



# BINKSBERRY HOLLOW

Western New York's only Farm-to-Table  
Wedding & Event Venue



# WELCOME PACKET



# BINKSBERRY HOLLOW

Thank you for choosing Binksberry Hollow to host your wedding! We recognize this is an extremely important event in your life and we are honored to be a part of it. You will be well taken care of by our team of event professionals throughout your planning journey! We are here to guide you to the best possible outcome for your wedding day. This Welcome Packet is an outline that will guide you through the steps to a successful and easy planning experience at our venue.

*Cheers!*

*Chef Binks + Kristie Binks*





# STEP-BY-STEP GUIDE TO PLANNING

We know that planning a wedding is a BIG task! We are here to help guide you step-by-step. Please follow this guide for the best possible outcome for your wedding!

## ● MAIN POINT OF CONTACT:

Kristie Binks & her team will be your Wedding Day of Coordinator. Kristie and her team will be in communication with you leading up to the wedding. Please use the Portal link to send us any messages to [manager@binksberryhollow.com](mailto:manager@binksberryhollow.com) or text/call 716-333-7255.

## ● STEP 1 - ONBOARDING MEETING

1-2 Weeks After Your Date is Reserved. Schedule an Onboarding Meeting with our Venue Manager. Virtual or In-Person. We prefer to do this in person with you and give you a Welcome Basket - you are family now! If you choose to do it virtual, please schedule a time to come on back to the farm to show your family around and pick up a Farm Fresh Welcome Basket from the Butcher Shop!

## ● STEP 2 - HIRE YOUR VENDORS

After your Onboarding Call, hire your vendors. See our List of Preferred Photographers, DJs, Florists, Bakers, Officiants, etc.

## ● STEP 3 - ATTEND AN OPEN HOUSE TASTING EVENT

Confirm your date at your onboarding meeting with our coordinator.

## ● STEP 4 - MENU PLANNING MEETING

Schedule Your Menu Planning Meeting with Chef Binks after attending a an Open House Tasting Event.

## ● STEP 5 - FINAL DETAIL MEETING

Schedule Your Final Walk Through 4-5 Weeks Prior to Your Wedding Date

## ● STEP 6 - CONFIRM REHEARSAL DATE & TIME

Confirm Your Rehearsal Date & Time 30 Days Prior to Your Wedding Date. This time and date is NOT confirmed as we can still book events up to 30 days out.

## ● STEP 7 - SUBMIT YOUR FINAL GUEST COUNT, FLOOR PLAN & PAYMENT DUE.

Submit 14 Days Before Your Wedding.



# WEDDING TIMELINE

Below is our suggested Wedding Day Timeline according to what most couples do at our venue.

## 11:00am Venue Opens

Wedding Party Arrives and enters Dressing Suites with Mimosas & Coffee! Vendor Access Begins for Setup. Wedding Coordinator, Cake, Florals, Rentals, Band/DJ, Photographer, Videographer, etc. may arrive.

## 12:00pm Lunch

A light lunch is served in the Suites with Soft Drinks & Iced Water.

## 1:00 pm Groom's Party Arrives

Light Bites are served in the Groom's Suite with Soft Drinks & Iced Water.

## 4:00 pm Guest Arrival Begins

## 4:30 pm Ceremony Begins

## 5:00pm Cocktail Hour Begins

- Guests enjoy the Cocktails & Hors D'oeuvres at Market at the Hollow and lakeside.
- The bar is open and servers tray pass hors d'oeuvres and drinks.
- Wedding party remain at the ceremony location for family photos & continue portraits outside as weather allows.

# WEDDING TIMELINE

## 5:50pm Photos Complete

- Wedding Party line up for introductions with wedding coordinator & emcee.
- Couple retreat to dressing suite for touch ups, hors d'oeuvres & a quiet moment.

## 6:00pm Reception Begins

- Wedding Party Introductions & First Dance
- Welcome and/or Blessing
- Salad & Bread Service begins at this time
- Cake Cutting

## 6:15pm Dinner Begins

- Buffet Dinners for 150 or less take 30-40 minutes
- Family Style Dinners for 150 or less take 40 minutes - 1 hour
- Stations Dinners last 1.5-2 hours as guests are mingling throughout

## 7:30pm Parent Dances & Dance Floor Opens

## 8:00 pm Dessert

## 10:00pm Guests Exit

- Guests will exit
- Wedding Party will retrieve their personal items from the suite
- Vendors will breakdown
- Venue staff will clean





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# PREFERRED VENDOR LIST

You are welcome to choose your own vendors in these categories. Binksberry Hollow is not responsible for the quality and performance of the following vendors. However, these vendors have proven to provide excellent customer service over the years at previous events.

