery that we work with to provide wedding cakes at an additional fee. If you are interested in ordering a wedding cake through us, let us know and we will coordinate sending you home from your menu tasting with a sample cake tasting box.

We allow outside desserts to be brought in. We do not charge a plating fee to serve desserts from outside vendors.

### Vendors

Your vendors are encouraged to reach out directly to us for any logistical questions or concerns they may have.

#### What time can my vendors start setting up?

Vendors are welcome to arrive early to set up and prepare for the evening. Their arrival time should be coordinated with BHF prior to the wedding.

We will make sure that your vendors know where to set up when they arrive.

\*Please note: The restaurant is not available until 2:30pm for any set up.
We recommend that vendors set up all other locations first before setting up in the restaurant.

#### Do you offer vendor meals?

Yes! Vendor meals are charged at a flat fee of \$60 per person. Please include vendors in your final headcount so we can include them on the final invoice!

# Vendor Info: Band/DJ

#### Do you have audio equipment?

BHEC does not provide any audio equipment.

All audio equipment (including a microphone for the ceremony and speeches) must be brought in by your band or DJ.

We will make sure they have the necessary electrical set up.

That said, the barn and restaurant have speakers that can be utilized with an auxiliary cord.

If you would like to set up a playlist for either of these locations, we're happy to allow you to use our system here.

(generally, this works best for cocktail hour in the barn or for dinner in the restaurant)

DJs cannot plug into these speakers with their equipment.

#### Do I need a stage or dancefloor?

Since the flooring installed under the tent is a flat, dry, solid surface, a stage and dance floor are not necessary. However, some couples prefer the look of a stage and/or dancefloor.

If you would like to rent either, let us know and we can provide you with a quote from the rental company.

If you are having your reception in the barn, you may wish to rent a dance floor to cover the gravel floor. If you are interested in renting a dance floor for the barn, let us know and your coordinator will provide you with a quote from the rental company.

# Vendor Info: Photographer

#### When can we arrive for photos?

You can arrive at 2:30pm the day of the wedding for photos. You are welcome to have your wedding party, immediate family, and/or any other special guests arrive at this time to be present for photos.

However, we strongly recommend limiting the number of guests who are on-site at this time to 20 or less.

Having too many people hanging around during pictures can start to feel overwhelming and we want you to feel at-ease and relaxed!

If you have a large group photo that needs to be taken, let your event coordinator know and we can discuss a good time to work that into your timeline!

#### Can we have our first look on the property?

You are welcome to have your first look on the property the day of the wedding!

If you have a specific spot in mind for this, let your photographer know so they can prepare for the shot. If not, we can recommend a few on the day of.

### Vendor Info: Florist

#### Are flowers included in your pricing?

The barn and restaurant will always be decorated throughout the wedding season for no additional charge.

All requests for bouquets, table arrangements, arbor decorations, etc, should go through a florist.

If you're working with our in-house florist, we will create a custom package and add this to your Blooming Hill invoice.

#### How can I arrange Blooming Hill Farm to do my flowers?

We have an in-house florist and decorator.

You can now book our florist through your event coordinator. Please note, this is not included in your original venue contract with Blooming Hill. This will be a separate contract.

Booking and coordination for flowers begins during your "pre-tasting phone call" (~6-9 months before your wedding date)

#### Do I have to use your florist?

No, you are welcome to hire any florist you wish!

If you are using an outside vendor for florists, please let us know if they are coming back the next day to pick anything up or if you will be taking home any of the items.

### Rentals

#### Do we need to rent anything?

Blooming Hill Farm provides everything you need for cocktail hour and dinner: tables, chairs, linens, glassware, silverware, plateware, etc.

Optional rentals to consider would be a stage, dance floor, specialty lighting, specialty glassware, specialty furniture.

Keep in mind, none of these rentals are required or necessary, but can be added to achieve your desired aesthetic.

While we manage the major rentals for you, you are responsible for the cost of any outside rentals. We will put you in contact with the rental companies directly for contracts/billing information.

#### Do we need to rent a tent?

BHEC has a semi-permanent reception tent that will be installed for the entirety of the wedding season (May-October).

The use of this tent is included in the venue fee.

A rain plan tent may be a necessary rental depending on your event size. We will review the weather and decide the week of the wedding if it's deemed necessary.

