



Congratulations on selecting David's Country Inn
for your wedding!

We are so thrilled that you have chosen to host your
wedding with us, and we look forward to detailing
your special day with you!



Preferred Vendors

ACCOMMODATIONS

Courtyard by Marriott

15 Howard Blvd., Mt. Arlington, NJ
973-770-2000

The Everitt House Bed & Breakfast

200 High Street Hackettstown, NJ
908-684-4377

Holiday Inn Express

176 Howard Blvd., Mt. Arlington, NJ
973-770-7880

BAKERY

Palermo Bakery

201-336-9819
www.PalermoBakery.com

BEAUTY SERVICES

Ashley Landry Makeup Artist

862-268-3125
www.ashleylandry.net

Ore Makeup Design

201-230-1573
www.oremakeupdesign.com

Styles on Location, LLC

201-400-6732
www.stylesonlocation.com

FLORIST

A Touch of Elegance

973-584-8300
www.atooevents.com

Calico Country Florist

908-852-0556
www.calicocountryflowers.com

Fleurs Divine

201-317-2318
www.fleursdivine.com

FORMAL WEAR

Roma Tailors LLC

973-957-0014
www.RomaTailorsLLC.com/wedding

MUSIC ENTERTAINMENT

Craig Scott Entertainment

201-587-1066
www.craigscott.com

D'Amico Entertainment

973-585-6150
www.damicoentertainment.com

Elegant Music Group

201-768-7711
www.elegantmusicgroup.com

Fantasy Productions

800-386-3573
www.fantasydjs.com

FNA Events - Fresh New Angle

844-373-7411
www.FNAevents.com

The Event Specialists

908-497-1117
www.TheEventSpecialists.net

PHOTOGRAPHY

Cherryville Photography

908-208-2052
www.cherryvillephotography.com

FNA Events - Fresh New Angle

844-373-7411
www.FNAevents.com

Pearl Paper Studio

info@pearlpaperstudio.com
www.pearlpaperstudio.com

Rocksteady Images

862-703-6569
www.rocksteady-images.com

Speer Images

973-903-6926
www.speerimages.com

TRANSPORTATION

Broadway Elite Limousine Service

973-515-8808
www.broadwayelitelimo.com

Knight Riders Limousine Service

908-850-4450
www.KnightRidersLimo.com

VIDEOGRAPHY

Digital Memories Event Cinematography

973-352-9672
www.digitalmemorieseventvideo.com

FNA Events - Fresh New Angle

844-373-7411
www.FNAevents.com

Live Picture Studios

862-224-5897
www.livepicturestudios.com

OFFICIANT

Heather Ferrante

973-903-1565
www.heatherofficiant.com

Say I Do with Sarah

908-797-9351
www.sayidowithsarah.com

One Beautiful Day with Rev. Maureen Jeffries

201-882-0320
www.1beautifulday.com

EMBELLISHMENTS

Metro Photobooth Bus

908-450-9390
www.metrophotobus.com

Mobile Cigar Lounge

973-668-1884
www.themobilecigarlounge.com

FURNITURE & DESIGN RENTALS

A Touch of Elegance

973-584-8300
www.atooevents.com



Wedding Timeline

RIGHT AWAY

Book your entertainment, your photographer, your transportation services, and choose the hotel you're using and block rooms.

8-10 MONTHS OUT

Contact a florist. We have 3 preferred florists that would love to bring your vision to life.

A Touch of Elegance: 973-584-8300 / Lplociniak@gmail.com

Calico Country Flowers: 908-852-0556

Fleurs Divine: 201-317-2318 / fleursdivine@comcast.net

6 MONTHS OUT

You will be assigned a direct Event Manager. You will receive a final details email that includes the crucial planning info leading up to your big day!

If you are more than 6 months out and have questions, you can contact the Manager you booked with or call the main office at any time as we have a team of Event Managers who are happy to assist you!

4 MONTHS OUT

Contact Palermo's Bakery and choose your wedding cake.

Check out the final details and décor forms on our website to help guide you in the planning process.

3 MONTHS OUT

Send out your wedding invitations (choose an RSVP date of 30 days before your wedding date).

Many guests do not RSVP in a timely fashion. This will give you plenty of time to finalize your headcount.

2 MONTHS OUT

Send us via email your final menu.

Complete the final details form on our website under "customer forms".

Complete the décor form on our website under "customer forms".

Have your vendors complete the vendor agreement on our website under "customer forms".

It is crucial that you complete the above details in a timely manner

1 MONTH OUT

Follow up with any guests that have not RSVPed.

Email your Event Manager for a floor plan to begin working on.

2 WEEKS OUT

Email your Event Manager your final guest count so that we can create your final invoice.

Final guest counts should be broken down like this: # of adults, # of children ages 4-14,

of children ages 3 and under, # of vendors requiring a meal. Don't forget to include yourselves!

No menu, upgrade or guest count changes can be made after this point.



Wedding Timeline

THE WEEK OF

Drop off your final payment, team gratuity, and décor to our office during your final walkthrough. Please make sure that stickers and tags are removed, batteries are put into your candles, signs are in frames, etc. Make sure your items are packed properly; in a box and using protective wrapping. Clearly label your boxes noting which location its contents are intended for (ie: Ceremony, Cocktail, or Reception).

The final payment must be made in the form of cash, certified funds, or a bank check.

FINAL WALK THROUGH APPOINTMENT

Your Event Manager will confirm your final walk-through date and time upon completion of the décor form. The final walkthrough must be scheduled the week of your wedding on a Wednesday, Thursday, or Friday from 9:30am until 4:00pm except for Thursday from 1:00pm - 2:00pm because of our weekly planning meeting.