## PHOTOGRAPHERS:

### **PRIME LEGACY PHOTOGRAPHY**

- Contact: Bri & Eleasa
- Phone: 716-463-9709
- Website: primelegacyphotography.com

### **WOZNIAK PHOTOGRAPHY**

- Phone: 716-681-0900
- Website: Wozniakphotography.com

### **KNIGHT STUDIO**

- Contact: Tiffany & Robert Knight
- Phone: 716-631-0086
- Website: Knightstudio.com

## MUSIC:

### **WHIRLIN' DISC SOUND**

- Phone: 716-741-3139
- Email: Team@wdsdj.com
- Website: wdsdj.com

### **CJ SOUND**

- Phone: 716-668-5412
- Website: cjsound.com

### **BEAMIN' SOUNDS:**

- Contact: Brent Powley
- Phone: 716-433-6934
- Email: brent@BeaminSounds.com
- Website: beaminsounds.com

### **AUSTEN REID DJ**

- Phone: 585-944-7869
- Email: contact@austenreidevents.com

### **NICHOLAS PICHOLAS**

- Phone: 716-870-5477
- Email: nicholassvdo@gmail.com

### **ENERGY ENTERTAINMENT**

- Contact: Daniel Kasprzak & Bradley Smith
- Phone: 716-428-3472
- Email: info@energyentertainmentwny.com

## LODGING:

- Niagara Crossing Hotel & Spa
- Hampton Inn Lockport
- Holiday Inn Express Lockport
- Spark by Hilton Lockport
- Seneca-Niagara Resort & Casino
- Hyatt Place Niagara Falls
- AirbNb.com and VRBO.com

## VIDEOGRAPHER:

### **LENOVEL FILMS**

- Email: Lenovel.photography@gmail.com
- Website: lenovelphotography.com

## FLORISTS & DESIGNERS:

### **GOODY GIRL FLOWER FARM**

- Contact: Marina Goody
- Phone: 716-553-6722
- Website: goodygirlflowerfarm.com

### **BRANT JONES FLORIST:**

- Phone: 716-903-1848

### **FLOWERS BY NATURE**

- Phone: 800-541-0574
- Email: flowersbynature@gmail.com
- Website: flowersbynature.com

### **SIMPLE CELEBRATIONS BY MELISSA SNYDER**

- Decor Setup
- Phone: 585-455-6810

### **THE DISPLAY CO.:**

- Contact: Anton Falbo
- Website: thedisplayco.com



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# PREFERRED VENDOR LIST

## HAIR & MAKEUP:

### NICOLINA KAUFMAN

- Phone: 716-639-8019

### BLUSH MAKEUP AND HAIR

- Contact: Nikki or Sam
- Phone: 716-873-1740
- Email: Nikki@blushmakeupandhair.com

