

Nottoway Plantation

Wedding Q & A

1. After giving Nottoway my \$2,000 deposit to hold the date, what happens next?

Once you have paid your \$2,000 deposit, we reserve the date on our calendar and build your event in our catering system. Your event contract will be emailed to you within the next week. The signed contract and an additional 25% deposit will be due no later than two weeks after receiving your contract.

2. Do the prices listed in the Wedding Package include any taxes or service charge and/or any other fees?

*The prices listed on our Wedding Packages **DO NOT** include the taxes or service charge. There will be a 22% Taxable Resort Fee added to all listed prices for the set-up & breakdown, service labor and handling and all other costs associated with the execution of your event, and a 10% taxes added to all listed prices.*

3. When can I build my hotel room block, and how do I go about doing this?

After a catering manager has received your signed contract and 25% deposit, you are eligible to build your hotel room block contract. The Catering Department does not handle hotel room blocks. You will need to contact our hotel's Group Reservations Manager to build your contract. Lauren Sanders is our Group Reservations Manager and can be reached at lsanders@nottoway.com

4. Does someone with Nottoway coordinate my ceremony & reception for me on the day of the wedding?

One of Nottoway's catering managers will be there to coordinate your ceremony on the day of the wedding as well as the rehearsal. A bridal attendant will also be on property the day of your wedding to check in with you throughout the day. Please note that our attendants do have appointments throughout the day and will not be stationed in the dressing room with you. It is your responsibility to inform your officiate, announcer, band and/or DJ of your ceremony details, ceremony song and order, introductions, formal dances, bouquet/garter toss, and cake cutting. Once you are introduced into the reception, the catering manager will hand off the event to the banquet manager to close out the night. A schedule of events will be made prior to the wedding and then passed on to the banquet manager.

5. Can I bring in an outside event coordinator?

Our brides often hire full time wedding coordinators to help them throughout the entire wedding planning process. A full time wedding coordinator differs from Nottoway's catering managers/bridal attendants in that they assist brides with every aspect of the wedding, even outside of the ceremony and reception venue. They set up the bride's requested décor and coordinate the rehearsal, ceremony and stay throughout the entire reception. Outside coordinators are also extremely valuable on the day of the wedding if you or your bridal party require a lot of assistance. If you have a lot of décor/ items to be set up during the day, we do suggest hiring a wedding planner or even a "day of" coordinator. If you do choose to hire an outside coordinator, the coordinator will often deal directly with Nottoway's catering manager.

6. How often will I be in contact with a catering manager (Meghan or Lauren)?

Feel free to contact a catering manager as often as necessary to address all of your questions or concerns regarding Nottoway. If an issue or question arises concerning your event, a catering manager will contact you; however you are responsible for contacting the catering manager with regard to making payments, scheduling pre-bridal portraits or a tasting. If you want to come in and personally meet with one of the managers, please call and make an appointment to do so.

7. Will Nottoway contact me when one of my 25% deposits are due?

Nottoway will provide you with your upcoming due dates at the time the contract is signed. It is your responsibility to pay your deposits by the dates assigned. Nottoway is not responsible for informing you of an upcoming due date.

8. When do I need to give you my catering package choice, menu items and guaranteed guest count?

As stated in your event contract, your guaranteed guest count, menu items and final balance is due three weeks prior to your event date. All details and information regarding your event must be submitted by that time.

9. Do I get to take home the leftover food from the wedding? Or will my guests be given to-go boxes?

No. Nottoway's wedding packages are set up differently in that you are paying for 3 hours of the food/beverage service during your reception. To-go boxes will **ONLY** be given to the bride & groom and their parents.

10. How do I schedule my pre-bridal portraits?

Nottoway brides receive a complimentary pre-bridal portrait session. This includes 4 hours of shooting in the mansion and on the ground as well as use of one of the bridal dressing rooms. Please contact the Wedding Department to schedule a date and time for you to take your portraits. We do not allow portraits to be taken on the same day as weddings taking place on property. Nottoway has tours every hour on the hour between 9:00am-4:00pm. While we do allow our brides access to interior and exterior shots of the mansion and the grounds, the space is not booked exclusively for your shoot and we ask that you and your guests are courteous of the tours and work around them and our other guests on property sharing the same spaces.