### What is included in the Venue Fee?

#### **Decorated Cocktail Hour Space**

Barn & Restaurant will be decorated with sustainable and seasonal floral decor, plants, and greenery. (valued @ ~\$2,000)

#### **Reception Tent**

46' x 105' Sail Cloth Sperry Tent, Wooden Tent Platform, Bistro Lighting, Clear Side Walls, Fans, Tent Heaters (typical rental cost valued @ ~\$15,000)

#### **Outdoor Ceremony**

Bench Seating, Additional Chairs (available upon request) & Use of Your Choice of Arbor

#### **Venue Infrastructure**

Restrooms, Electricity, String Lights (throughout property), Full Bar Setup for Cocktail Hour & Reception (including taps, refrigeration, sinks, etc.)

#### **Furniture & Dining Essentials**

Tables, Chairs, Glassware, Silverware, Plateware, Serving Platters and Serving Utensils (typical rental cost valued @ ~\$22/guest)

#### Decor

Tablecloths, Napkins, Table Runners, Candles, Printed menus, Table Numbers, Seating Chart Display, Custom Chalkboard Signage, Wooden Crates & Baskets for Miscellaneous Use (typical rental cost valued @ ~\$14/guest)

### What Decor Does BHF Provide?

#### **Standard Decor Package:**

- Tablecloths (color options available)
  - Napkins (color options available)
- (2) Candles per table (votive/taper/hurricane color options available)
  - Cheesecloth Runner (color options available)
- (2) Printed Menus to be displayed on each table (style options available)
  - Table Numbers (style options available)
  - Guest Seating Chart (style options available)

#### **Other Miscellaneous Decor:**

- Chalkboard Signs
- Wooden Vegetable Crates
  - Arbor for Ceremony
    - Card Box
      - Easel
    - Reserved Signs

\*Please inquire to see a catalogue of all available decor

All of the above listed decor is included in our pricing. You are more than welcome to use any or all decor provided by Blooming Hill Farm. You can also feel free to bring in or rent any custom or additional decor!

# Decor Setup

#### Who sets up for the wedding?

BHF staff will handle the set up of all decor on your wedding day.
We encourage you to drop off any additional decor items that you would like set up for the wedding the day prior (when you come in for your ceremony rehearsal.)

#### This includes but is not limited to:

DIY Seating Chart, Name Cards, Custom Table Numbers, Additional Candles, Guest Book, Photo Display, Miscellaneous Decor

We'll touch base about 3 months before the wedding to go over a decor plan.

#### Who cleans up after the wedding?

BHF staff will take care of the break down and clean up after the party. We will pack up any items that you dropped off for you to come pick the following morning.

We ask that you take all of your gifts and cards with you the night of the wedding! We are not responsible for any items left behind or damaged.

# Ceremony

#### Do we need a microphone for the ceremony?

We recommend weddings over 50 guests have a microphone and a speaker set up for the ceremony.

BHEC does not provide audio equipment. Most DJs/Bands are prepared to provide this equipment for you. We have electricity out by the ceremony site for your DJ/Band to access.

#### Can we have pre-ceremony beverages set up?

Yes! We will set up water, iced tea, and lemonade or cider (depending on seasonal availability)
on the bed of the yellow truck during pre-ceremony.

If you would also like to offer your guests champagne at this time, please be sure to let us know so that it's scheduled with the bar team. There is no additional cost for this.

#### Is the ceremony Handicap accessible?

We will have a golf cart available to bring any guests who need a ride out to the ceremony site. If you have guests that need proper chairs to sit on during the ceremony, we can set up a row of chairs in front of or behind the benches.

#### Who officiates the wedding?

That's entirely up to you! If you would like to have a friend or family member officiate, this link has some helpful info on how to become a wedding officiant in NY.

If hiring an officiant, see our preferred vendors list at the end of this document for some recommendations.

### Rehearsals & After Parties

#### Can I have a ceremony rehearsal?

Your coordinator will run you through a rehearsal of the ceremony the day before the wedding.

About one month out from the wedding, we will schedule a time for this walkthrough. Please keep in mind that this walkthrough may have to be scheduled earlier in the day (between 10AM-1PM) due to other events that may be scheduled that weekend.

If you have a wedding party who will be a part of the processional, we strongly encourage having them attend the rehearsal. Having the opportunity to run through the processional with everyone present goes a long way to ensure that things run smoothly on wedding day.

#### Where do you recommend for a Rehearsal Dinner?

Check out the local recommendations for rehearsal dinners, welcome drinks, and afterparties listed on the last few pages of this document.

