

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 resort fee. 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 9.45% sales tax 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 initial wedding deposit, you are eligible to build your hotel room block contract. **Room blocks are NOT automatically generated once you book your wedding; client is responsible for contacting Nottoway to build a room block.** All blocked rooms must be assigned and paid before additional blocks can be added. A cut-off date will be provided for room blocks and is strictly enforced. All overnight rooms are subject to 11.45% sales tax and 3% resort Fee. Nottoway is pleased to offer a discount of up to 10% off our regular guest room rates.*

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

No. Nottoway's catering team will book your event spaces/times and handle all food and beverage requests. A team member will also be available for meetings to map out venue set up.

5. Do I have to hire an outside wedding planner/coordinator?

Yes. We require couples to hire a pre-approved day-of to full-service wedding planner/coordinator who will be on-site the day of the event as well as run the ceremony rehearsal. We require the name of the planner/coordinator you have chosen 60 days prior to your event. Your planner/coordinator must provide schematics, timeline and a walk-through with a Catering team member 30 days prior to the event. Nottoway does not provide wedding planning services.

6. How often will I be in contact with a catering manager?

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. Will there be other types of groups or events taking place on property on your wedding weekend? And can they also book hotel rooms?

Yes and yes- Nottoway is a full-service hotel, restaurant and event venue that is open to the public. Unless you have contracted a "buy out" for the entire property, it is extremely likely that we could host several tour and corporate groups during a single weekend who could potentially book event space and hotel rooms. You are only guaranteed for the space and time that you are contracted for. Just because your wedding is taking place on property, does not mean you have exclusive rights to the property. We are open to the public.

14. 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.

15. 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.

16. 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!

17. Can I get dressed in the White Ballroom?

No. Unless you are contracted for a buy out of the property, the White Ballroom is open to the public. You are not allowed to dress in any public area.

18. 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.

19. 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.

20. 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.***

21. 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.

22. 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 guest 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.

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

You or your hired planner 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. Additional rental fees will apply for any added set up time.

24. 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.***

25. 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.

26. 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.

27. 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.

28. 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.

29. 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.

30. 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.*

31. 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 (BEO) along with a set-up diagram for your wedding day. We require that you sign off on all items and return them within no later than three business days prior to the event.

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

*Catering managers 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.***