During this appointment you will:

Make your final payment (cash, certified funds, or bank check)

Drop off and review décor items

Leave cash tip (if required in your contract)

Provide credit card information (if you are having a tab bar for early arrivals or after party)

Review final floor plan and menu

Go over last minute questions/concerns



Team Gratuity

DELUXE, IDEAL OR COCKTAIL RECEPTION PACKAGES:

Gratuity is not built into your package and is optional, but of course greatly appreciated by our entire team. If you'd like to know how many staff members will be on for your event, you can reach out to your Event Manager once your final guest count is confirmed and they can provide you with the proper staff count for tipping purposes. Most couples choose to give separate envelopes to the Event Manager, Maitre d', and Bridal Attendant.

EXCLUSIVE, PREFERRED OR ELEGANT BUFFET PACKAGES:

The minimum team gratuity of \$1,000 is distributed to each staff member working the event. Gratuity is dependent on the final guest count and the number of staff members working the event. Your Event Manager can send you a staff breakdown 1-2 weeks prior. Gratuity must be provided in cash or a check made out to cash during your "Final Walkthrough" Décor Drop-off appointment the week of the wedding.

If you are providing cash, **smaller** bills are greatly appreciated.



Who will be there the day of my wedding?

Event Manager:

Your Event Manager will work with you to plan the details of your event; assisting with questions leading up to your day, menu selections, day of schedule, floorplans, etc. They are also your Day of Coordinator and will be assisting with the ceremony processional, décor set up, etc.

Maitre'D:

The Maitre'D will essentially be the Captain that night and will be your direct point of contact that evening, especially attending to the Bride and Groom. They will also be overseeing the staff to ensure the timeline of the evening is executed efficiently. The Maitre'D will gather and pack up your décor at the end of the wedding.

Bridal Attendant (if using the Warren Suite):

If you are using the Warren Suite on the day of your wedding, you will have a Bridal Attendant attending to you and your bridal party. They will pop in and out of the Warren Suite to check on you and your guests throughout the day. They also work alongside the Day of Coordinator in assisting with décor, setting of tables, etc.

Bartender(s):

The bartender ratio will depend on your final guest count. Regardless of the size of the event, we will always have 2 bartenders for cocktail hour. If your guest count is 140 or more, we will open the second bar for cocktail hour. Cocktail Service in the ballroom is included in your package.

Banquet Servers:

The banquet server ratio will depend on your final guest count. We always staff plenty of servers to ensure guests' tableside orders are taken in a timely manner, refill beverages as needed, and perform all pre and post-event setup and breakdown of the event.

Culinary & Dishwashing Team:

Our culinary team has over 30 years of experience working at David's Country Inn and consistently exceed guests' expectations. Our dish team supports the culinary team and perform tasks to ensure the kitchen area and banquet areas are clean and prepared for guests.



Décor Set up/Breakdown

A common question that we get asked is whether or not there will be someone to help put out décor, and the answer to that is yes! Your Event Manager & Bridal Attendant (if using the Warren Suite) will be working as your Day of Coordinators along with other staff members putting out your décor to ensure your vision comes to life.

THERE WILL BE SOMEONE ASSIGNED DAY OF TO HELP PUT OUT ITEMS SUCH AS THE FOLLOWING:

Welcome sign, guest book, card box, personal photos
Seating charts/place cards
“Welcome Table” for the ceremony
Put out charger plates if applicable
Favors at each place setting or a favor table
Menus for Reception tables in a napkin fold
Signature drink signs, food signs, or any small signs supplied

Any decor that requires excessive labor to put out, such as centerpiece set up, large arches, chuppahs, photo booth walls, DIY decor, etc., will need to be assigned to either a professional company or a friend/family member. Set up and clean up can only take place during the 2 hours prior to your event start time and one hour after your event ends. You will need to provide a written inventory of your personal items to get approval before you drop them off.

Décor Removal

On your special day, the last thing we want you to worry about is having to pack up your decor. Our staff is happy to help pack up decor for you on the night of your wedding and have you or a designated family member pick it up the next day. The only items that must be cleared out at the end of the night are any personal items from the Warren Suite and gifts received during your wedding. Our staff is prepared to take care of any glassware, server-ware, and food items that were provided prior to the event, and of course clean up!



Décor we can provide:

Wooden Reserved Signs



Birdcage Card Box



Small, Medium, + Large Easels



Table Numbers



Other:

Cake knife & spatula (plain silver)

Cake stand (square, silver)

Champagne flutes (plain, clear glass)

Runner for Sweetheart table (cream colored)

White pedestals to line the aisle for indoor ceremonies

décor is subject to change



Commonly Asked Dimensions

Sweetheart Table:



W 51.5" x H 29" x D 24"

Outdoor Fireplace:



W 96" x H 120" x D 8"

Black Arch:



W 47" x H 86"

