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Coordination & Planning

What is included in Blooming Hill's Coordination and Planning Services?

Unlike most wedding venues, Blooming Hill has a dedicated event team who will work with you from start to finish to plan and execute your wedding. We do not require you to hire any outside planner. Our event planning services include coordination of all aspects of the event that take place on site, including: day-of coordination, wedding day timeline development, communication with vendors (regarding all on site logistics), decor setup & breakdown, staffing, food menu & beverage selection, floor plan & guest seating assignments, and ceremony logistics & execution (including a ceremony walk-through the day prior to your wedding).

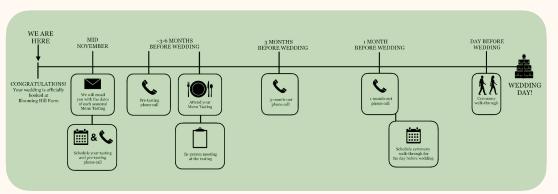
The Blooming Hill Event Planning process starts in mid-November the year before your wedding after our wedding season from the previous year has ended (for example, if you're getting married in June 2025, we will reach out to begin the planning process in Mid-November 2024.)

We will have several scheduled meetings to discuss timelines, decor, menus, and floor plans. We are also available along the way for any little things you need guidance on!

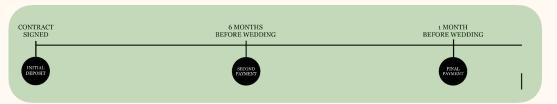
What's the difference between an outside event planner and Blooming Hill Event Planners?

The Blooming Hill Event Team will coordinate all aspects of the event that take place on site. Outside event planners help plan all aspects of your wedding day both on and off site including hiring outside vendors, guest management, and booking lodging/shuttles. While Blooming Hill coordinators will make recommendations and provide guidance in all of these areas, we are not directly involved in their process & management. If you would like some extra help with planning some of your off site wedding details, you are welcome to hire an outside planner. Our event team will work alongside your outside planner to coordinate the event.

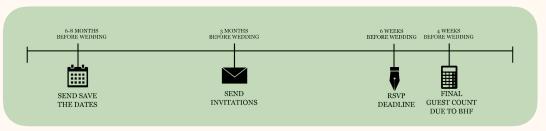
PLANNING



PAYMENTS



INVITATIONS



The Tasting

Blooming Hill Farm will host 1-2 tastings for each seasonal wedding menu.

Spring Menu (May-July) | Summer Menu (August & September) | Fall Menu (October & November)

These tasting dates will be scheduled between January-March the year of your wedding.

Menu tastings are complementary for the wedding couple. You are welcome to invite a maximum of 2 additional guests. There is a \$100 per head charge for each of these additional guests.

At the tasting, you will also have a chance to sit down with our event coordinators for an initial planning meeting. During this meeting we will discuss the following along with anything else you may have questions about!

- Menu & Dietary Restrictions
 - Dessert
 - Vendors
 - Rentals
 - Decor
 - Timeline
 - Rehearsal
 - BHF Florals

- Blooming Hill Farm does not offer private tastings -

Menu

At the tasting, you will have a chance to try all the options on our catering menu along with the wines to be served at your wedding.

When do I select my menu?

All food & beverage menu decisions must be finalized 1 month before the wedding. If you have any special requests please feel free to ask for them at the time of the tasting. There are sample menus available on our website for each season.

Can you accommodate dietary restrictions?

We are happy to accommodate dietary restrictions for your guests whenever possible. Please give us as much information and advanced notice as possible.

For guests who are vegetarian or vegan, we will provide a separate entree for them; however, there may be an additional per person fee associated with this.

Is dessert included?

As of August 2024, a dessert bar of your choice is included in our pricing! Please check your contract or with your event coordinator to confirm whether or not this was built into your pricing at the time you signed your contract.

S'mores and the use of our fire pit are complimentary, weather permitting.