#### Can we stay past 10pm?

All of our events have to end by 10pm. This is due to a local noise ordinance and we are unable to make any exceptions. We do not have an after-party location on site but we can make recommendations on places to go! (See slide 32)

# Finalizing the Details - 3 Months Out

Three months before the wedding, we will schedule a phone call to go over the following:

**Vendor Information:** By this point you will have all your vendors booked. We will gather all relevant information for each vendor and collect their contact info so we can send them some helpful information pertinent to day-of schedule and timeline.

**Decor Package Selections:** At this time, we will finalize all style and color selections for your decor package. We will also begin discussing any plans you have for additional decor and help advise you on how all of these elements will be worked into your wedding set up and timeline.

**Floral Inspiration:** If working with our in-house floral team, we will discuss your floral vision and inspiration. All of this information will be compiled into a document that will be shared with our in-house florists and serve as a "vision board" for them to work off of.

**Favor Selections:** If you wish to order any favors through the farm, we will take note of it on this call and finalize quantities on our 1 month call.

Floor Plan: On this call we will discuss some general information regarding your floor plan, like whether or not you would like to have a sweetheart table and whether you would like format your seating assignments as assigned tables or individually assigned seats. After this call, we will provide you with an editable floor plan that you can start playing around with.

We strongly encourage you to hold off on filling in the details of your seating chart until you have received all of your RSVPs to avoid making more work for yourself!

# Finalizing the Details - 1 Month Out

One month before the wedding, we will schedule a phone call to go over the following:

**Menu Selections:** Finalize all food and beverage selections including guest dietary restrictions, allergies & kids' meals.

**Final Headcount:** Final payment is due 30 days prior to the event date. We will need a final headcount in the following terms so we can accurately prepare the invoice:

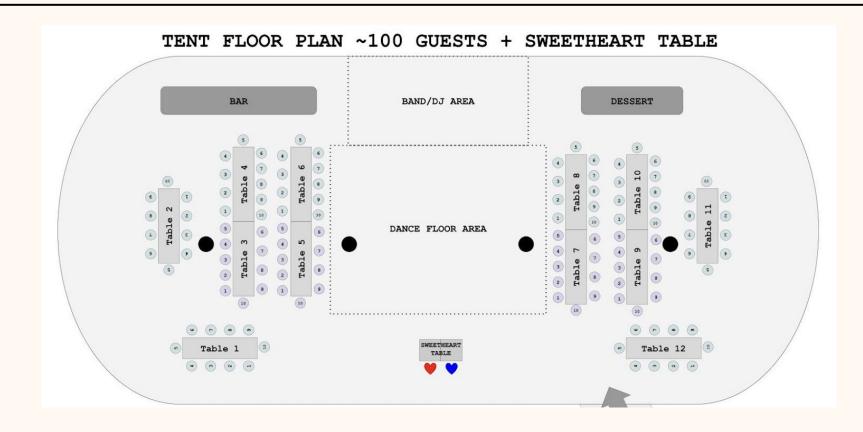
Adults: 100% catering cost, 100% beverage package
Guests 14-21 years of age: 100% catering cost, \$5 beverage fee
Children 13 & under: 50% catering cost, \$5 beverage fee
Children 7 & under: no cost but we still need to fit them into the floorplan

**Vendors:** a flat fee of \$60/vendor

**Floor Plan**: On this call we will confirm final table layout and make sure you are filling out your seating chart correctly with dietary restrictions and allergies. The final seating arrangements are ultimately up to you, but we can make suggestions to maximize the comfort of your guests, placement of family members/VIPs, and the flow of traffic/accessibility to different areas of the reception space.

**Finalize Timeline:** We will review your timeline and make sure it aligns with the timelines and plans of all your other vendors to make sure we are all on the same page. We will also confirm your arrival time as well as the arrival time of your family, wedding party and vendors.

