



Ardenwood Affairs

Operated by The Picnic People, Inc.

Planning Worksheet

Please take the time to fill in the information below. It will assure you that every ceremony and reception detail will be taken care of during your very special day at Ardenwood Historic Farm.

If you have any questions regarding any of the information below, please contact Julie Ferrantino, your Wedding Coordinator, at (925) 200-3454 for assistance.

Name of Bride & Groom _____

Date of Event _____ Rental Hours _____

Rehearsing your ceremony will help ensure that the actual wedding ceremony will run as smoothly as possible. Each rehearsal is scheduled for 1 hour only. The scheduled times are from 4:00pm to 5:00pm; 5:00pm to 6:00pm; 6:00pm to 7:00pm; and 7:00pm to 8:00pm (*light permitting*).

It is suggested that members of your bridal party, family members who will be ushered to their seats and your Officiant attend your rehearsal.

There is no charge for this recommended service.

Date and Time Scheduled _____

Please fill this out in as much detail as possible, before you schedule a meeting with the wedding planner.



Ardenwood Affairs
Operated by The Picnic People, Inc.

Revised 02/19/08

LIST OF VENDORS

Officiant

Name: _____ Arrival Time _____

Telephone Number: _____ Fax Number: _____

E-mail address: _____ Cell Number: _____

Website Address: _____

- Has your Officiant ever performed a ceremony at Ardenwood before? Yes or No
- Will they be present for your Thursday afternoon/evening Rehearsal? Yes or No
- How would they prefer to be addressed? _____
- Will they have any special needs? _____

Florist

Company Name: _____ Contact Name: _____

Arrival Time: _____ Telephone Number: _____

Cell Phone Number: _____ Fax Number: _____

Email Address: _____ Website: _____

- Where are your flowers being delivered? _____

Photographer

Company Name: _____ Contact Name: _____

Arrival Time: _____ Telephone Number: _____

Cell Phone Number: _____ Fax Number: _____

Email Address: _____ Website: _____

- Will your photographer be taking pictures before your ceremony? Yes or No
- If yes, do you wish to have pictures taken together or separately? Together Separately
- Does your photographer have any special needs? _____

Videographer

Company Name: _____ Contact Name: _____

Arrival Time: _____ Telephone Number: _____

Cell Phone Number: _____ Fax Number: _____

Email Address: _____ Website: _____

- Does your videographer have any special needs? _____

Baker

Company Name: _____ Contact Name: _____

Arrival Time: _____ Telephone Number: _____

Cell Phone Number: _____ Fax Number: _____

Email Address: _____ Website: _____

- Will our personnel be cutting and serving your cake? Yes or No
(Please note: there is an additional fee for this service, see deluxe reception option)



Ardenwood Affairs
Operated by The Picnic People, Inc.

Revised 02/19/08

- Do you wish to save your cake top? Yes or No
- Do you wish to save the cake pillars, platters to return to your baker? Yes or No
- If there is any leftover cake, do you wish to take it home with you? Yes or No
- If yes, who do you wish to have the responsibility of taking it home? _____
- _____
- If yes, have you requested from your baker extra boxes to put the leftover cake in? Yes or No
- Will you be providing your own cake knife, plates, forks, napkins, apron(s) for your cake cutter? Yes or No

Ceremony Musician(s)

Company Name: _____ Contact Name: _____

Arrival Time: _____ Telephone Number: _____

Cell Phone Number: _____ Fax Number: _____

Email Address: _____ Website: _____

- Will you have a D.J. for your Ceremony? Yes or No
 Does he/she have a portable system? Yes or No
 Will he/she be using the same system set-up in the reception area? Yes or No
- Will you be having non-amplified music for your Ceremony? Yes or No
- Do they have any special needs (i.e. table, chairs)? If yes, what? _____

Reception Musician(s)

Company Name: _____ Contact Name: _____

Arrival Time: _____ Telephone Number: _____

Cell Phone Number: _____ Fax Number: _____

Email Address: _____ Website: _____

- Will you have a D.J. for your Reception? Yes or No Other? _____
- Do they have any special needs (i.e. table, chairs)? _____

Horse & Carriage Vendor

Company Name: _____ Contact Name: _____

Arrival Time: _____ Telephone Number: _____

Cell Phone Number: _____ Fax Number: _____

Email Address: _____ Website: _____

- Will they have their own set of walkie talkies?