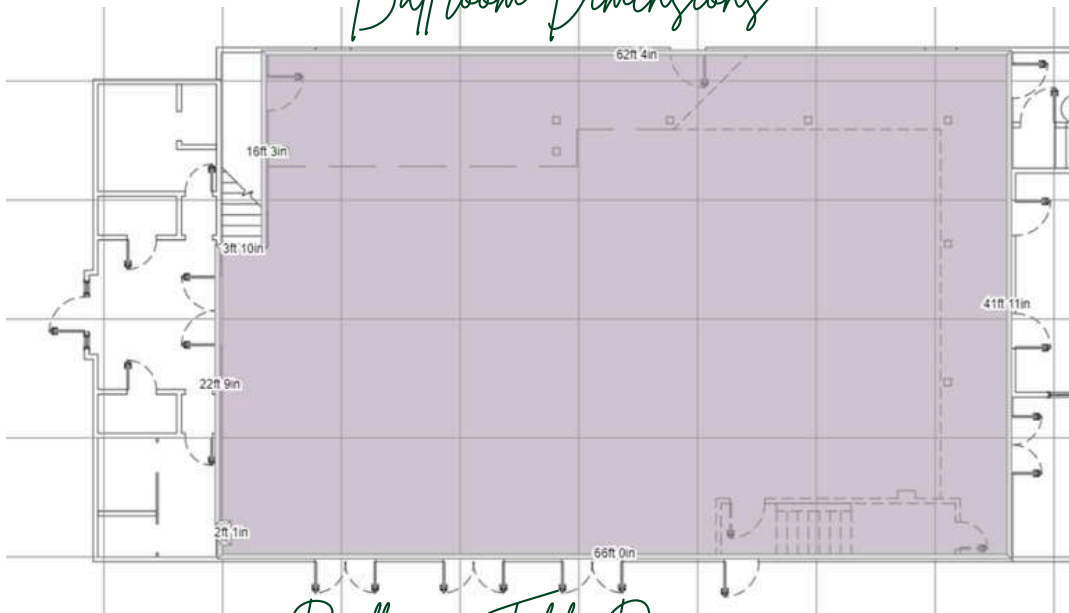
***Ask your Event Manager for
Upgraded Arch Options***

Cake Table:



W 60" x H 39" x D 25"

Ballroom Dimensions



Ballroom Table Dimensions

- Small (60" round) comfortably seats 6 -8 ppl
- Medium (68" round) comfortably seats 8 - 10 ppl
- Large (72" round) comfortably seats 10 -12 ppl

A variation of different-sized tables is typical for floor plans. Your Event Manager will confirm the appropriate floor plan to work on upon completion of the Final Details Form.



Frequently Asked Questions

ARE SPARKLERS ALLOWED?

We do not allow sparklers or cold sparks of any kind either in the ballroom or as you exit.

I'M HAVING A PHOTO BOOTH, WHERE CAN I SET THAT UP?

Depending on the size and structure, photo booths are set up in the cocktail space - in the parlor rooms or next to the bar in the cocktail room. In order to maximize the space during cocktail hour, photo booths may not be set up until cocktail hour has ended and guests have started entering the ballroom for the reception. Please make your vendors aware of this.

DO YOU ALLOW OUTSIDE VENDORS SUCH AS FOOD TRUCKS, LIVE PAINTERS, ETC?

We do! All outside vendors must be approved by your Event Manager before booking them. To ensure your wedding is seamless, it is imperative that you run everything by your Event Manager.

DO YOU ALLOW CIGAR ROLLERS?

We do allow cigar rollers! They must set up after dinner in the cocktail room by the bar. Smoking of any kind is not permitted in the courtyard. Cigars must be enjoyed on the front porch and ashtrays are placed on each table.

I HAVE SOME VEGETARIAN/VEGAN GUESTS, WILL THEY BE ACCOMMODATED?

Yes, when finalizing your menu selections (depending on your package) you will have the choice of either 2 or 3 entree selections from our list. You can also choose a vegetarian/vegan option in addition to your main choices (this will act as a bonus entree option). Do not list this entree on menus, instead please indicate that there is a vegetarian/vegan option available upon request.

All orders are taken tableside at the start of the Reception. Additionally, we do not provide menus.

ARE WE ALLOWED TO BRING OUTSIDE FOOD AND DRINKS INTO THE WARREN SUITE?

As part of our food and liquor licensing agreements, it is against policy for us to allow outside food or alcohol in our building. Anyone found bringing in food or alcohol will be charged a \$250 fine/cleaning fee. We would deeply appreciate your cooperation on this. Please communicate the same to your family and wedding party. Thank you for your understanding.

ARE YOU DOG FRIENDLY?

We are dog friendly and will allow your dog to accompany you during your ceremony and photos. Dogs are required to be on a leash at all times. Once those activities end, you will be required to have someone come and pick them up as we do not allow them around food and/or guests for cocktail hour & reception.

Please let your Event Manager know if you plan to have your dog attend your wedding ceremony.



Frequently Asked Questions

DO YOU INCLUDE A SOUND SYSTEM?

David's Country Inn does NOT include a sound system for your ceremony or reception. Sound systems, microphones, and extension cords are all to be provided by your entertainment vendor. We have an in-house sound system for cocktail hour. If you plan to provide a playlist, it must be made public on Spotify and emailed to your Event Manager no later than one week prior to your wedding. DIY sound systems or MCs attending the event are not permitted.

ENTERTAINMENT SET-UP

Please make sure your entertainment vendors are aware that they may need up to 3 different set-ups for the different locations.

Ceremony (outdoors: courtyard, indoors: Ballroom)

Cocktail Hour (indoor or outdoor)

If your ceremony and cocktail hour are outdoors, the same sound system can be used
Reception (Ballroom)

OUTSIDE RENTALS

You are more than welcome to make arrangements for outside rentals such as specialty decor, displays, lounge furniture, etc. Outside rental items must be delivered and set up by the company providing the rental. All rentals must be picked up the following morning.

All rental items must be approved by your Event Manager before confirming

DO YOU INCLUDE A COAT CHECK ATTENDANT OR PARKING ATTENDANT?

We include a coat check attendant if needed as well as a parking attendant to greet and direct guests to our main parking lot or overflow lots. Valet parking is available as an upgrade.

DO YOU OFFER FOOD TASTINGS?

We host food tastings quarterly that typically take place on Wednesday evenings. Tastings are limited to only two guests. Each couple can only sign up for one tasting. You will receive an email with further details as to when your tasting date would be.

CAN YOU OPEN THE BAR FOR EARLY ARRIVALS?