## TRANSPORTATION:

### GIORGIO'S LIMOUSINE SERVICE

- Phone: 716-683-7455

### FIRST STUDENT (BUS)

- Contact: Melissa or Sherry
- Phone: 716-897-5798

### 716 LIMOUSINE

- Phone: 716-216-5966
- Website: 716limousineandtours.com

### STATUS LIMOUSINE

- Phone: 716-833-7292
- Website: statuslimousine.com

### AERO TRANSPORTATION TAXI & AIRPORT SHUTTLE SERVICES

- Phone: 716-283-8294
- Website: aero716.com

### BUFFALO NIAGARA AIRPORT TAXI & SHUTTLE SERVICE

- Phone: 716-578-0910
- Website: buffalo-niagaraairportshuttle.com

## CIGAR ROLLERS:

### HAND ROLLED CIGARS BY GREGORIO

- Phone: 716-685-7970
- Email: GregC@niceashcigars.com

## DESSERTS:

### MUSCOREIL'S FINE DESSERTS

- Phone: 716-692-9081
- Email: muscoreilsgourmet@gmail.com

### JUST SAY CHEESECAKE

- Contact: Dan
- Phone Number: 716-833-7233

### THE COOKIE COTTAGE

- Phone: 716-751-2341
- Address: 257 Young Street Wilson, NY 14172

### KITH & KIN GLUTEN FREE BAKERY

- Phone: 716-471-3305
- Website: www.kkbakeshop.com

### TATER CAKES GLUTEN FREE BAKERY

- Phone: 716-438-7452
- Website: www.tatercakeswny.com

## BRIDAL SHOPS:

### BRIDAL CHATEAU

- Phone: 716-631-8345
- Website: bridalchateauinc.com

### VICTORIA'S BRIDAL:

- Phone: 716.632.7462
- Website: victoriasbridalshoppe.com

## FIREWORKS:

### SKYLIGHTERS FIREWORKS OF NY

- Phone: 716-903-3291

## RENTALS:

### REDUNN WEDDING ARCH & DECOR

- Phone: 716-525-3388
- Email: karenlyndunn@gmail.com
- Instagram: @redunnweddings



# VISITOR'S GUIDE

**REHEARSAL BRUNCH:**  
Wandering Gypsy Brewing Co.

**WINE SHOPS:**  
Arrowhead Spring Vineyards  
Spring Lake Winery  
Black Willow Winery  
Freedom Run Winery  
Chateau Niagara Winery

**GIFT SHOPS:**  
Tattered Tulip  
Artisan Alley  
Windsor Village

**LIVE MUSIC VENUES:**  
Artpark  
Darien Lake  
Riviera Theatre

**PARKS, GARDENS & OUTDOOR ACTIVITIES:**  
Niagara Falls State Park  
Aquarium of Niagara  
Niagra on the Lake

**RESTAURANTS:**  
Live Edge Brewing Company  
NYBP - Lockport  
Griffon Brewery - Lewiston  
Sunset Grill in Wilson

**BAKERIES & CAFE'S:**  
Kith & Kin Gluten Free Bakery  
Tater Cakes Bakery (Gluten Free)

**HAIR, NAILS, & BARBER SHOPS:**  
Pecoraro Salon  
Iron Locks Hair  
Jonny the Barber  
Evolution Nail Spa  
Nail Style & Spa

**UNIQUE LOCAL ATTRACTIONS:**  
Niagara Falls Jet Boat Tour  
Lockport Cave & Underground Boatripe  
Buffalo Botanical Gardens  
Buffalo Zoo

**MUSEUMS & ART GALLERIES:**  
Buffalo Museum of Science  
Albright Knox Art Gallery  
Niagara Wax Museum of History



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# VENUE COORDINATOR VS. WEDDING PLANNER

In an effort to provide a comprehensive wedding experience, we provide a Venue Coordinator who will also serve as your Day-Of Coordinator. However, if you feel the need to hire your own Wedding Planner, please do. They will work together with our Coordinator to create a unique and amazing experience.

## VENUE COORDINATOR'S ROLES & RESPONSIBILITIES:

During your wedding planning, the Venue Coordinator is responsible for all venue and preferred vendor related questions. This includes venue policy, timeline, floor plan, and ceremony/reception details. Your Venue Manager will meet with you for TWO planning meetings and provide the following event day services:

1. Initial Onboarding Meeting hosted by one of our venue team members. It is booked 1-2 weeks after booking to discuss venue policy, timeline, floor plans and preferred vendors.
2. Final Detail Meeting 4-5 weeks prior to your wedding to discuss final menu, final timeline and final floor plan.
3. On Rehearsal Day, your Venue Coordinator will attend the rehearsal and help execute the rehearsal timeline.
4. On Event Day your Venue Coordinator may assist in setup of small décor/specialty rentals, and will serve as a liaison between clients and preferred vendors. The Venue Coordinator will stay onsite through dinner service.

*\*The Venue reserves the right to adjust floor plans in order to meet fire code and prevent the blockage of key service areas such as access to our kitchen, stairs, storage areas and bathrooms*

## WEDDING PLANNER ROLES & RESPONSIBILITIES:

These are the duties of a Wedding Planner that are above and beyond what the Venue Coordinator will provide. Should you need these services, you will need to hire a Professional Wedding Planner that is Pre-Approved by the Venue Coordinator.