Notes:

CEREMONY INFORMATION

Name of Bride and Groom: _____ Date of Event: _____

Actual Ceremony Start Time: _____ What time do your invitations state? _____

Ceremony Musicians: _____ Set-up Location: _____

Do they have any special needs? _____
(An outlet, chairs, table)

Will you need a table in the gazebo for any special event? YES NO

Where will the following persons line-up to start your ceremony? (To be completed during planning meeting)

Bride? _____
 Groom & Officiant? _____
 Groomsmen? _____
 Bridesmaids? _____
 Ushered Family? _____

Special Music to start escorting family to their seats?

1.	Grandmother of the Groom _____	Seated by _____
2.	Grandfather of the Groom _____	Seated by _____
3.	Grandmother of the Bride _____	Seated by _____
4.	Grandfather of the Bride _____	Seated by _____
5.	Step-Mother of the Groom _____	Seated by _____
6.	Step-Father of the Groom _____	Seated by _____
7.	Step-Mother of the Bride _____	Seated by _____
8.	Step-Father of the Bride _____	Seated by _____
9.	Mother of the Groom _____	Seated by _____
10.	Father of the Groom _____	Seated by _____
11.	Mother of the Bride _____	Seated by _____
12.	Father of the Bride _____	Seated by _____

Music (Change)

Will the bridesmaids be walking down the aisle alone? _____ or with Groomsmen? _____

<p>Bridemaids/Jr. Bridesmaids Entry Order</p> <p>1. _____</p> <p>2. _____</p> <p>3. _____</p> <p>4. _____</p>	<p>Groomsmen Entry Order</p> <p>_____</p> <p>_____</p> <p>_____</p>
--	--

Maid or Matron of Honor _____ Best Man _____

Flower Girl(s) _____ Age _____ Ring Bearer _____ Age _____

_____ Age _____

What Special Music will the Bride walk down the aisle to?

Notes:

ARDENWOOD AFFAIRS RULES & POLICIES

We at Ardenwood Affairs are dedicated to maintaining the highest quality of service for you and your guests. The following rules and policies were created for specific reasons, and were not made to be an inconvenience or a nuisance to you, family members or guests. They help preserve the historic nature, organic status and natural beauty of Ardenwood Historic Farm and they protect your health and safety. **You are responsible for notifying your vendors, members of your bridal party, and immediate family members of the following rules and policies:**