We can open the bar for early arrivals 30 minutes prior to ceremony/cocktail hour at no charge. If your ceremony is outdoors and your cocktail hour is indoors, we charge \$125 to open the outdoor bar for early arrivals. If you would like to open the bar earlier than 30 minutes prior, there will be an additional charge. If you would like to add a second bar for the entire Reception, the fee is \$300. If your guest count is less than 140 and you would like a second bar for cocktail hour, the fee is \$150.



Ceremony layout examples

OUTDOOR CEREMONY

Each row typically consists of 7-8 chairs Be sure to let your Event Manager know if you would like to reserve chairs in the front row and the amount on each side

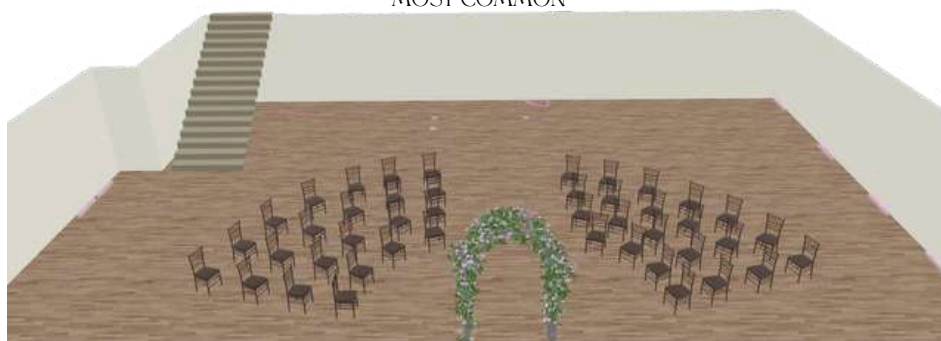
Please note that outdoor ceremonies starting after 5:00 PM during the mid to late Fall time frame are not recommended because of daylight issues



INDOOR CEREMONY Traditional Style

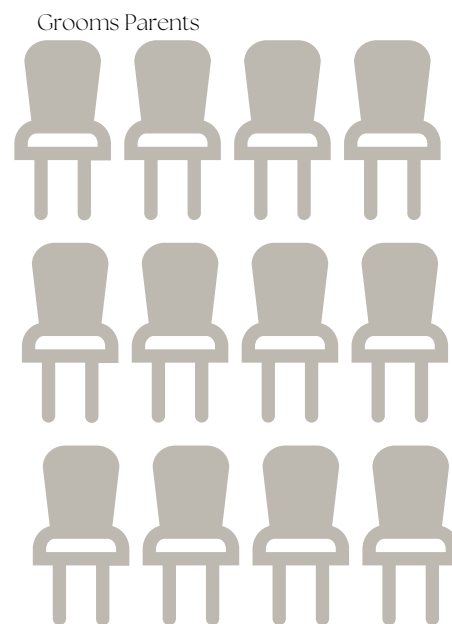
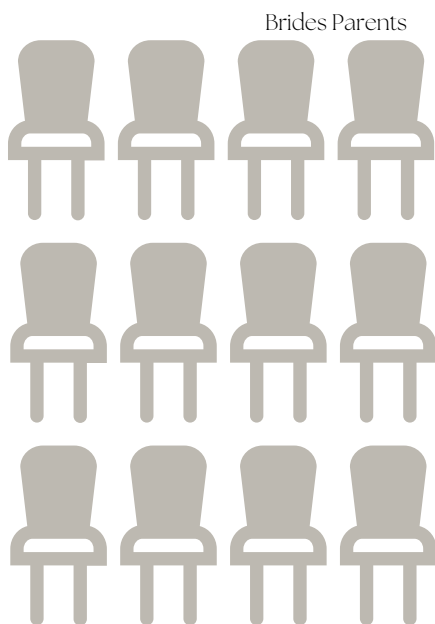
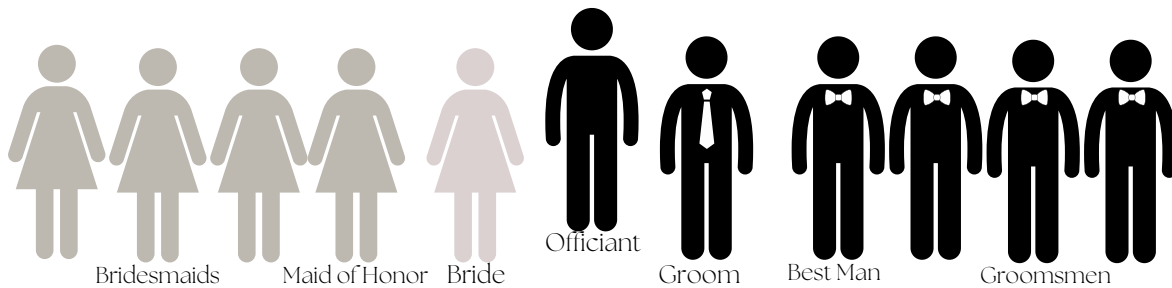


Semi-Circle Style *MOST COMMON*





Traditional Ceremony Guide



ENTRANCE ORDER

1. Officiant
2. Groom
3. Best Man
4. Groomsmen
5. Grandparents
6. Groom's Parents
7. Mother of the Bride
8. Bridesmaids
9. Maid of Honor
10. Flower Girl / Ring Bearer
11. Bride & Escort

EXIT ORDER

1. Bride and Groom
2. Maid of Honor & Best Man
3. Bridesmaids and Groomsmen
(in pairs when exiting)
5. Flower Girl / Ring Bearer
6. Parents of the Bride
7. Parents of the Groom
8. Grandparents
9. Officiant
10. Wedding Guests