# Sample Floor Plan



# RECOMMENDED VENDORS

# Photographers

#### **Arius Photo**

Sam June www.ariusphoto.com

#### **B Hull Photography**

Belkis Hull bhullphotography.com

#### **Photo by Basia**

Basia Ambrosiak photobybasia.com

#### **K+B Wedding Photography**

Kateigh Jamieson kateighandben.com

#### **Marlon Ramos Photography**

marlonramosphotography.com

#### **Andrew Franciosa**

andrewfranciosa.com

#### **Modern Fotographic**

Dave Noonan modernfotographic.com

#### Joshua Brown

joshuabrownphotography.com

#### Jenna Salvagin

jennasalvagin.com

#### **Keep it Captured Photography**

Gina Palumbo keepitcaptured.com

# Videographers

#### **Roman Howell Films**

Roman Howell www.romanhowellfilms.com

#### **Alan Yaung Productions**

Alan Yaung www.alanyaung.com

# Floral Design & Artwork

#### **FLORISTS**

#### Flowers by Blooming Hill Farm

(contact your Blooming Hill Farm coordinator to book)

#### **Athabold**

athabold.com

#### **Heart & Soil Flowers**

heartandsoilflowers.com

#### **Slate Florals**

slatefloral.com

#### **ARTWORK**

#### **Elizabeth Grubaugh**

(Her Artwork is available to purchase through Blooming Hill. Check out her work <u>HERE</u>. Contact your coordinator to purchase) @elizabeth-grubaugh

#### **Hudson Valley Letterpress**

@foxyandwinston

### Music & Entertainment

**BANDS** 

Mama Juke

mamajukemusic.com

**Atomic Funk Project** 

atomicfunkproject.com

**The Silver Arrow Band** 

silverarrowband.com

The Hook Club

thehookclub.nyc

**Mari Entertainment** 

nycswingmusic.com

**DJs** 

**A Perfect Blend Entertainment** 

apbentertainment.com

**Top Notch DJs** 

Topnotchnewyork.com

**Skyhook Entertainment** 

skyhookentertainment.events

ACOUSTIC

**Alex Prezzano** 

alexprezzano.com

**Skylark Music** 

skylarkmusicny.com

**Jeff Armstrong** 

jeffarmstrongmusicstudio.com

**Austin Charnis** 

charnisguitar.com

**<u>Aaron Warner</u>** (Harp)

@aaronandhisharp

# Hair & Make Up

#### **Comb Salon Studio**

(845) 615-9751

hair: <u>bridalbylindsay@gmail.com</u> | <u>@bridalbylindsay</u>

hair & make up: gillcurleybeauty@gmail.com | @gillcurleybeauty

#### **The Indigo Collective**

the-indigo-collective.com

**RB Artistry** 

rbartistrybeauty.com

### Desserts & Cakes

#### The Cakery

thecakeryfishkill.com

#### **Hudson & Honey**

@hudsonandhoney

#### **Sugar Hill Creamery**

sugarhillcreamery.com

#### **Katie Rose Bakery**

\*vegan & gluten free options\* katierosebakery.com

## Officiants

#### **Alice Soloway**

alicesolowayweddings.com

#### **Michele Zipp**

michelezipp.com

#### **Josie Bloom**

josieweddings.com

#### **One Heart Personalized Ceremonies**

oneheartceremonies.com

# Bed & Breakfasts, Inns, & Lodges

#### **The Dominion House**

Blooming Grove, NY (2.3 miles away)

#### **The Caldwell House**

Salisbury Mills, NY (5.8 miles away)

#### **The Orange Inn**

Goshen, NY (9.4 miles away)

#### **Stagecoach Inn**

Goshen, NY (9.1 miles)

#### **Glenmere Mansion**

Chester, NY (12.6 miles away)

#### **Borland House**

Montgomery, NY (13.2 miles away)

### AirBnBs

#### **Moodna Confluence**

3 properties available walking distance to one another Campbell Hall, NY (4.2 miles away)

#### Campbell Hall, NY

6 bedroom farmhouse (7.2 miles away)

#### Walton Lake, NY

2 side by side lake houses (7.2 miles away)

#### Goshen, NY

historic Hudson Valley farmhouse (9.2 miles away)

#### **The Painted House**

small eclectic farmhouse Warwick, NY (14.6 miles away)

#### **Loft in the Woods**

modern minimalist lakeview cabin
Greenwood Lake, NY
<u>@loftinthewoods</u>
(17.0 miles away)

#### **Orchard Hill Estate**

Harriman, NY (6.8 miles away)

#### **Storm King Mountain**

renovated 1850s cottage Cornwall-on-Hudson, NY (13.6 miles away)

# Larger Hotels

#### **Sleep Inn**

Blooming Grove, NY (2.3 miles away)

#### **Holiday Inn Chester-Monroe-Goshen**

Chester, NY (7.8 miles away)

#### **Hampton Inn Harriman/Woodbury**

Central Valley, NY (7.9 miles away)