11. How do I schedule a food tasting?

*Nottoway is happy to provide you with a complimentary tasting for two to help decide on your food selections for the reception. Please contact a Catering Manager to receive a tasting menu. Tastings are available Monday – Saturday, seating will take place at 2pm, 3pm, and 4pm. Sunday tastings will be held at 3:00pm or 4:00pm. If these time frames do not work or if you have any additional questions please contact one of the Catering Managers. Tastings must be scheduled through a Catering Manager at least **two weeks** in advance with menu selections.*

12. Can there be two weddings booked for the same date and time?

Due to Nottoway's recent expansion, we can host multiple weddings on the same date. All events are booked within a certain time frame that never allows for two ceremonies to begin at the same time or overlap one another; however, reception times can be the same. If there happens to be another wedding on the same day as yours, we ensure that each event is kept private. Nottoway does require that you contact a catering manager regarding your photography time line on the day of the wedding to ensure each wedding is provided ample time for photography. There is an option to buy out the property to prevent another wedding from booking on your date. Please contact your catering manager for pricing to do so.

13. If I choose to have my ceremony *Under the Oaks* and my reception in *Randolph's* or the *Pavilion*, is there a possibility that another wedding reception or event will be taking place in the nearby Cypress Ballroom at the same time?

As mentioned in the question above, there can be two weddings booked on the same date. If you choose to have your ceremony take place "under the oaks" without using the Cypress Ballroom for your reception location, there may be another event scheduled in the nearby Cypress Ballroom during the time of your ceremony. If you are interested in having your ceremony "under the oaks" we strongly suggest picking an earlier ceremony time as this will greatly decrease your chances of experiencing a reception in Cypress during the time of your ceremony.

14. If I decide to change the time or place of my event, do I need to tell a Catering Manager?

The date, time and location that are listed on your signed contract cannot be changed before being approved by a catering manager.

15. What time will I have access to the bridal dressing room?

A bridal dressing room will be available for you to check into as early as you would like on the day of your wedding. You and your bridesmaids do not have to get your belongings from the room until after the reception!

16. Where do the groom and his groomsmen get ready?

Nottoway does not provide the groom and groomsmen a dressing room to get ready in. Typically, the groom and groomsmen get ready individually. Nottoway's Lounge offers an excellent location for the groomsmen to get together prior to the ceremony however that room is open to the entire property.

17. Can I order a food & beverage delivery to the bridal dressing room for myself and my bridesmaids?

Ask a catering manager for a bridal dressing room delivery menu. If you decide to order lunch to be delivered, the menu and details must be submitted three weeks prior to the event date.

18. Do I have full access to the mansion and grounds to take pictures on the day of my wedding?

*Nottoway brides do have access to the mansion and the entire grounds on the day of their wedding depending on availability. There are tours that begin in the mansion every hour on the hour from 9am to 4pm. If you decide to take pictures in the mansion, we only allow a few people up at once during tour times. Please do not disrupt the tours. Additionally, if there is more than one wedding scheduled, you will be sharing the space with another bride. We ask that you please be mindful of one another and do your best to work around each other. Please check with a catering manager before confirming your photography time line. If more than one event is scheduled, certain areas of the property may be off limits during specific times. **IF YOU DO NOT BOOK THE WHITE BALLROOM AS PART OF YOUR WEDDING EVENTS THAT DAY, IT IS NOT GUARANTEED THAT YOU WILL BE ABLE TO TAKE PHOTOS IN THAT VENUE.***

19. Will I be able to use Nottoway's golf carts to transport items and people to and from locations on property?

Nottoway's golf carts are for maintenance use only. They are not available to guests to use during the day of their event. Nottoway offers use of the bellman's carts to help with transporting items to different locations on property. If there is inclement weather, the wedding department will provide a covered golf cart to transport the bride.

20. If my guests arrive too early and they do not have accommodations, where should they go?

Most guests arrive 30 minutes prior to the ceremony. The ceremony site will be set by that time and your guests are allowed to be seated or they can browse our gift shop. There is a water station set out by your ceremony site. Both Le Café and the Bar at the Mansion Restaurant will be open prior to your ceremony as well.

21. There are items and décor that need to be set out for the ceremony and reception. Who does this? When can it be set up/torn down?

You are responsible for setting up all outside décor and personal items such as the guest book, programs, photos, etc. All outside vendors are responsible for their own set up (coordinator, florist, cake, band, etc.) Nottoway tables, chairs, and tablecloths will be set-up three hours prior to your event to allow for centerpieces and any other décor to be placed on the tables. All other preparation, including buffet stations and place settings (if applicable) will be set no less than one hour prior to the reception. If you need an earlier set up time, contact a catering manager.

22. When do I have to pick up items brought to the ceremony site and reception?

*All outside décor and personal items need to be picked up immediately after the reception. If for any reason, you need to leave your items in the venue overnight (please confirm with a manager first), Nottoway is not responsible for any lost or stolen items. **If you use an outside rental company for décor/dance floor/furniture...etc., they are required to set up rental items on the day of the event and pick up all items at the end of the reception. If outside rental company requires additional set up/pick up time other than the day of the event, rental fees will apply.***

23. When will Nottoway's Christmas Décor be set up?

Nottoway's Christmas décor set up starts immediately after Thanksgiving Day. Tear down begins after New Year's Day.

24. If there are unexpected guests, how do we deal with this?

Nottoway sets up and prepares food based on the guaranteed guest count provided to your catering manager three weeks prior to your event. You will pay for the guaranteed guest count three weeks prior to the wedding date. If more than the given guaranteed guest count shows up, you will be billed for the additional guests. Nottoway will count guests to ensure accurate billing.

25. Will the grounds be sprayed for mosquitoes prior to the event?

Nottoway will spray for insects prior to your ceremony; however, by the nature of having an outdoor ceremony and depending on the season, insects cannot be completely prevented.

26. Does Nottoway cut and serve the wedding cake? Will Nottoway store the top layer of the cake?

Nottoway's staff cuts and plates your wedding cake. Nottoway will hold the top layer of your wedding cake in one of our coolers overnight. It is your responsibility to collect your top layer upon checking out. Cakes left in the cooler for more than 5 days will be thrown out.

27. Is Nottoway still open to outside guests on the day of my wedding?

Unless you have reserved the entire plantation exclusively, the restaurant, hotel and tours will be open during normal business hours. Hotel and restaurant guests are not permitted in the ballrooms during private events.

28. Will there be a place setting on the guest tables?

Place settings depend on the food and beverage package selected. The following is a general guideline:

- I. Seated meals will be provided a full place setting according to the preselected menu.*
- II. Buffet packages with full seating will have place settings which include a water glass, linen napkin & all silverware. Plates will be set out at the food stations.*
- III. For buffet packages without full seating, all silverware, napkins & plates will be set out along the food stations. Glassware will be available at the bar.*

29. When do I confirm all of my details?

Prior to your wedding, you will be sent a wedding details form to fill out. This form, along with your menu, guest count, and final balance is due three weeks prior to the wedding. Once we have received this information you will be sent your event's Banquet Event Order or BEO along with a set-up diagram and schedule of events for your wedding day. We require that you sign off on all three items and return them within no later than three business days prior to the event.

30. Which catering manager will be there on the day of my wedding?

Catering managers, Lauren and Meghan, work very closely together on all of Nottoway's weddings and events. Although you may have booked and worked with one manager for the entire planning process, it is very likely that you could end up working with the other manager on the day of your event. One month prior to your event, you will be notified of which catering manager will be present on the day of your wedding. You will always be able to contact either catering manager at any time!

****Please note that there is a section of our contracts in which you are required to initial that you understand all issues addressed on the Q&A Form.***