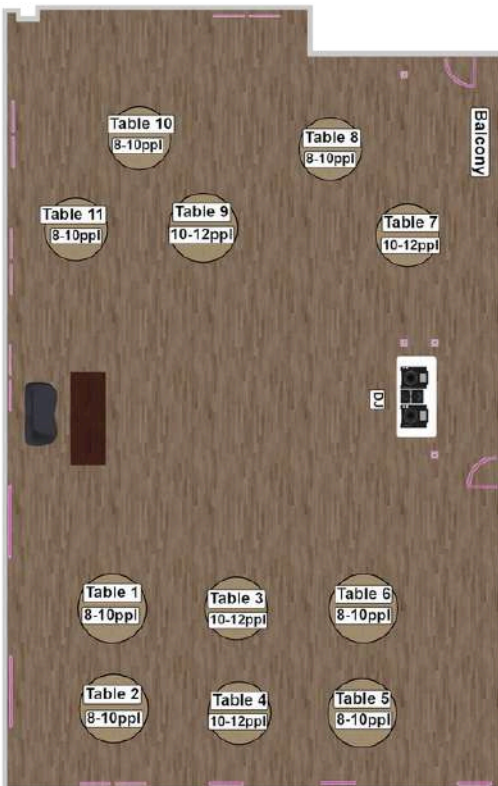


Reception Floor Plan Examples

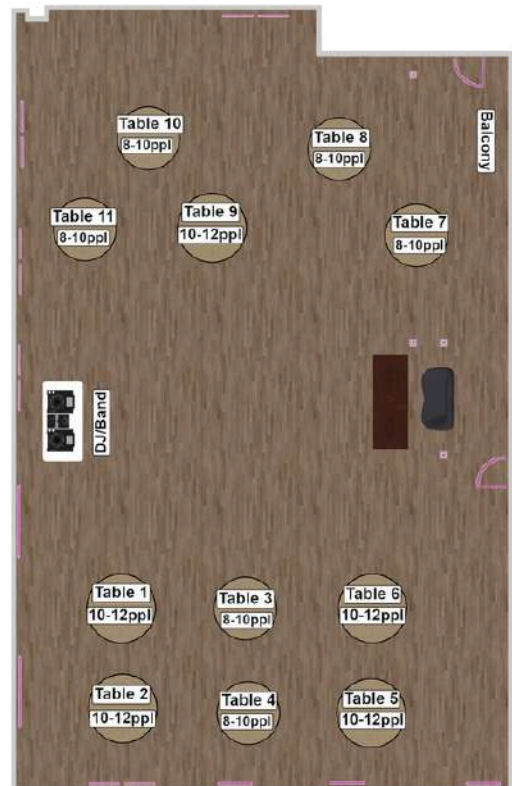
If your final guest count is more than 186 guests, your DJ or band must set up on the balcony.

If your final guest count is less than 186 guests and you have a band, they must set up in front of the doors in the ballroom.

11 TABLES (96-124 GUESTS)



SWEETHEART TABLE
FACING BALCONY



SWEETHEART TABLE
FACING DOORS

If your final guest count is less than 110 guests, please ask your Event Manager for a floor plan with less tables.