1. Assists with Hiring Vendors not on our Preferred Vendors List.
2. Attends Vendor Meetings for in-depth discussions about Vendor services.
3. Creates Detailed Timelines about onsite and offsite events for the wedding weekend and communicates that to all vendors and wedding party guests.
4. Creates Design Elements such as printed items, signage, specialty decor and assists with delivery and return offsite of such items.
5. Arrives with the Wedding Party and stays until Vendor Departure. Packs up all personal items to return to the couples residence or hotel.



# TASTING OPTIONS:



## 1. ATTEND ONE OF OUR COMPLIMENTARY OPEN HOUSE TASTING EVENTS AT BINKSBERRY HOLLOW

You and your significant other, along with four close companions, are cordially invited to our Open House Tasting Event! These invite-only events are hosted several times throughout the year to allow all of our booked clients to come back and enjoy the farm! Instead of private tastings, we throw a party! This is your chance to experience a delightful evening of food, drinks, and relaxation with the Binks Family. We will create a tasting menu featuring local ingredients that showcase our culinary expertise and the flavors of the Niagara region.

**Dress code is casual. Food and drinks are on us! 6 Tickets are included for one open house tasting event. Only the couple needs to attend the menu planning meeting that is scheduled after the open house tasting event.**

Please note that this event isn't for finalizing your wedding menu, that will be done privately during your menu planning meeting with Chef Binks. Instead, it's an opportunity for us to come together, enjoy great food and drinks, engage in conversation, and kick off the celebration for your upcoming wedding.



# TASTING OPTIONS:



## 2. BOOK A PRIVATE CHEF'S TABLE EVENT

Chef Steven Binks presents an 8-12 course custom culinary tasting menu to feature and focus on local ingredients and live wood-fire cooking for your exclusive private event. This would be a perfect experience for you if you would appreciate a more private tasting. This is also a great opportunity to do a pre-celebration celebration engagement party or just to thank the ones closest to you!

\*\* Limited Dates available around our event schedule\*\*

Our Chefs table is where our new experimental dishes are born and shared more often than not, for the first time. With 40 years of experience as a professional chef specifically in the event space, a custom-designed hyper-locally sourced menu is sure to wow your guests!

**BOOK YOUR EVENT HERE**





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# TASTING OPTIONS:



## 3. WEDDING SITE VISIT + BUTCHER SHOP EXPERIENCE

You can reserve a time for the Butcher Shop Experience **FREE** of charge. And you can visit as many times as you like!

- Show your wedding event space and property to friends or family members who may not have had a chance to see the space!
- Purchase some dinner and try the various products that we offer!
- Receive a great introduction to what farm-to-table means at Binksberry Hollow. Many of the meat products sold in our butcher shop are featured throughout all of our menus for catered events on the farm.
- During your butcher shop tour experience event, we will explain to you our farming practices and allow you to taste the quality that our methods produce and you can purchase meats directly from our butcher shop when you visit.

**RESERVE YOUR SPOT**





# MENU PLANNING MEETING

## **WHEN DO I SCHEDULE THIS MEETING?:**

After you attend an Open House Tasting Event, you will be sent a link to schedule a one-on-one meeting with Chef Binks to customize your menu. This needs to be done within 30 days after you attend the Open House Tasting Event.

## **HOW MANY PEOPLE CAN ATTEND?:**

Only the couple needs to attend the menu planning meeting with Chef Binks.

## **WHAT TO BRING:**

- Dietary Preferences
- Notes from the open house tasting event.

## **WHAT WE WILL ACCOMPLISH:**

- Review dietary preferences & allergies (request RSVP's with dietary concerns)
- Select a service style (buffet, plated, stations or family-style)
- Select your food menu items
- Select your bar menu items
- Select a floor plan template
- Establish a general timeline

## **WHAT TO DO NEXT:**

1. Hire your vendors: Photographer, DJ/Band, Florist, Baker and Officiant
2. Submit COI's for any Vendors not on Preferred List
3. Reserve room blocks if you have not done so already



# FINAL DETAIL MEETING

Timing: 4-5 Weeks Prior to Your Event



## What We Will Do:

- Finalize Floor Plan
- Finalize Menu
- Finalize Timeline



## What to Bring:

- Vendor List & COI's
- Guest Count
- Vendor Meal Count
- Dietary Restrictions List



## What to do Next:

- Send us all final guest count changes no later than 14 days out
- Final Payment due 14 days prior

*\*Changes after 14 Days not guaranteed.*



# REHEARSAL & REHEARSAL DINNER

A 1 Hour Rehearsal for Your Ceremony Is Included

Time & Date is Confirmed 30 Days Prior to Your Event.

You May Choose to Add Your Rehearsal Dinner Onsite for an Additional Fee Based on Availability.



## When to Host It:

- 9:30am the Day Before
- 2pm on the Day Of Your Event



## Hosting Your Dinner Onsite:

- Wednesday or Thursday
  - \$200/hour (5 hour Minimum) + \$2,000 Food & Beverage Minimum
- Fridays
  - Limited Availability. Please Inquire.



## Where to Have Your Dinner Offsite:

- Sunset Grille
- Wandering Gypsy



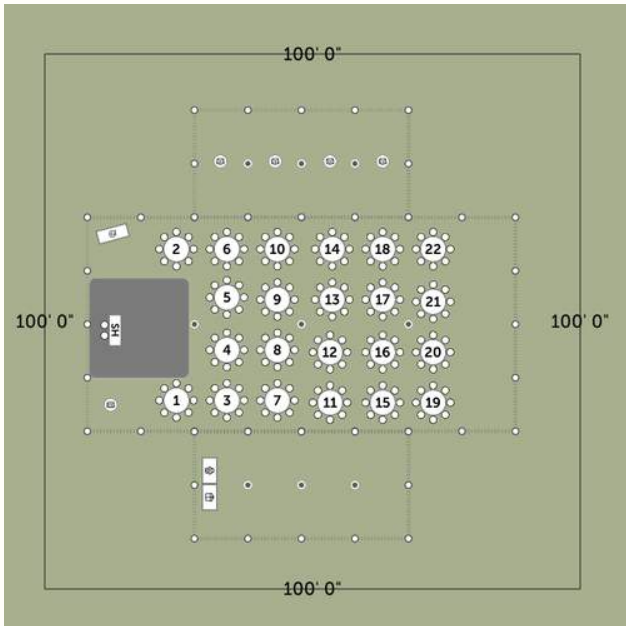
# INVENTORY

1. Tables: Round and Rectangular
2. Chairs: 250 White Folding Resin Garden Chairs
3. China, Glassware, Silverware for up to 250
4. Soft Seating: Benches in the Market at the Hollow + Adirondack Chairs on the patios
5. Linens: White Table Linens & White Napkins



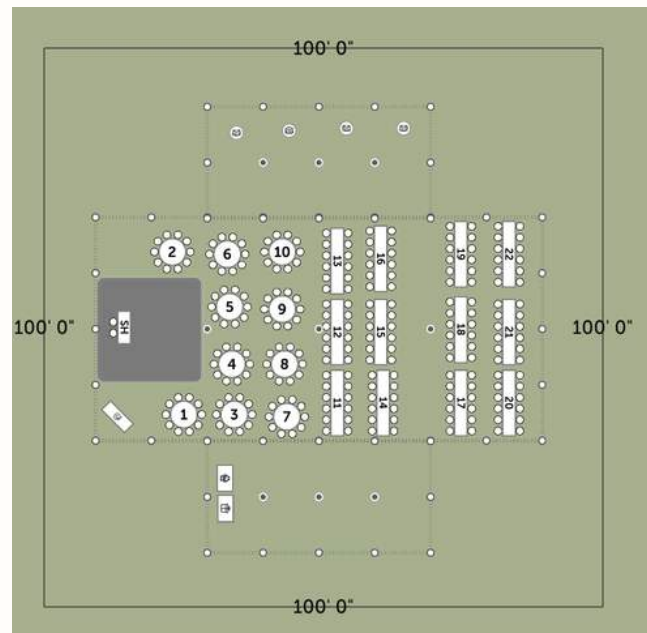
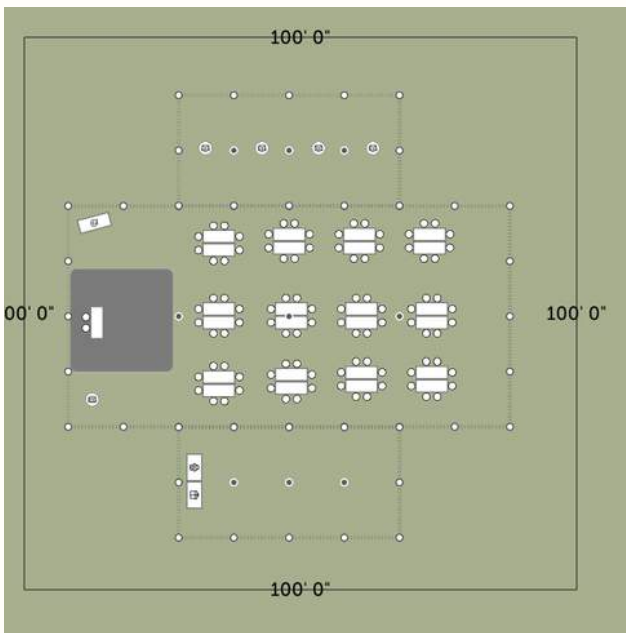


# SAMPLE FLOOR PLANS



Consider these options:

- Seating for up to 250 guests
- All Rounds
- All Rectangles
- A mix of Round and Rectangles
- Head Table or Sweetheart Table
- DJ or Band
- Buffet, Family Style or Stations





# CAKE & DESSERT REQUIREMENTS

Binksberry Hollow welcomes any and all professional Bakers to provide your cake and/or dessert for your wedding! The Venue provides cake cutting service at no additional fee including dessert plates and forks. All Bakers must abide by the following requirements:

1. Must deliver and set dessert during the rental time.
2. No refrigeration is provided on-site for any temperature controlled desserts.
3. Dessert must be labelled if any nuts/allergens are used. You must provide a sign to display.
4. Binksberry Hollow is not responsible for setting up, moving or displaying the cake and will NOT touch or move the cake prior to cake cutting. If the cake falls prior to cake cutting, Binksberry Hollow is not to be held responsible in any way.
5. Baker is responsible for leveling the table on which the cake/dessert is being displayed.
6. Binksberry Hollow does not wash or return any cake parts/supports.
7. Baker must provide a box if you would like to save your top tier or any leftovers.
8. Client should provide a decorative cake cutting serving set and stand if desired.
9. If cake stand is rented, client is responsible for returning it to the Baker.
10. Any décor for the cake or cake table including topper, flowers, candles, serving set, champagne flutes, stand, etc. are the couple's responsibility to pack up at the end of the event. The Venue does not accept any responsibility for lost items.

We understand some families have traditions to provide home baked goods. You may provide shelf-stable cookies or baked goods on trays to be served with your dessert display. They must be labelled for any allergens.

# PHOTOGRAPHER & VIDEOGRAPHER REQUIREMENTS

Binksberry Hollow welcomes all professional Photographers and Videographers. Please see our Preferred Vendors List for the best referrals. All Photographers and Videographers must abide by the following requirements:

1. Must start and end all photography and video sessions during the rental time.
  2. Must store equipment in Bridal Suite or vehicle. No additional storage is guaranteed.
  3. To ensure the best quality service, no extensions of cocktail hour are permitted.
  4. Photographer/Videographer is required to dress in proper business attire. Dark colored clothing is preferred.
  5. Photographers must bring adequate lighting and equipment.
  6. The Venue is not responsible for any equipment left behind.
- Clients may purchase vendor meals in advance for all Photographers, Videographers and Assistants. Vendor meal counts are due no later than 7 days prior to the event. Vendor meals are served after all guests have been served.
  - Alcohol is not to be consumed by any Photographer, Videographer or Staff on the Venue's property.
  - Standing on chairs or furniture is prohibited. Please request a manager if any furniture is to be moved and all furniture must be returned to its original location. No furniture is allowed to be moved outside.

# BAND & DJ REQUIREMENTS

Binksberry Hollow welcomes any DJ or Band from our Preferred Vendors List. Any DJ or Band not on our list must be approved by the Venue's management before you hire them to perform at your event. Please note the rules below:

1. Must provide a Certificate of Insurance for a minimum \$1M General Liability Coverage with the Venue listed as Additional Insured as follows:  
  
Chef Binks Inc DBA Binksberry Hollow  
4250 Chestnut Road  
Wilson, NY 14172
2. Load in and load out must take place during your rental hours. All Bands and DJs must exit no later than the end of your rental time.
3. DJ/Band must provide all of their own equipment including speakers, PA system, microphones, extension cords and Gaffers Tape. Equipment can easily cause damage to our floors and doorways. Any damage to the Venue's property will be charged to your DJ and/or their insurance policy.
4. Equipment cannot block any service area or fire exit. It must be stored under the 8ft table provided. There is no guarantee of additional storage. The Venue is not responsible for any equipment damaged.
5. Two 20 amp circuits are provided in The Market building and one 20 amp circuit are provided in the Covered Terrace area. If additional power is needed, please inquire with the Venue's management no later than 30 days prior to the event.
6. All cords must be taped down. Only Gaffers Tape is allowed and it must be removed at the end of event.
7. All music must be played at a reasonable level. Management reserves the right to adjust the decibel level if it exceeds a reasonable level.

\*\*\* If Any DJ, Band, Musician or Photo Booth requires any use of our equipment, you may incur an additional \$250 fee.

# BAND & DJ REQUIREMENTS CONT'D

8. DJs and Band Members must dress in business casual attire. Ripped jeans, flip flops and tank tops are not allowed. Dark colored clothing is preferred.
  
9. Most Bands or Live Musicians will provide a rider that we will work to accommodate as much as possible. If additional time, meals or provisions are required, then additional fees will apply. All Band Members are required to arrive on site dressed and ready to perform as there is no dressing room provided. Band Members are not permitted to use guest restrooms or the bridal suite as a staging/dressing area.

## Notes:

- Clients may purchase vendor meals in advance for all DJs, Band Members and Assistants. Vendor meal counts are due no later than 14 days prior to the event. Vendor meals are served after all guests have been served. Vendors are not permitted to go through the buffet line.
  
- No alcohol is permitted to be consumed by any DJ, Band Member, or Staff on the Venue's property.

# FLORIST AND DECORATOR REQUIREMENTS:

Binksberry Hollow welcomes professional Florists and Decorators. Please see our Preferred Vendors list for wonderful referrals! All Florists and Decorators must abide by the following requirements:

1. Must provide a Certificate of Insurance for a minimum \$1M General Liability Coverage with the Venue listed as Additional Insured as follows:

Chef Binks Inc DBA Binksberry Hollow  
4250 Chestnut Road  
Wilson, NY 14172

2. Must set up during the rental time and be complete 1 hour prior to guest arrival time.
3. All florals and decor must be assembled prior to drop off at the Venue.
4. Must breakdown within the rental time.
5. Must provide all equipment necessary to decorate including scissors, tape, extension cords, ladders, etc. the Venue does not provide any equipment.
6. Any open flame must be 1" below the vessel. No taper candles unless inside a vessel. No candles are allowed to be hung from ceiling tiles except for LED battery powered candles.
7. No confetti or glitter is allowed inside or outside.
8. No fireworks inside (sparklers are allowed outside and must be disposed of in the sand buckets you provide).
9. No fog machines or snow machines inside.

# FLORIST AND DECORATOR REQUIREMENTS CONT'D:

- 10.** No taping anything to the walls unless you use Command strips. Command strips are allowed (they can sometimes still leave a mark). If any residue damages the wall, a painting fee will be charged to the client.
- 11.** Florists and Decorators must clean up after themselves. Please take out any large trash items including boxes that do not need to be stored.
- 12.** No nailing or stapling to our walls or furniture.
- 13.** All water spills must be mopped before leaving.

Flower Petals must be real or dissolvable.

# OUTSIDE WEDDING COORDINATOR

WEDDING PLANNERS AT BINKSBERRY HOLLOW MUST BE APPROVED AND MAINTAIN ALL REQUIREMENTS BELOW:

1. Assistant: Due to the capacity of our facility, all wedding planners must provide an assistant the day of the wedding to best perform.
2. Planning Questions: Planners must answer planning related questions to timeline, decor, floor plan, speciality rentals, vendor roles and responsibilities. Be familiar with the Binksberry Hollow Contract and policies.
3. Floor Plan: Planner will access Triple Seat floor plan template with the ability to space plan all special items, vendor areas, and adjust for headcount.
4. Planners handling Design may need to rent specialty items if requested by the couple. Please disclose all outside rentals to the Event Manager at the final detail meeting.
5. Planning Meetings: Planners are welcome to attend any of the planning meetings. We ask that you consolidate any of your vendor meetings to these times as best as possible. Planners must attend the final detail meeting 6-8 weeks prior to the wedding date.
6. Timeline and Floor Plan Submission: Planners will submit first draft of timeline and floor plan no later than 8 weeks prior to the wedding date. All finalizations are due 14 days prior to the wedding date. Changes to orders after 14 days prior are not guaranteed.
7. Vendor List: Planners must submit a full vendor list with business name, contact phone/email, and COI for the DJ/Band.
8. Rehearsal: Planner must arrive 15 minutes prior to rehearsal start and ensure a timely exit of all guests at designated end time.
9. Dinner Service: For the most timely dinner service, Cocktail Hour extensions are not permitted. Planners must notify the Event Manager immediately if they believe photography may take longer than the expected timeline.
10. Attire: Planner is required to dress in proper business attire. Dark colored clothing is preferred.

# OUTSIDE WEDDING COORDINATOR

WEDDING PLANNERS AT BINKSBERRY HOLLOW MUST BE APPROVED AND

MAINTAIN ALL REQUIREMENTS BELOW:

12. Flip: The Wedding Planner is required to place and/or move all decor during the flip from ceremony to reception including centerpieces, lighting candles, florals, and all other decor.

13. Vendor Event Management: Planners will ensure accurate vendor arrivals, deliverables, and timely set-up/breakdown. They will check in with each vendor to ensure contract is fulfilled.

14. Cake: Any decor for the cake or cake table including topper, flowers, candles, serving set, champagne flutes, stand, etc. are the Planner's responsibility to clean and pack up at the end of the event. The Venue does not accept any responsibility for lost items.

15. End of Night: Planners must stay until the end of the rental time and check out with the Event Manager. They must assist with taking out all flowers, personal items, and decor, as well as, assisting with removal of all personal items in the Wedding Party Suites.

16. Sparkler Exits: Planners must set-up lighters and sand buckets, and ensure proper execution of exit.

Notes:

- Vendor meals may be purchased for all planners and assistants. Vendor meals are served during the salad service. Vendors are not permitted to go through the buffet.
- No one may stand on chairs or on furniture. Please request a manager if any furniture is to be moved and all furniture must be returned to its original location. No furniture is allowed to be moved outside.
- No alcohol is permitted to be consumed by any vendor on Venue property.

# DIY MUSIC LIABILITY WAIVER

We understand that personalizing your wedding at the Venue can be a very important part of your planning process. If you choose not to hire a DJ or Band and DIY your music, here are the following requirements that must be met:

1. An Emcee must be designated to make any and all announcements including any introductions, blessings, welcome speeches, dinner announcements, toasts, etc.
2. The Venue will turn on a playlist designed by the couple or station of couple's choice inside the venue, however, the iPad is kept behind the bar and NO guests are permitted behind the bar at any time, for any reason. The device provided for the playlist must be Bluetooth compatible to work with our system.
3. Music played by an ipod or ipad with a portable speaker for ceremonies still must have a designated "DJ", who is not in the wedding party.
4. All cords must be taped down by Gaffers Tape provided by you.
5. All sound must be played at a reasonable decibel determined by the Venue Management.
6. All equipment must be loaded in and loaded out during the rental time.
7. If equipment damages the Venue property a fee will be charged to the client.

# F.A.Q.'s

## WHAT IS THE VENUE CAPACITY?

Our comfortable max capacity is

- 250 Guests outside under the Covered Terrace.
- 90 Guests inside the Market at the Hollow Venue.

## CAN WE HAVE EARLY VENUE ACCESS?

- Early access is typically not permitted due to setup and cleanup time needed for other rentals.
- Additional hours may be purchased for \$500/hour at 30 days prior to your wedding date.

## WHAT OTHER OUTSIDE SERVICES DO WE NEED?

- Music
- Florist
- Photographer
- Officiant
- Cake
- See additional Preferred Vendors for more categories that you may wish to have.

## WHEN WILL OUR REHEARSAL BE HELD?

Options for Rehearsals are as follows:

- 9:30am the day before
- 2pm on the day of the event
- Date and times are not confirmed until 30 days prior to your wedding date.





# THANK YOU!



We hope this guide is helpful to planning your event here at our venue! Your wedding day is special and unique, and we are here to help make it an unbelievable experience for you, your friends and families. Please reach out to us for further assistance and we look forward to creating an historic event with you!



## BINKSBERRY HOLLOW

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