1. Vendors, Bridal Party, or family members may not arrive before your scheduled rental time Couples may extend their rental time if available with prior approval at an additional charge of \$100.00 per half-hour. Your site rental includes the Gazebo Lawn and/ or the Poolside Reception Area only. You and your guests are not allowed in the Farmyard Area.
2. **Motorized Vehicle Restrictions:** 1) No motorized vehicles of any kind are allowed to drive into the park between the hours of 10:00am and 4:30pm or until an East Bay Regional Park District employee opens the back wooden service gate. 2) Only vehicles owned by DJs or band members may park behind the Poolside Reception Area (*after 4:30pm*). 3) All vehicles owned by bridal party, family members and guests must park in the front parking lot and are not allowed to park inside the park. 4) Limousines may be driven inside the park for the purpose of dropping bridal party members off at the ceremony/reception site **only**. **Vehicles are NEVER allowed in the park between 10 am –4:30 pm.**
3. **Music and Amplified Music Restrictions: Saturday Daytime—** 1) Amplified sound/music used at the Gazebo during wedding ceremonies is restricted to a distance of 75 feet and must not impact the ability of the Patterson House to conduct tours. 2) Amplified sound/music used at the Poolside Reception Area is restricted to a distance of 200 feet and must not impact the ability of the Patterson House to conduct tours or disrupt the general public experience at the Farm. **Sunday Daytime—**1) Between the hours of 10:00am to 4:30pm electrically amplified, battery operated cassette, C.D. players or microphones are not allowed. Additionally, any playing of a non-amplified music instrument that may be disruptive to the Patterson Houses' ability to conduct tours or the ability of the general public to enjoy their experience at the Farm is prohibited. **Friday, Saturday and Sunday Evening—**1) Amplified music is allowed but cannot be so loud that it can be heard by our surrounding neighbors. If your music is too loud, we will request that it be turned down to a level that is acceptable in the above guidelines. We reserve the right to terminate your music with notice if it continues to be too loud. 2) Amplified music cannot be played after 11:00pm.
4. Do not use any tape, tacks, nails, staples or wire while fastening flower arrangements onto the Gazebo since the painted surface can be easily damaged.
5. When taking pictures on the grounds or areas surrounding the Patterson House you and your photographer must abide by the following:
1) Do not stand in or walk through the flowerbeds, 2) do not disrupt any House tours 3) Do not move the protective floor covering and wicker furniture on the Patterson House porches.
6. Due to the organic and wildlife preserve status of the Farm you may not use rice, birdseed, seeds, potted plants or release butterflies in the park.
7. Due to the extreme fire danger during the year, we request the following: 1) No tiki torches. 2) Ceremonial fire pits or other open fires are not allowed. 3) No Fireworks are allowed 4) Unity Candles used inside the Gazebo for your Ceremony are allowed; otherwise candles of any kind are prohibited.
8. Cloth or paper runners may not be used on the Gazebo Lawn for your ceremony.
9. **Food and Beverage Policies:** 1) All food and beverages must be purchased through Ardenwood Affairs. No other food and beverages may be brought into the park. 2) Any leftover food and beverages must remain at Ardenwood and are not allowed to be taken during or after your event. 3) We reserve the right to refuse alcohol service to anyone 4) Alcoholic beverages may not be brought into the park. If found, they will be confiscated and promptly disposed of by our personnel. 5) Alcoholic beverages are not allowed to be consumed in the park before your ceremony or reception. 6) Only two alcoholic beverages are allowed to be taken from the beverage station at one time. 7) Bottles cannot be taken from the beverage station nor can they be placed on the tables. 8) Alcohol service will end 1 hour before the end of your rental time. 9) If a guest appears to be under the age of 30 years of age, he/she must show proof of age for alcoholic beverage service. 10) There is no charge for food and beverages for children 5 years of age or younger. 11) 100-person minimum is required for food and beverages. 12) There is an 8.75% sales tax and a service charge of 15% on all food and beverages.
10. No weapons (i.e. knives, guns, swords or sabers, etc.) of any kind are allowed in the park.
11. No dogs, birds or other animals may be brought into the park.
12. **Guarantee and Final Payment:** 1) You are required to give us your guaranteed number of persons on the **Friday, two full weeks** before your event. 2) Final payment must be received by our corporate office one week before the date of your event in the form of a money order, cashiers check, VISA, or MasterCard. 3) If actual attendance is less than your guarantee number you will not receive a refund as we purchase food / beverages based on your guarantee numbers. 4) If the actual attendance exceeds the original guarantee number of persons: a) We do not guarantee our ability to provide enough food, beverages and additional services. b) You will be billed after your event for any additional meals, beverages, and services provided to your guests. You will be notified by your Wedding Supervisor during the reception that this has occurred.
13. We reserve the right to eject any guest for displaying inappropriate behavior or interfering with Ardenwood Affairs employees, Ardenwood Historic Farm staff, or volunteers.
14. During your event you are responsible for and will be subjected to charges after your event for any theft or damage made by your guests to any equipment and/or property of either Ardenwood Affairs or Ardenwood Historic Farm.
15. Arrangements for rental items must be made through Ardenwood Affairs.
16. Ardenwood Affairs is not responsible for any personal or rental items left behind after your event.

I have hereby read and understand the above rules and policies of Ardenwood Affairs:

Signature of Bride

Date

Signature of Groom

Date



Revised 02/19/08

Do you wish to have a traditional rectangular head table? YES NO
 If yes, how many persons will be seated at the head table? _____
 If no, would you prefer another table arrangement? _____
 (I.e. sweetheart table for two, two or more 60" Round Tables placed together)

Are you having assigned seating or open seating arrangements? _____

How many guest tables will you be having? (Each 60" round table will be set for 8 guests.)
 Number of Tables _____ of 8 persons per table.