We also allow outside desserts to be brought in. We do not charge a plating fee to serve desserts from outside vendors.

Vendors

Your vendors are encouraged to reach out directly to us for any logistical questions or concerns they may have.

What time can my vendors start setting up?

Vendors are welcome to arrive early to set up and prepare for the evening. Their arrival time should be coordinated with BHF prior to the wedding.

We will make sure that your vendors know where to set up when they arrive.

*Please note: The restaurant is not available until 2:30pm for any set up.
We recommend that vendors set up all other locations first before setting up in the restaurant.

Do you offer vendor meals?

Yes! Vendor meals are charged at a flat fee of \$75 per person. Please include vendors in your final headcount so we can include them on the final invoice!

Do our vendors need to provide a Certificate of Insurance (COI)?

Yes, we require a COI from each of your vendors. Their certificates should list Blooming Hill as additionally insured up to 1,000,000 for general liability with primary non-contributory and waiver of subrogation. If the company has additional employees onsite, they should also have Worker's Comp listed.

Vendor Info: Band/DJ

Do you have audio equipment?

We will make sure they have the necessary electrical set up.

BHEC does not provide any audio equipment. All audio equipment (including a microphone for the ceremony and speeches) must be brought in by your band or DJ.

That said, the barn and restaurant have speakers that can be utilized with an auxiliary cord.

If you would like to set up a playlist for either of these locations, we're happy to allow you to use our system here.

(generally, this works best for cocktail hour in the barn or for dinner in the restaurant)

DJs cannot plug into these speakers with their equipment.

Do I need a stage or dancefloor?

Since the flooring installed under the tent is a flat, dry, solid surface, a stage and dance floor are not necessary. However, some couples prefer the look of a stage and/or dancefloor.

If you would like to rent either, let us know and we can provide you with a quote from the rental company.

If you are having your reception in the barn, you may wish to rent a dance floor to cover the gravel floor. If you are interested in renting a dance floor for the barn, let us know and your coordinator will provide you with a quote from the rental company.

Vendor Info: Photographer

When can we arrive for photos?

You can arrive at 2:30pm the day of the wedding for photos. You are welcome to have your wedding party, immediate family, and/or any other special guests arrive at this time to be present for photos.

However, we strongly recommend limiting the number of guests who are on-site at this time to 20 or less.

Having too many people hanging around during pictures can start to feel overwhelming and we want you to feel at-ease and relaxed!

If you have a large group photo that needs to be taken, let your event coordinator know and we can discuss a good time to work that into your timeline!

Can we have our first look on the property?

You are welcome to have your first look on the property the day of the wedding!

If you have a specific spot in mind for this, let your photographer know so they can prepare for the shot. If not, we can recommend a few on the day of.

Vendor Info: Florist

Are flowers included in your pricing?

The barn and restaurant will always be decorated throughout the wedding season for no additional charge.

All requests for bouquets, table arrangements, arbor decorations, etc, should go through a florist.

If you're working with our in-house florist, we will create a custom package and add this to your Blooming Hill invoice.

How can I arrange Blooming Hill Farm to do my flowers?

We have an in-house florist and decorator. You can now book our florist through your event coordinator.

Booking and coordination for flowers begins during your "pre-tasting phone call" (~6-9 months before your wedding date). We recommend you compile inspiration photos to share and discuss with your event coordinator at your tasting. Your final floral order will be confirmed 3 months prior to your wedding date. The in-house florist will take your style preferences into consideration, but the final product is at her discretion.

Do I have to use your florist?

No, you are welcome to hire any florist you wish!

If you are using an outside vendor for florists, please let us know if they plan to breakdown the florals the night of, are coming back the next day to pick anything up, or if you will be taking home any of the items. All flowers, supplies, etc. brought in by the florist must be removed from the property no later than 11:00 AM the following day.

Rentals

Do we need to rent anything?

Blooming Hill Farm provides everything you need for the ceremony, cocktail hour and dinner: ceremony seating, tables, chairs, linens, glassware, silverware, plateware, etc.