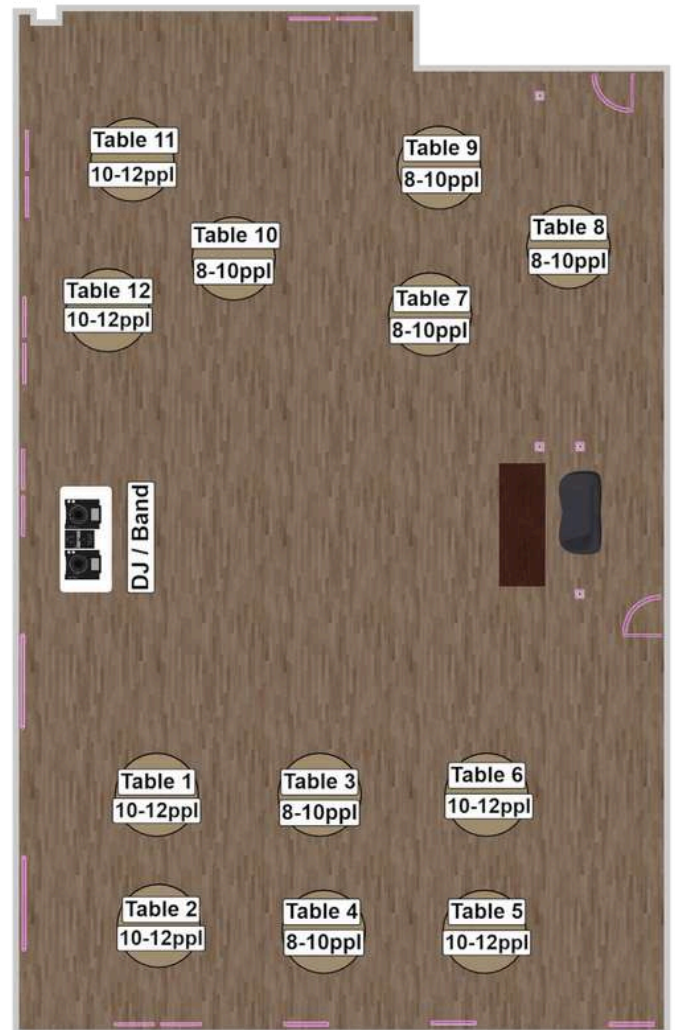


Reception Floor Plan Examples

12 TABLES (112-136 GUESTS)



SWEETHEART TABLE
FACING BALCONY

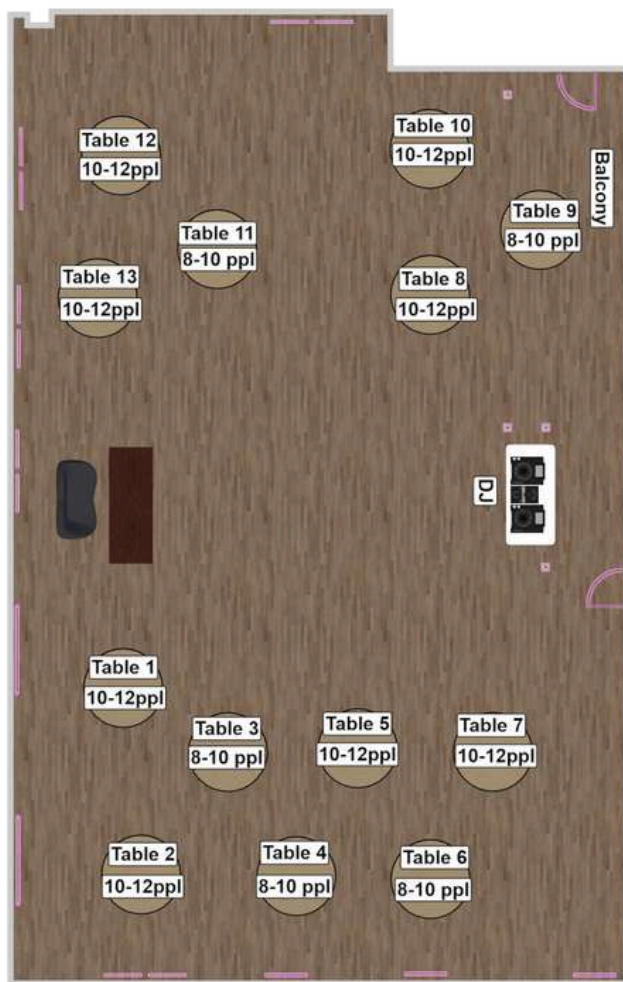


SWEETHEART TABLE
FACING DOORS

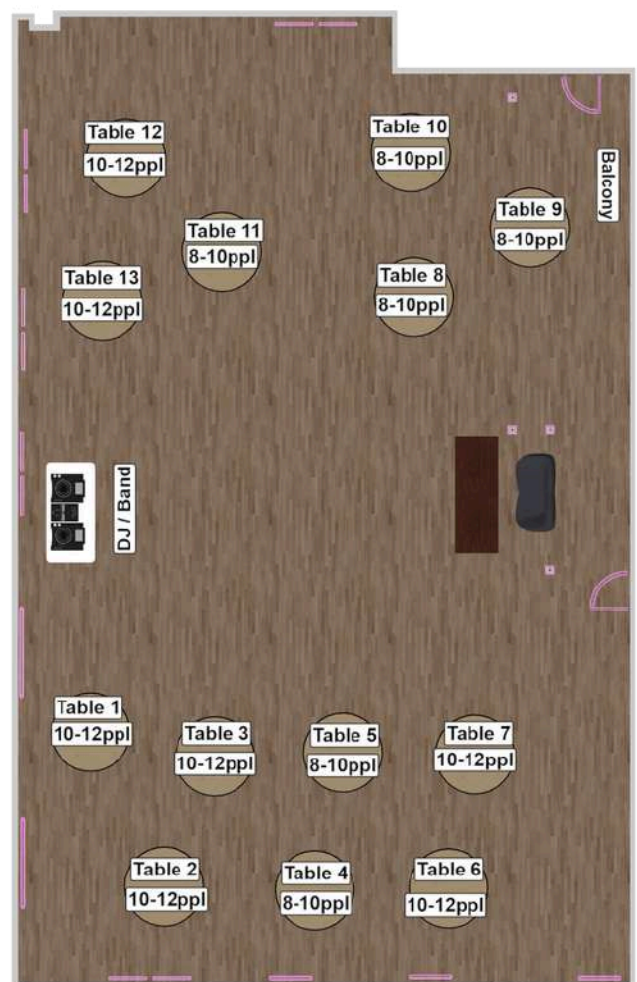


Reception Floor Plan Examples

13 TABLES (120-146 GUESTS)



SWEETHEART TABLE
FACING BALCONY



SWEETHEART TABLE
FACING DOORS

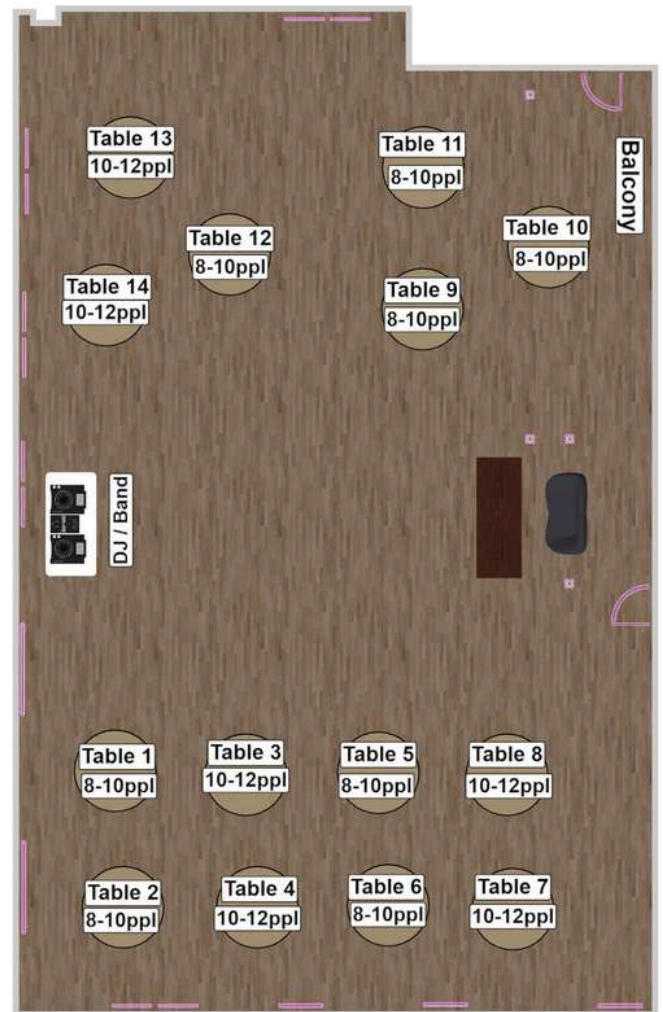


Reception Floor Plan Examples

14 TABLES (124-152 GUESTS)



SWEETHEART TABLE
FACING BALCONY

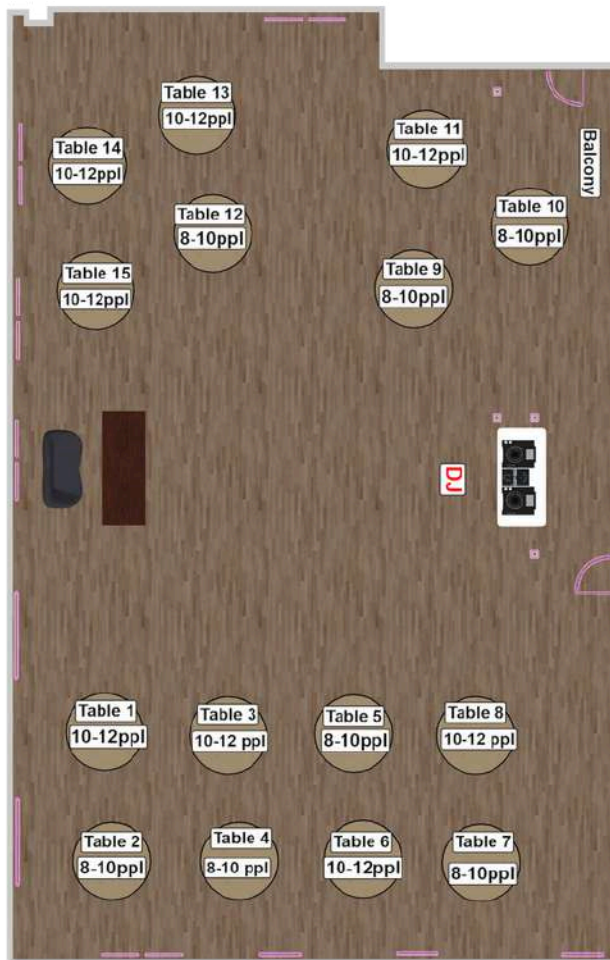


SWEETHEART TABLE
FACING DOORS

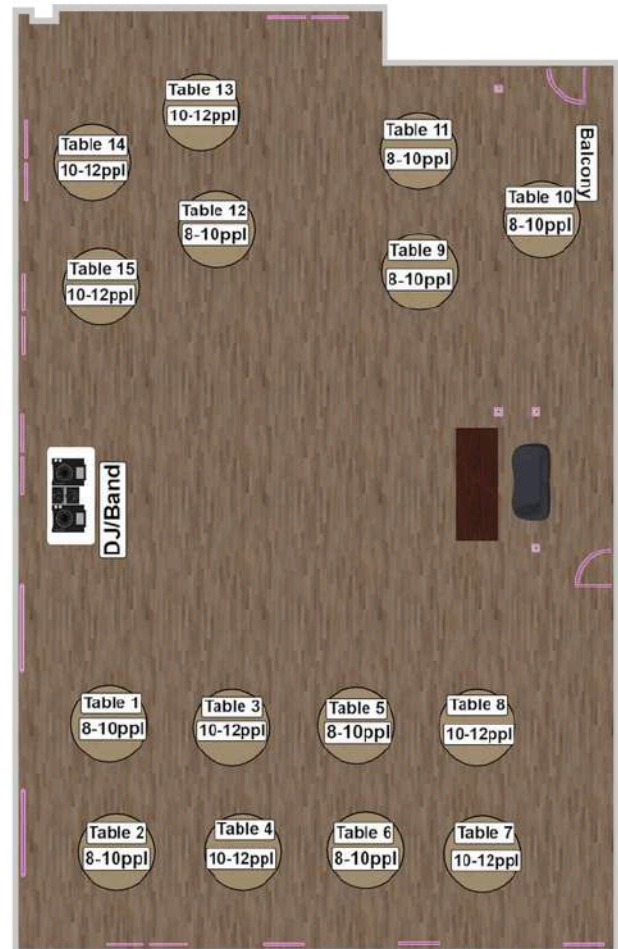


Reception Floor Plan Examples

15 TABLES (136-166 GUESTS)



SWEETHEART TABLE
FACING BALCONY

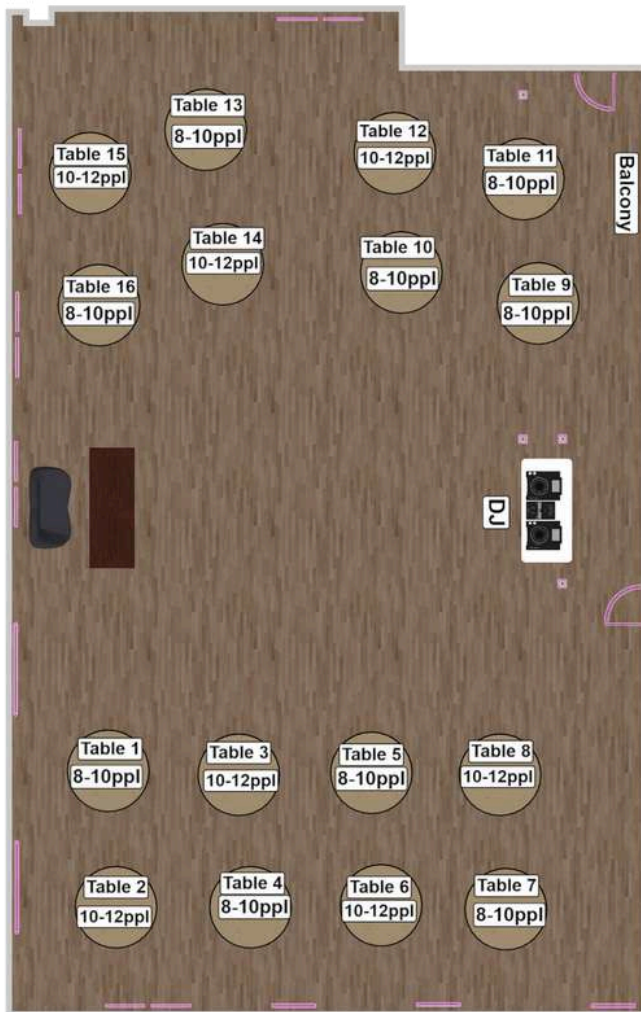


SWEETHEART TABLE
FACING DOORS



Reception Floor Plan Examples

16 TABLES (142-174 GUESTS)



SWEETHEART TABLE
FACING BALCONY



SWEETHEART TABLE
FACING DOORS