How many children under the age of five will be attending? _____

Do you have any family members or guests that have any special needs? YES NO
 Please describe _____

Do you plan to have any special event during your reception? (I.e. slide show, dancers) _____

Who will be responsible at the end of your reception to take away your gifts, cake top, cake tiers, flower arrangements or other personal items? _____

BEVERAGE SERVICE

All of the following three beverage options will be available when your reception begins. Our offerings include Brut Champagne, Miller Genuine Draft Beer, House Chardonnay and House Merlot. Premium wine and beer upgrades may be purchased at an additional cost. All beverages, including champagne are served in white paper cups unless you wish to purchase our *Deluxe Reception Option*, which includes glassware. ***Alcohol service will end 1 hour before your event is scheduled to end.*** Please add 8.75% sales tax and 15% service charge to food & beverages only.

- Option A: Coffee, tea, ice water, punch, beer, wine, champagne & sparkling cider.....\$ 12 per person
- Option B: Coffee, tea, ice water, orange juice or punch, champagne & sparkling cider..... \$ 10 per person
- Option C: Coffee, tea, ice water, punch, & sparkling cider..... \$ 8 per person

Ceremony Refreshment Package (punch and ice water).....\$2.00 per person

- Mineral Water available by the case (24 per case).....\$ 34 per case
- Soda available by the case (24 per case).....\$34 per case
- French Roast Coffee.....\$1 per person
- Bottled Spring Water.....\$25 per case

You are welcome to upgrade any of your beverages at an additional cost or create your own special unlimited beverage package. Please consult your Wedding Coordinator for assistance.

UPGRADES:

Beer: _____ Cost:

Wine: _____ Cost:

Wine: _____ Cost:

These extra services are available to add that special touch to your event:

Deluxe Reception Option: *\$7.75 per person*

Includes glassware (champagne, wine and water goblets) white linen napkins, cake cutting and table to table champagne service for your toast.

Do you wish to order the Deluxe Reception Option: Yes or No

Deluxe Dessert Option: *\$4.50 per person*

Includes china coffee mug, china dessert plate & stainless dessert fork.

Do you wish to order the Deluxe Dessert Option: Yes or No

Rental Items and Other Services:

We respectfully request that we coordinate all outside rental items. We will insure that all rental items are ordered, delivered and picked up by the rental company. We truly wish for you not to have to worry about anything on your very memorable day.

Placement of favors, placecards, table signs, centerpieces, aisle bows, etc (see 72 hour checklist)	\$250
1 hour of passed hors d' oeuvres.....	\$450
1 hour of table to table bar service (2 hour minimum)	\$550
each additional hour.....	\$325
Colored linen napkins.....	\$.60 per napkin
Colored linens.....	\$6.00 per cloth
Rose Petal Pickup for Ceremony.....	\$25.00 to \$50.00
White Samsonite Chair.....	\$ 2.25 each
Portable Propane Heaters.....	\$125.00 per heater
5" Medium White Vinyl Umbrella with Stand.....	\$25.00 each
8 ½" Market Umbrella with Stand.....	\$50.00 each
White or Brass Double Kneeler.....	\$40.00 each
White or Brass Single Kneeler.....	\$40.00 each
White Wrought Iron Unity Candelabra.....	\$35.00 each
36" Round Sweetheart Table for Two.....	\$20.00 each
48" Round Communion Table with White Linen Table Cloth.....	\$25.00 each
Additional 6' or 8' Table with White Linen Table Cloth (i.e. D.J.).....	\$25.00 each
Tent Rental (only during Rain)	(see Wedding Coordinator for Prices)

Photo Session in Patterson House:

Please contact the Patterson House at 510-791-4196 for more details.



WEDDING RECEPTION DETAILS

Will you be distributing wedding favors to your guests? YES NO

Please describe your favors _____

Will you be decorating with centerpieces? YES NO

Please describe your centerpieces _____

Will you be doing any additional decorating to either the reception area and/or tables other than centerpieces? YES NO

Please describe your decorations _____

Please provide your permanent address & phone number that you will have after you are married:
