

<i>Full Name</i>	E MAIL ADDRESS	WEDDING DATE
<i>Full Name</i>	E MAIL ADDRESS	TENTATIVE NUMBER OF GUESTS



Reception Questionnaire

Please feel free to contact us for more information.

Email: info@ihweddings.com

Phone: 508-644-2225 / Toll Free: 800-287-8300 / Fax: 508-644-2320

Independence Harbor / 10 Narrows Road / PO Box 118 / Assonet, MA 02702

www.ihweddings.com

CEREMONY LOCATION		
CEREMONY TIME	INDEPENDENCE HARBOR ARRIVAL TIME	INDEPENDENCE HARBOR DEPARTURE TIME

Please provide the names and telephone numbers of your vendors below

**Note - Please inform your vendors they may arrive no earlier than two hours prior to the start time of your wedding at "IH".*

LIMOUSINE SERVICE NAME	PHONE	PHOTOGRAPHER NAME	PHONE
VIDEOGRAPHER NAME	PHONE	CAKE MASTER NAME	PHONE
FLORIST NAME	PHONE	DJ/BAND NAME	PHONE
PHOTOBOOTH NAME	PHONE	OTHER NAME	PHONE

***FYI:** Please notify the vendor providing your entertainment that smoke machines or bubble machines or any similar equipment that emits any substance into the air is prohibited.*

****UPLIGHTING:** If you plan to acquire "uplighting" to be used at Independence Harbor, please be advised that the number and placement of "uplights" must be pre-approved by Independence Harbor. For your safety, ONLY BATTERY OPERATED LED UPLIGHTS ARE PERMITTED.*

****PHOTOBOOTHS:** Photobooths must be pre-approved by Independence Harbor. Only lightweight (soft-sided) photobooths are permitted.*

****OVERTIME:** Independence Harbor does not allow receptions to be extended beyond the time specified in your Banquet and Function Agreement.*

IMPORTANT!!

No one including wedding parties may arrive before the scheduled arrival time, as stated in your banquet & function agreement!

Neither our grounds nor our indoor facilities will be available for early arrivals! Please plan accordingly!

Part One - Arrival Hour

- Do you plan to have your formal wedding photographs taken on the grounds immediately upon arrival at Independence Harbor?: YES NO or Immediately following your "I. H" wedding ceremony.

**NOTE: Formal wedding photography should take no longer than approximately 45 minutes. If you begin your photography session upon arrival at "IH", and if you plan to have traditional introductions of the wedding party immediately thereafter, dinner should be served approximately one hour after your scheduled arrival.*

****Independence Harbor is a smoke-free facility. Guests are permitted to smoke outside on the patio.*

2. Please list your selection of Appetizer Buffet(s) (See Menu Pages 4 & 5 for selections):

Independence Harbor's offerings of Passed Appetizers For Patio and Dining Room Service (Menu Page 6)" are served butler style throughout the dining room and patio (weather permitting).

Please list your **Passed Appetizer** selections (Menu Page 6):

Note - Special presentations of your selected appetizer buffets and **passed appetizers are delivered to the bride and groom and wedding party at their outdoor photography location.*

3. Cash bars are provided for all events, unless substituted by a Hosted "Open Bar". Hosted "Open Bars" are offered on a consumption basis. A running tally will be kept for the duration of the "Open Bar", and is subject to a 20% Administration Fee plus 6.25% Mass Tax. "Hosted "Open Bars" may be scheduled for the arrival (cocktail) hour only, or for the entire reception (maximum five hours). All bars, cash and "Open", will close 30 minutes prior to the end of your reception.

Please Choose One of the following:

- Cash Bar for the entire Reception Open Bar for the entire Reception
- Open Bar for the Arrival Hour followed by a cash bar for the remainder of the Reception*

**Should you select "Open Bar" for the Arrival Hour only, an appropriate and discreet end to the "Open Bar" would be when the Wedding Party is formerly introduced into the dining room at the conclusion of the formal wedding photos. During introductions, while all of your guests are seated in the dining room, bar service is discontinued briefly to allow for the introductions, formal toasts, etc. Once the formalities have ended, the bar will reopen as a cash bar for the remainder of the Reception.*

4. Will you be offering "other" special beverage service for the Arrival Hour? (*Wines, champagne, cocktails or signature cocktails served butler style, Open Soda and Juice Bar etc....*) YES NO

If YES, Please list your selection(s):

5. What type of container will you be providing for gift envelopes? (*Mailbox, hatbox, wishing well, etc.*):

NOTE: Independence Harbor cannot accept responsibility for gift envelopes or gifts! Please designate someone attending your reception to **assume that responsibility.*

At the conclusion of your formal photo session, it is customary to orchestrate the formal introductions of your wedding party entering the main dining room.

Part Two - Dinner & Formalities

6. Do you wish to have formal introductions of your wedding party, and particular family members (*Parents, Grandparents, etc.*)?
 YES NO

Upon completion of introductions, a blessing of the meal and a wedding "toast" are traditional and appropriate. If more than one toast is to be offered, additional toasts should be offered shortly after meal service has begun so as to insure optimum food quality and guest comfort.

7. Will you be introduced going directly to the Head Table, or to the dance floor for your first dance?

Head Table

Dance Floor

8. Will a formal blessing of the meal be offered? YES NO

If yes, who will offer the blessing?:

9. Will a formal wedding toast be offered? YES NO

If yes, who will offer the toast?:

10. Will more than one toast be offered? YES NO

If yes, who will offer the toast?:

IMPORTANT!

If more than one toast is to be offered, additional toasts are to be made after dinner service has begun.

11. Please indicate your selection of Champagne, Spumante, or Sparkling Cider for your wedding toast(s).

12. *(Traditionally, the wedding couple will cut their wedding cake upon finishing their main dinner entree).*

Will your first dance take place at the conclusion of the dinner entree service and immediately after the "cake cutting", or immediately upon introductions into the dining room?:

After cake cutting

After introductions

**NOTE: Your Disc Jockey or Band is responsible for making the introductions. Please be certain they are aware of the exact manner in which you wish the introductions to be made. Your Independence Harbor Wedding Director will assist the entertainers in lining up your wedding party at the proper time, and will direct the wedding party to their places.*

13. Will you be offering a selection of dinner wines to be served with your reception meal? YES NO

If YES, Please list your selection(s): (Wine Selections are listed on menu page 17)

14. Do you wish your Dinner wine selection be served before the appetizer course, or before the main entree course?:

Before the Appetizer Course Before the Main Entree Course

15. Will you be selecting a full service dinner, buffet dinner, or **stations dinner** for your reception menu? If selecting a full service dinner, please continue below. If selecting a buffet or **stations** dinner, please skip to #17

Full Service Dinner Courses:

Please indicate your "**starter**" full service dinner course (choice of soup, salad OR fruit cup from the Banquet Menu [page 8]).

Pasta Course (optional):

Entrée Selection(s):

A choice of two entrees is gladly accepted at no additional charge with the exception of our "Entrée Duets". Entrée Duets constitute two entrees, and may not be combined with another meal selection. We will request a tentative count of each entrée three weeks prior to your Reception, with the final count due ten days prior to your Reception.

FYI: 1. We cannot offer more than two choices of entrees for your reception dinner.

2. Children's Dinners are charged the same as adults.

3. Please notify Independence Harbor of any special meal requirements due to food allergies.

Notification should be made three weeks prior to your Reception.

Please list Entree'(s) Selections:

Vegetable/ Potato: Garlic mashed red bliss potatoes, and the Chef's seasonal vegetable selection will be served with all menus.

Buffet Dinners / Brunches

16. If you select a buffet menu for your reception, please indicate your selection:

Dinner Buffet #1

Dinner Buffet #2

Dinner Buffet #3

Wedding Brunch Buffet with Ham

Wedding Brunch Buffet with Roast Beef

17. *Note: If you select a buffet brunch or a buffet dinner as your reception meal, do you wish the waitstaff to prepare plates for the head table and serve the head table, or do you wish the head table to serve themselves from the buffet?: An additional option would be for the **wedding couple** to have plates prepared and served by waitstaff, and all others seated at the head table serve themselves from the buffet.*

Please indicate your selection:

Entire head table to serve themselves from the buffet

Wedding Couple served by waitstaff

Entire head table served by waitstaff

Dessert Options - All Menus

Please choose one of the following dessert selections:

Your Wedding Cake sliced and served plated, accompanied by vanilla ice cream and topping to each wedding guest.

Your Wedding Cake sliced and arranged for service with a selection of one of our "After Dinner Dessert Buffets" (Menu Page 10)

Your selection of one dessert offering from our "Full Service Dessert Courses". (Menu page 8)

18a If you select a "Full Service Dessert Course", please indicate your selection:

18b. If you select a "Dessert Buffet" please indicate your selection:

Do you wish your wedding cake to be sliced and served with your dessert buffet selection? YES NO

19. If wedding cake is to be served with ice cream as your "Dessert Offering", please choose from the following toppings:

- No Topping Chocolate Strawberry Pineapple

IMPORTANT NOTE: No, food or beverages are allowed to be brought onto or removed from Independence Harbor property. All food and beverages, with the exception of the wedding cake, must be purchased through Independence Harbor. Wedding cakes must be supplied by a licensed food service professional.

Part Three - Dining Room Setup

20. What is the color scheme of your wedding?:

21. What is your selection of table covering color? White Ivory

22. What is your choice of napkin color?: White Ivory Seafoam Dresden Blue Violet
 Peach Glow Yellow Forest Green Cadet Blue Purple Pink Gold
 Mocha Burgundy Rust Teal
 Chocolate Black Red Navy Blue

23. Will you be using the Independence Harbor centerpieces for each of your guest tables (*Clear glass hurricane globes, with clear glass candle holder, and ten inch tapered candles*)?: YES NO

If yes, and you wish to have a color appropriate ribbon attached to the hurricanes, please provide the ribbon cut to 1.5 yard lengths. If you are providing floral rings to dress the outside of the hurricanes, the base of a hurricane measures 5" in diameter.

If you are providing an alternate centrepiece, please describe below:

**NOTE: Open flame centrepieces are prohibited. All centrepieces involving flame, must be pre-approved by Independence Harbor. We have experienced over the years a number of centrepieces which even though quite attractive, proved to be hazardous, and therefore unusable! Any unusual centrepieces (even those without flame) should be pre-approved by Independence Harbor!*

24. Will you be providing party favours for your guests?: YES NO

If yes, please describe:

**NOTE: Please be advised that liquor favours are not allowed to be brought onto Independence Harbor's property. It is a violation of Massachusetts Law to bring any alcoholic beverages onto the property.*

25. Please indicate the name of your cakemaster: IMPORTANT NOTE: Wedding cakes / cupcakes must be provided by a commercial bakery or by private individuals with "Serv Safe" Certification.

26. Will your florist be delivering any special floral arrangements?: YES

NO If yes, please describe:

NOTE: Please inform your florist, delivery may be scheduled **no earlier than two hours prior to **the** scheduled **start time of your wedding at "IH"**.*

27. Will you be having a traditional rectangular "Head Table" for your wedding party/parents, or a "Sweetheart Table for Two" for just the **Wedding Couple**? Traditional Table Sweetheart Table

28. If you select a traditional rectangular "Head Table", how many persons will be seated at the "Head Table"?:

On the diagram below, please fill in the names of those persons seated at the head table.

						Wedding	Couple						
--	--	--	--	--	--	----------------	---------------	--	--	--	--	--	--

29. If you will not have a traditional rectangular head table, how do you wish the wedding party to be seated?:

30. Will parents be seated at the head table, or at special parents' tables? Head Table Special Parents' Table(s)

Note: If parents are not seated at the head table, please indicate parent table(s) on your floor plan The arrangement of guest tables and head table in the I.H. dining room will depend greatly on the size of your guest list, as well as the size of your head table.

The I.H. round banquet tables are designed to accommodate 10 persons.

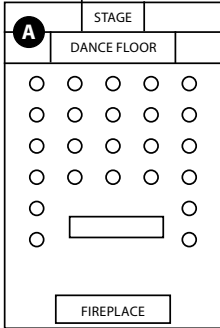
31. Approximately how many children under 15, will be attending your reception?:

Note: Independence Harbor guests are welcome to stroll our grounds and enjoy the gardens. To preserve the beauty of our lawns and gardens, children must be accompanied by an adult at all times while out of doors.

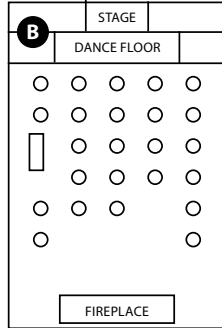
Running and playing is prohibited.

Floor Plans

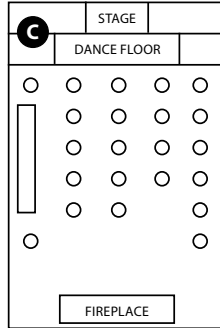
Please select one of the following Floor Plans. You can download a full size printable version when you fill out this same questionnaire form online.



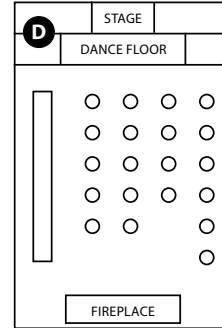
Max. Seating: 250
Max. Head Table: 10



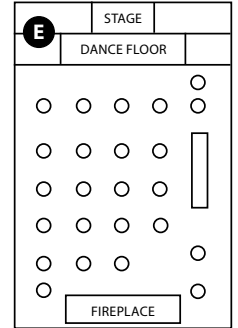
Max. Seating: 244
Max. Head Table: 4



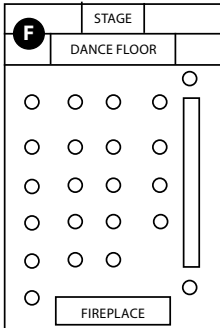
Max. Seating: 230
Max. Head Table: 12



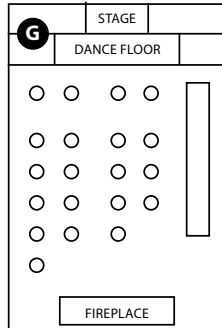
Max. Seating: 224
Max. Head Table: 24



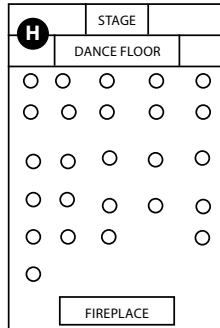
Max. Seating: 244
Max. Head Table: 4



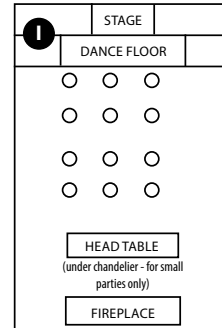
Max. Seating: 234
Max. Head Table: 12



Max. Seating: 224
Max. Head Table: 24



Max. Seating: 250
No Head Table



Max. Seating: 130
Max. Head Table: 10

Part Four - Entertainment

32. Will a Disc Jockey Service or Band provide the entertainment for your reception? Band DJ
33. Will you be having a traditional cake cutting ceremony?: YES NO
34. Will the following activities take place during your reception:
- Traditional First Dance: YES NO
- Dances with **Parents**: YES NO
- Traditional Last Dance:..... YES NO
35. Will you be changing your clothes before the end of the reception?: YES NO

**NOTE: Please allow ample time for changing, so that your last dance will be completed before your entertainment is finished.*

IMPORTANT! - Departing Independence Harbor at the close of your wedding:

All guests (including wedding party), must vacate the Independence Harbor property no later than 30 minutes after the close of your wedding. Transportation services (limousines, trolleys, hotel shuttles, charter busses, taxis, or private car pick-ups) used for transporting your guests from Independence Harbor, must complete their transport no later than 30 minutes after the close of your wedding.

If you do plan to provide transportation for your guests leaving Independence Harbor, please plan for an adequate number of vehicles to be available for departure at the actual closing time of your wedding. This will allow as much as 30 minutes for boarding and departure activity.

No vehicles are allowed to be left on the Independence Harbor property any later than 30 minutes after the close of your wedding. Vehicles remaining on the grounds after that time will be towed at the vehicle owner's expense.