#### Fairfield Inn & Suites by Marriott

Goshen, NY (13.5 miles away)

#### **Microtel by Wyndham**

Middletown, NY (14.1 miles away)

#### **Marriott Residence Inn**

Middletown, NY (15.4 miles away)

#### La Quinta Inn & Suites

Middletown, NY (16.1 miles away)

#### **Courtyard Marriott**

Middletown, NY (18.0 miles away)

#### **Crowne Plaza**

Suffern, NY (25.7 miles away)

#### **Sheraton Hotel**

Mahwah, NJ (24.5 miles away)

### Rehearsal Dinners & Welcome Parties

**City Winery Hudson Valley** 

citywinery.com/hudsonvalley

**Pharmacy Kitchen & Bar** 

pharmacykitchenandbar.com

**Stagecoach Inn** 

stagecoachny.com

Oak & Reed

oakandreeddowntown.com

**Blu Pointe** 

Blu-pointe.com

**Primo Waterfront** 

primowaterfront.com

**Glenmere Mansion** 

Glenmeremansion.com

**Drowned Lands Brewery** 

Drownedlands.beer

**Equilibrium Brewery** 

eqbrew.com

**Orchard Hill Cider Mill** 

orchardhillcidermill.com

**Craft Beer Cellar Warwick** 

cbc-warwick.com

**Tin Barn Brewery** 

Tinbarn.com

**Orange County Distillery at Brown Barn Farms** 

orangecountydistillery.com/brownbarnfarms

**Newburgh Brewery** 

newburghbrewing.com

# Things to Do

HIKING

BREWERIES, CIDERIES, WINERIES

**Schunnemunk Mountain** 

**Brotherhood Winery** 

**Bear Mountain** 

Angry Orchard

**Harriman State Park** 

**Drowned Lands Brewery** 

**OTHER ACTIVITIES** 

Warwick Valley Winery & Distillery

**Legoland** 

<u>Applewood Winery</u>

**Falconry Excursions** 

**Pennings Farm Cidery** 

**Lavenwood Lavender Farm** 

**ART & MUSEUMS** 

**Otterkill Golf Club** 

**Storm King Art Center** 

**Dia Beacon** 

# Afterparties & Late Night Bars

#### **Brew**

brewgoshen.com

#### **Scotchtown Craft**

scotchtowncraft.com

#### **Bourbon Street**

bourbonstreet barand grill.net

#### **Captain's Table**

captains-table.com

#### **Kelley Jean's**

kelleyjeansrestaurant.com

### Brunch

#### **Blooming Hill Farm**

(for parties of up to 16 guests)
\*contact your coordinator to schedule\*

#### **Mason's Marketplace**

masonsmarketplace.com

#### Craft 47

craft47.com

#### **Dottie Audrey's**

(brunch catering) dottieaudreys.com

#### **Otterkill Country Club**

pool/cabana rental otterkillgolf.com

#### **The Table**

thetableny.com

# Local Transportation

#### **SHUTTLE SERVICES**

#### **First Charter**

school buses only

#### **Mid City Transit**

school buses only

#### **West Point Tours**

school & coach buses

#### A.N.N. Transportation

luxury cars, SUVs & buses

#### **Leros Point to Point**

luxury SUVs, mini buses, buses & limousines

#### **TAXIS & UBER**

**Geo Taxi Service** (845) 213-5639

**Speedy Car Service** (845) 783-6651

Village Taxi (845) 783-6112

Uber is available in the area for transportation to the farm.

Please plan for at least 20-30 minute wait times for Uber or Car services.

We do not recommend relying on Uber or other ride sharing services to pick up from the farm at the end of the event.

# Transportation from NYC

#### TRAIN FROM CITY

#### **NJ TRANSIT**

NJ Transit offers the closest train stations to the farm:

#### Harriman Station OR Salisbury Mills-Cornwall

(both are 10 minutes away)

Both of these stops are on the Port Jervis Line out of Penn Station with a transfer at Secaucus.

average train time: 1 hour 30 minutes.

#### **METRO NORTH**

The closest train station using Metro North from Grand Central is **Beacon**.

(30 minutes away)

average train time: 1 hour 30 minutes

#### **BUS FROM CITY**

#### **SHORTLINE**

Shortline offers daily scheduled trips to and from the city.

#### **CLOSEST BUS STOPS:**

Monroe, NY

**Woodbury Commons**