Optional rentals to consider would be a stage, dance floor, specialty lighting, specialty glassware, or specialty furniture.

Keep in mind, none of these rentals are required or necessary, but can be added to achieve your desired aesthetic.

While we manage the major rentals for you, you are responsible for the cost of any outside rentals. The cost of these outside rentals will be included in your final invoice to Blooming Hill.

Do we need to rent a tent?

BHEC has a semi-permanent reception tent that will be installed for the entirety of the wedding season (April-November).

The use of this tent is included in the venue fee.

Blooming Hill also has a ceremony rain plan tent that will be used in the event of rain. If the ceremony is held beneath the rain plan tent, a tent fee of \$500 will be charged to your credit card on file.

What is included in the Venue Fee?

Decorated Cocktail Hour Space

Barn & Restaurant will be decorated with sustainable and seasonal floral decor, plants, and greenery. (valued @ ~\$2,000)

Reception Tent

46' x 105' Sail Cloth Sperry Tent, Wooden Tent Platform, Bistro Lighting, Clear Side Walls, Fans, Tent Heaters (typical rental cost valued @ ~\$15,000)

Outdoor Ceremony

Bench Seating, Additional Chairs (available upon request) & Use of Your Choice of Arbor

Venue Infrastructure

Restrooms, Electricity, String Lights (throughout property), Full Bar Setup for Cocktail Hour & Reception (including taps, refrigeration, sinks, etc.)

Furniture & Dining Essentials

Tables, Chairs, Glassware, Silverware, Plateware, Serving Platters and Serving Utensils (typical rental cost valued @ ~\$22/guest)

Decor

Tablecloths, Napkins, Table Runners, Candles, Printed menus, Table Numbers, Seating Chart Display, Custom Chalkboard Signage, Wooden Crates & Baskets for Miscellaneous Use (typical rental cost valued @ ~\$14/guest)

What Decor Does BHF Provide?

Standard Decor Package:

- Tablecloths (color options available)
 - Napkins (color options available)
- (2) Candles per table (taper/pillar taper color options available) OR (4) Votive Candles per table
 - Cheesecloth Runner (color options available)
 - Printed Menu Cards (style options available)
 - Table Numbers (style options available)
 - Guest Seating Chart (style options available)

Other Miscellaneous Decor:

- Chalkboard Signs
- Wooden Vegetable Crates
- · Small Wooden or Wicker Baskets
 - Arbor for Ceremony
 - Card Box
 - Easel
 - Reserved Signs
 - Etc....

*Please inquire to see a catalogue of all available decor

All of the above listed decor is included in our pricing. You are more than welcome to use any or all decor provided by Blooming Hill Farm. You can also feel free to bring in or rent any custom or additional decor!

Decor Setup

Who sets up for the wedding?

BHF staff will handle the set up of all decor on your wedding day.
We encourage you to drop off any additional decor items that you would like set up for the wedding the day prior (when you come in for your ceremony rehearsal.)

This includes but is not limited to:

DIY Seating Chart, Name Cards, Custom Table Numbers, Additional Candles, Guest Book, Photo Display, Miscellaneous Decor.

Who cleans up after the wedding?

BHF staff will take care of the break down and clean up after the party. We will pack up any items that you dropped off for you to come pick the following morning.

We ask that you take all of your gifts and cards with you the night of the wedding! We are not responsible for any items left behind or damaged.

Ceremony

Do we need a microphone for the ceremony?

We recommend weddings over 50 guests have a microphone and a speaker set up for the ceremony.

BHEC does not provide audio equipment. Most DJs/Bands are prepared to provide this equipment for you. We have electricity out by the ceremony site for your DJ/Band to access.

Can we have pre-ceremony beverages set up?

Yes! We will set up water, iced tea, and lemonade or cider (depending on seasonal availability)
on the bed of the yellow truck during pre-ceremony.

If you would also like to offer your guests champagne at this time, please be sure to let us know so that it's scheduled with the bar team. There is no additional cost for this.

Is the ceremony Handicap accessible?

We will have a golf cart available to bring any guests who need a ride out to the ceremony site. If you have guests that need proper chairs to sit on during the ceremony, we can set up a row of chairs in front of or behind the benches.

Who officiates the wedding?

That's entirely up to you! If you would like to have a friend or family member officiate, this link has some helpful info on how to become a wedding officiant in NY.

If hiring an officiant, see our preferred vendors list at the end of this document for some recommendations.

Rehearsals & After Parties

Can I have a ceremony rehearsal?

Your coordinator will run you through a rehearsal of the ceremony the day before the wedding.

About one month out from the wedding, we will schedule a time for this walkthrough. Please keep in mind that this walkthrough may have to be scheduled earlier in the day (between 10AM-1PM) due to other events that may be scheduled that weekend.

If you have a wedding party who will be a part of the processional, we strongly encourage having them attend the rehearsal. Having the opportunity to run through the processional with everyone present goes a long way to ensure that things run smoothly on wedding day.

Where do you recommend for a Rehearsal Dinner?

Blooming Hill can host your rehearsal dinner so long as the date is available for a private event.

We do not offer rehearsal dinners on Saturdays.

You can also check out the local recommendations for rehearsal dinners, welcome drinks, and afterparties listed on the last few pages of this document.

Can we stay past 10pm?

All of our events have to end by 10pm. This is due to a local noise ordinance and we are unable to make any exceptions. We do not have an after-party location on site, but we can make recommendations on places to go! (See slide 32)

Finalizing the Details - 3 Months Out

Three months before the wedding, we will schedule a planning call to go over the following:

Vendor Information: By this point you should have all your vendors booked. We will gather all relevant information for each vendor and collect their contact info so we can send them some helpful information pertinent to day-of schedule and timeline.

Decor Package Selections: At this time, we will finalize all style and color selections for your decor package. We will also begin discussing any plans you have for additional decor and help advise you on how all of these elements will be worked into your wedding set up and timeline.

Floral Inspiration: If working with our in-house floral team, we will finalize your floral vision and inspiration. All of this information will be compiled into a document that will be shared with our in-house florist and serve as a "vision board" for them to work off of.

Favor Selections: If you wish to order any favors through the farm, we will take note of it on this call and finalize quantities on our 1 month call.

Floor Plan: On this call, we will discuss some general information regarding your floor plan, like whether or not you would like to have a sweetheart table and whether you would like to format your guests be assigned to tables or individually assigned seats. After this call, we will provide you with an editable floor plan that you can start playing around with.

We strongly encourage you to hold off on filling in the details of your seating chart until you have received all of your RSVPs to avoid making more work for yourself!

Finalizing the Details - 1 Month Out

One month before the wedding, we will schedule a phone call to go over the following:

Menu Selections: Finalize all food and beverage selections including guest dietary restrictions, allergies & kids' meals.

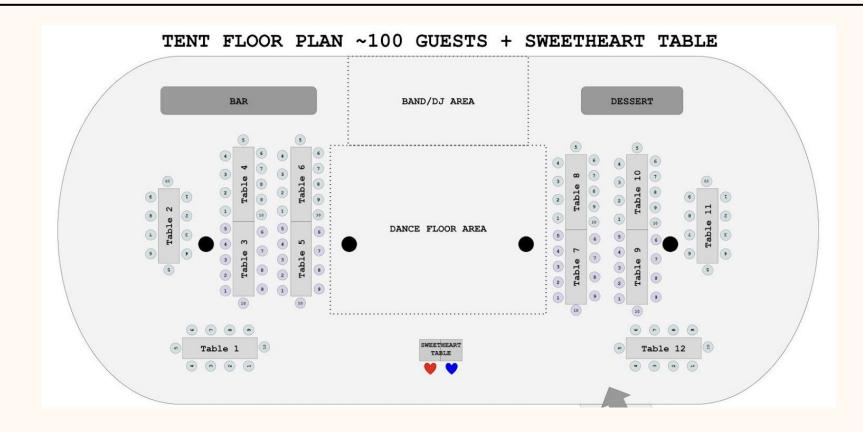
Final Headcount: Final payment is due 30 days prior to the event date. We will need a final headcount in the following terms so we can accurately prepare the invoice:

Adults: 100% catering cost, 100% beverage package
Guests 14-20 years of age: 100% catering cost, \$5 beverage fee
Children 13 & under: 50% catering cost, \$5 beverage fee
Children 7 & under: no cost but we still need to fit them into the floorplan
Vendors: a flat fee of \$75/vendor

Floor Plan: On this call, we will confirm final table layout and make sure you are filling out your seating chart correctly with dietary restrictions and allergies. The final seating arrangements are ultimately up to you, but we can make suggestions to maximize the comfort of your guests, placement of family members/VIPs, and the flow of traffic/accessibility to different areas of the reception space.

Finalize Timeline: We will review your timeline and make sure it aligns with the timelines and plans of all your other vendors to make sure we are all on the same page. We will also confirm your arrival time as well as the arrival time of your family, wedding party and vendors.

Sample Floor Plan



RECOMMENDED VENDORS

Photographers & Videographers

PHOTOGRAPHERS

Arius Photo

Sam June ariusphoto.com

Photo by Basia

Basia Ambrosiak photobybasia.com

K+B Wedding Photography

Kateigh Jamieson kateighandben.com

Jessie Casey

jessiecasey.net

Elsie Goodman

elsiegoodman.com

Roman Howell Films

Roman Howell romanhowellfilms.com

Andrew Franciosa

andrewfranciosa.com

Joshua Brown

joshuabrownphotography.com

Ein Photography & Design

einphoto.com

Keep it Captured Photography

Gina Palumbo Keepitcaptured.com

Mike Nakhla Photography

mikenakhla.com

VIDEOGRAPHERS

Alan Yaung Productions

Alan Yaung alanyaung.com

Marlon Ramos Photography

marlonramosphotography.com

Kathleen Whittemore

kathleenwhittemore.com

Jenna Salvagin Photography

jennasalvagin.com

Jully & Alex Photography

jullyandalexphotography.com

Luisa Matalucci Photography

luisamatalucciphotography.com

Vividography

Donald Salvesen vividography.com

Floral Design & Artwork

FLORISTS

Flowers by Blooming Hill Farm

(contact your Blooming Hill Farm coordinator to book)

Athabold

athabold.com

Heart & Soil Flowers

heartandsoilflowers.com

Slate Florals

@slatefloral

Sea Change

Flora Good Times

ARTWORK/INVITATIONS

Elizabeth Grubaugh

(Elizabeth's Artwork is available to purchase through Blooming Hill. Check out her work <u>HERE</u>. Contact your coordinator to purchase.)

@elizabeth-grubaugh

Hudson Valley Letterpress

@foxyandwinston

Hand-Painted Weddings

handpaintedweddings.com

Music & Entertainment

BANDS

Mama Juke

mamajukemusic.com

Sound Society soundsociety.band

Atomic Funk Project atomic funk project.com

The Silver Arrow Band silverarrowband.com

The Hook Club
Thehookclub.nyc

The Loyales thelovales.com

Mari Entertainment nycswingmusic.com

Damn Tall Buildings damntallbuildings.com

DJs

A Perfect Blend Entertainment

apbentertainment.com

Luv'dup DJs

(has a photo booth add-on) luvdupdjs.com

Top Notch DJs

topnotchnewyork.com

Skyhook Entertainment

skyhookentertainment.events

DJ BFG

djbfg.com

DJ Foggy Notion (Vinyl)

@foggynotiondj

74 Events

74events.com

DJ & ACOUSTIC

Skylark Music

Justin Keller skylarkmusicny.com

ACOUSTIC

Alex Prezzano

alexprezzano.com

Jeff Armstrong

jeffarmstrongmusicstudio.com

Austin Charnis

charnisguitar.com

Dorian String Quartet

dorianguartet.com

Highline String Quartet

highlinequartet.com

Hair & Make Up

Hair by Fire

Mariah Klejbuk *Hair Stylist*

bridal.by.fire@gmail.com @bridal.by.fire

Bridal by Lindsay

Hair Stylist

bridalbylindsay@gmail.com | @bridalbylindsay

Alchemy Weddings

Gillian Curley

Hair & Make Up Stylist

AlchemyWeddingsHV@gmail.com | @alchemy.weddings

Comb Salon Studio

vagaro.com/uso3/combsalonstudio

The Indigo Collective

the-indigo-collective.com

RB Artistry

rbartistrybeauty.com

Photobooths & Lawn Games

PHOTO BOOTHS

New York Photo Booth Rental

clowns.com/photo-booth-rentals

Metro Photobus

metrophotobus.com

Wanderbus Photo Booth

wanderbusphotobooth.com

LAWN GAMES

<u>Upstate Jamboree</u>

upstatejamboree.com

Rockland Lawn Games

rocklandlawngames.com

North Country Vintage

northcountryvintage.com/rentals/games/

Desserts & Cakes

Hudson & Honey

@hudsonandhoney

Sugar Hill Creamery

sugarhillcreamery.com

Katie Rose Bakery

vegan & gluten free options katierosebakery.com

Officiants

Alice Soloway

alicesolowayweddings.com

Michele Zipp

michelezipp.com

Josie Bloom

josieweddings.com

One Heart Personalized Ceremonies

oneheartceremonies.com

Nina Lily Creative Celebrant

Christina Campbell ninalilyphotography.com/celebrant-services

Melissa Mendez

smartmobilenotaryandsigning.com/wedding-officiant-melissa

Bed & Breakfasts, Inns & Lodges

The Dominion House

Blooming Grove, NY (2.3 miles away)

The Caldwell House

Salisbury Mills, NY (5.8 miles away)

The Orange Inn

Goshen, NY (9.4 miles away)

Orchard Hill Estate

Harriman, NY (6.8 miles away)

Stagecoach Inn

Goshen, NY (9.1 miles)

Glenmere Mansion

Chester, NY (12.6 miles away)

Borland House

Montgomery, NY (13.2 miles away)

Peach Grove House

Warwick, NY (14 miles away)

AirBnBs & Vrbos

Campbell Hall, NY

6 bedroom farmhouse (7.2 miles away)

Walton Lake, NY

2 side by side lake houses (7.2 miles away)

Newburgh, NY

smaller, modern, river views (~12 miles away)

Woodbury, NY

large 5 bedroom house, outdoor patio *allows rehearsal dinners & brunches* (~8 miles away)

Chester, NY

large countryside home (8.7 miles away)

The Painted House

small eclectic farmhouse Warwick, NY (14.6 miles away)

Goshen, NY

historic Hudson Valley farmhouse (9.2 miles away)

Goshen, NY

unique Dutch barn located on the same property as listing above (can be rented together depending on availability) (9.2 miles away)

Storm King Mountain

renovated 1850s cottage Cornwall-on-Hudson, NY (13.6 miles away)

Larger Hotels

Sleep Inn

Blooming Grove, NY (2.3 miles away)

Holiday Inn Chester-Monroe-Goshen

Chester, NY (7.8 miles away)

Hampton Inn Harriman/Woodbury

Central Valley, NY (7.9 miles away)

Fairfield Inn & Suites by Marriott

Goshen, NY (13.5 miles away)

Microtel by Wyndham

Middletown, NY (14.1 miles away)

Marriott Residence Inn

Middletown, NY (15.4 miles away)

La Quinta Inn & Suites

Middletown, NY (16.1 miles away)

Courtyard Marriott

Middletown, NY (18.0 miles away)

Crowne Plaza

Suffern, NY (25.7 miles away)

Rehearsal Dinners & Welcome Parties

City Winery Hudson Valley

citywinery.com/hudsonvalley

Pharmacy Kitchen & Bar

pharmacykitchenandbar.com

Stagecoach Inn

stagecoachny.com

Oak & Reed

oakandreeddowntown.com

Blu Pointe

Blu-pointe.com

Primo Waterfront

primowaterfront.com

Glenmere Mansion

Glenmeremansion.com

Drowned Lands Brewery

Drownedlands.beer

Equilibrium Brewery

egbrew.com

Orchard Hill Cider Mill

orchardhillcidermill.com

Craft Beer Cellar Warwick

cbc-warwick.com

Tin Barn Brewery

Tinbarn com

Orange County Distillery at Brown Barn Farms

orangecountydistillery.com/brownbarnfarms

Newburgh Brewery

newburghbrewing.com

Things to Do

HIKING

BREWERIES, CIDERIES, WINERIES

Schunnemunk Mountain

Brotherhood Winery

Bear Mountain

Angry Orchard

Harriman State Park

Drowned Lands Brewery

OTHER ACTIVITIES

Warwick Valley Winery & Distillery

Legoland

<u>Applewood Winery</u>

Falconry Excursions

Pennings Farm Cidery

Lavenwood Lavender Farm

ART & MUSEUMS

Otterkill Golf Club

Storm King Art Center

Dia Beacon

Afterparties & Late Night Bars

Brew

brewgoshen.com

Scotchtown Craft

scotchtowncraft.com

Bourbon Street

bourbonstreetbarandgrill.net

Aspire Brewing

aspirebrewing.com

Captain's Table

captains-table.com

Kelley Jean's

kelleyjeansrestaurant.com

The Vinyl Room

tvrny.com

Brunch

Blooming Hill Farm

(for parties of up to 20 guests)
contact your coordinator to schedule

Mason's Marketplace

masonsmarketplace.com

Craft 47

craft47.com

Dottie Audrey's

(brunch catering) dottieaudreys.com

Storm King Art Center

(location for picnic style brunch/lunch)
*this must be scheduled in advance through Storm King,
they do not allow "walk-in" parties
*requires outside catering

Otterkill Country Club

pool/cabana rental otterkillgolf.com

The Table

thetableny.com

Oak & Reed

oakandreeddowntown.com

Local Transportation

SHUTTLE SERVICES

First Charter

school buses only

Mid City Transit

school buses only

West Point Tours

school & coach buses

A.N.N. Transportation

luxury cars, SUVs & buses

Leros Point to Point

luxury SUVs, mini buses, buses & limousines

PMV Limo

smaller shuttle buses, SUVs, town cars, limousines

TAXIS & UBER

Goshen Taxi (pre-schedule rides) goshentaxi.com / (845) 615-9299

Geo Taxi Service (845) 213-5639

Speedy Car Service (845) 783-6651

Village Taxi (845) 783-6112

Uber & Lyft are available in the area for transportation to the farm.

Please plan for at least 20-30 minute wait times for Uber or Car services.

We do not recommend relying on Uber or other ride sharing services to pick up from the farm at the end of the event.

Transportation from NYC

TRAIN FROM CITY

NJ TRANSIT

NJ Transit offers the closest train stations to the farm:

Harriman Station OR Salisbury Mills-Cornwall

(both are 10 minutes away)

Both of these stops are on the Port Jervis Line out of Penn Station with a transfer at Secaucus.

average train time: 1 hour 30 minutes.

METRO NORTH

The closest train station using Metro North from Grand Central is **Beacon**.

(30 minutes away)

average train time: 1 hour 30 minutes

BUS FROM CITY

SHORTLINE

Shortline offers daily scheduled trips to and from the city.

CLOSEST BUS STOPS:

Monroe, NY

Woodbury Commons