



GLENSTONE GARDENS

PROPERTY LOGISTIC GUIDELINES

Due to the detailed nature of this luxury outdoor venue, property logistics are key to a successful event. We require clients to work with vendors that are versed in executing events with detailed load ins and guest management flows. The following guidelines are in place to ensure property rules and expectations are clear.

CEREMONY LOCATIONS

Meadow Hill
Tulip Poplar Lawn
Guest House Lawn
Eastern Garden
South Lawn
English Gardens

Inclement Weather Plan

- An inclement weather plan must be submitted with 30 day documents
- Addition of a tent must be determined by 11:00am on the Wednesday prior to a Saturday wedding
- A restroom trailer is required with use of a weather backup tent in The Eastern Garden

Tenting

- A tent may be placed in The Eastern Garden for ceremony and cocktail hour only - no dinner or reception may take place under this tent
- Tent company is required to lay precautionary road mats for load in and load out safety

COCKTAIL HOUR LOCATIONS

Tulip Poplar Lawn
Guest House Lawn
South Lawn
English Gardens
Eastern Garden

Tenting

- A tent may be placed in the Eastern Garden for ceremony and cocktail hour only - no dinner or reception may take place under this tent
- Tent Company is required to lay precautionary road mats for load in and load out safety

Catering

- All bars must have floor mats with dump buckets
- A 20x20 kitchen tent is allowed at The Eastern Garden location only

DINNER & RECEPTION LOCATION

The North Lawn

This is the only designated location for a tented dinner and reception

Event Tent

- Flooring optional
- All bars must have floor mats and dump buckets
- If using heaters, blowers must be matted on grass
- Guest restroom trailer and generator required
- Tent attendant required during event hours

Catering Tent

- Duramax flooring required
- No dumping of any food or liquids on site - all trash must be taken off site after event
- Dedicated vendor restroom required

RULES & VENDOR REQUIREMENTS

General Rules

- Clients must hire an approved full service wedding planner prior to contracting
- Clients must agree to Glenstone Garden's Property Logistics Guidelines
- All events must use Glenstone's affiliate vendors for catering and tenting
- All additional vendors must be approved in advance
- Absolutely NO driving on the grass; hand cart and dolly use on the grass must be approved in advance
- Boxwood - NO living or dead boxwood material allowed on property due to the highly contagious boxwood blight
- Smoking is strictly prohibited anywhere on the property

Planner

- Full planning required with all events
- Final planner and key vendor walk through with Glenstone property manager required 45-60 days out
- Planner required to deliver full vendor load in and load out schedule with 30 day documents
- Planner required to deliver ALL vendor COI's with 30 day documents
- Planner MUST be on property anytime a client, guest, or vendor is on property
- Planner responsible for logistics and direction of full set up, event management and full break down
- Planner responsible for running of ceremony rehearsal and all wedding day activities
- Planner required to do final property sweep with Glenstone property manager once all vendors have departed

Vendor Set Up and Breakdown

- 8:00AM to 6:00PM property access on set up and break down days - \$300 per additional hour, max 3 hours
- Additional set up and break down days available for \$2,500
- Breakdown must conclude one hour after guest departure, or 12:30AM whichever comes first
- \$500 fee per 30 minutes of vendor access after scheduled event end time

Parking

- Vendor Parking is in remote lots - there is no shuttle service available from vendor parking to tent site
- Overnight Parking for Bridal Party ONLY for up to 10 cars
- Keys must be left in lock box in case valet attendant needs to move car
- Pick up is day after wedding between 9:00AM-11:00AM
- There is NO overnight parking for guests, all vehicles are required to be removed at conclusion of vendor breakdown

Transportation

- No coach buses allowed
- 28 Passenger Shuttle maximum size allowed on property
- Drop off and pick up route determined at walk through
- Planner required to provide breakdown of guest driving individually verses using provided transportation
- One shuttle must remain on property at all times in case of guest emergency

Restrooms

- No restrooms available on property
- Restroom trailer must be first item delivered on set up day 1 for restroom access and remain through final vendor departure

Golf Carts

- Up to (2) carts, \$595 per cart
- Rented and driven by Glenstone Gardens staff only

Cowboy Cauldron

- \$750 for five hours
- Attendant and wood included
- Food must be provided by catering company, Glenstone Gardens not responsible for food items

Grooms Cottage - Guest House

- Available 11:00AM through ceremony
- May open as early as 7:00AM with a fee of \$200 per hour prior to 11:00AM
- Will close with ceremony and will not reopen at any point during wedding
- Belongings must be removed by planner by ceremony time

Bridal Suite - Farmhouse

- Available from 11:00AM - 6:00PM
- May open as early as 7:00AM with a fee of \$200 per hour prior to 11:00AM
- 2nd look changes allowed for bride after 6:00PM time frame
- All belongings must be removed by planner prior last call - no items can be left overnight in The Farmhouse