

Example Ceremony and Reception Timeline

Timeline

The following page shows the general timeline for wedding ceremony and reception events. As the Permittee, it is your responsibility to start and end the event on time. You are subject to additional fees if vendors enter before, or continue after, the permit time.

Rule #1: There is NO access to the venue for your special event before 2:30pm! Please plan accordingly and communicate this to everyone helping with your event.

We recommend hiring vendors who have worked at our venue in the past, but new vendors are welcome if they agree to attend a walkthrough of the venue in advance. [Clearly communicate the timeline and requirements to your vendors in advance and secure their agreement before signing a contract for service.](#)

To allow the quickest access for all, vendors should plan to drive in, drop off necessary equipment/supplies, and exit to the parking lot before starting setup, freeing up access to others. Hot Tip: Depending on what is being delivered and where it needs to go, vehicles might want to drop off in the “Bridal Loop” next to the Children’s House instead of waiting to park next to the lawn. This is typically the shorter wait for access.

While we offer these general start times, access to the “Authorized Vehicles Only” area is at the discretion of our Event Monitors on the day of your event. The “Authorized Vehicles Only” road is a fire/emergency access road and must always remain passable. Event Monitors are responsible for keeping this road clear. They allow access based on their knowledge of other vehicles in the area, size of vehicles, reason for access, and other issues happening in the park. It is always the intent of Event Monitors to facilitate the quickest overall setup for an event, but sometimes there is a wait for access.

Do NOT drive into the “Authorized Vehicles Only” area without communication and permission from the Event Monitor. When in doubt, please park in the parking lot and walk in to speak with the Event Monitor.

- 2:30pm Access for equipment rental. It is critical for the equipment rental company to park before other vendors enter the venue. It typically works best to drive to lake level, unload items for the ceremony (but not setup), then drive back up to park at the Reception Site.
- 2:30pm Keys available for the Bridal Suite and Groom’s Room.
- 2:45pm Access to DJ/music and florists to start setting up the Ceremony Site.
- 3:00pm Begin setup of Ceremony Site.
- 3:30pm The equipment rental company should be unloaded and moved to the parking lot by 3:30pm, opening the parking spot for other vehicles.

- 3:30pm Access to caterers begins once all other large vehicles have exited the area. Setup on front porch can begin once the last (3:30pm) tour has entered the Mansion.
- 4:00pm Access for cake delivery/setup.
- 4:15pm Access for vehicles which will remain parked at the Reception Site (i.e. photo booth, mobile bar, etc.).

Ceremonies can begin as early as 4:30pm, although we recommend later to allow for more setup time.

4:30pm/5:00pm/5:30pm: Ceremony starts

- 9:15pm Last call for alcohol.
- 9:30pm Bar must be completely shut down.
- 9:55pm Music volume turned down and end of event announcement.
- 10:00pm Music off. Attendees exit the park. Cleanup and breakdown begin.
- 11:30pm Start the Final Walkthrough.
- 12:00am End of Special Event Permit. Cleanup and Final Walkthrough must be complete to avoid additional charges. All vendors have exited the park.

The timeline is tight, but your advance communication with vendors and their cooperation with park staff and consideration for other vendors makes it all work. It always comes together. See it all happen in less than a minute in this [timelapse](#) video!