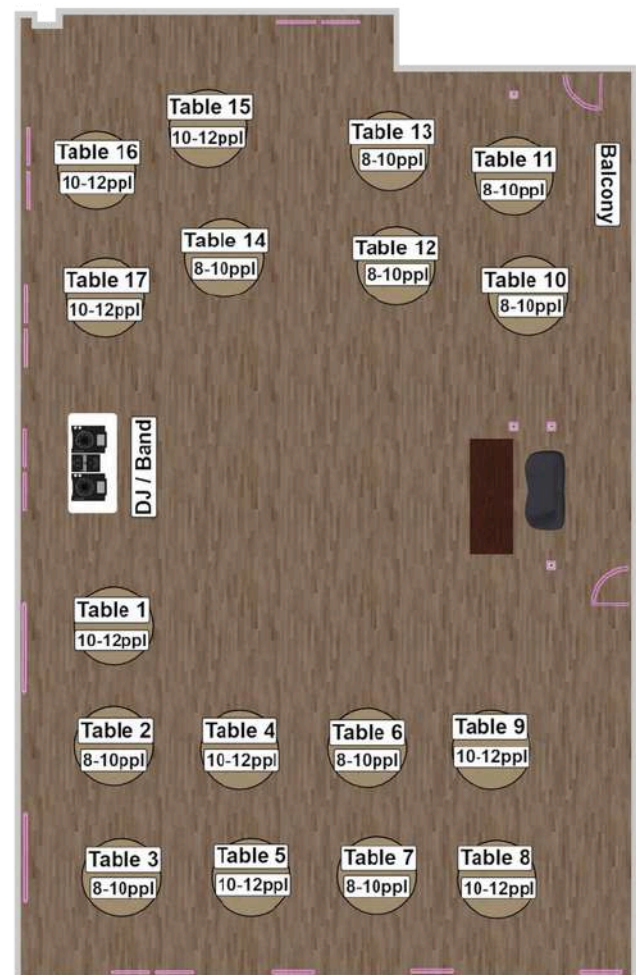


Reception Floor Plan Examples

17 TABLES (152-186 GUESTS)



SWEETHEART TABLE
FACING BALCONY



SWEETHEART TABLE
FACING DOORS

If your final guest count is more than 186 guests, your Event Manager will work with you to provide a custom floor plan depending on DJ/Band setup.



Preferred Restaurants

REHEARSAL DINNERS

The Coach Room

Catering by Mama's
Hackettstown, NJ

Mama's prides themselves on customizing unique Italian cuisine.

Specializing in: Gluten-Free, Vegan & Vegetarian

<https://www.mamascafebaci.com/on-premise-catering>

908-852-2820

Mattar's Bistro

Allamuchy, NJ

The menu at Mattar's Bistro features modern American cuisine with a strong emphasis on fresh and local products. Using the finest ingredients, the elements of each dish at Mattar's Bistro are made from scratch with the utmost care and attention to detail.

<https://mattarsbistro.com/catering-menu/>

908-852-2300

Bell's Mansion

Stanhope, NJ

Bell's Mansion is a collection of European & New World Cuisine, inspired seasonally. Bell's Mansion was built in 1835 and is adorned with many vintage & antique pieces to create the perfect atmosphere for your rehearsal dinner.

<http://www.bellsmansion.com/private-parties.html>

973-426-9977

Stone Water

Lake Hopatcong, NJ

Located on Lake Hopatcong, Stonewater's sweeping views of the lake are unequaled in breadth and splendor. Stonewater has created a dining experience that delights guests with the brilliance of the sun, a beautiful sunset, the sound of water at night, and exquisitely prepared cuisine. A unique NJ treasure!

<https://stonewaternj.com/events/privateevents/>

973-810-3858



Preferred Restaurants

REHEARSAL DINNERS

The Windlass

Lake Hopatcong, NJ

The Windlass Restaurant is an excellent venue for spectacular views on Lake Hopatcong. Their event team works closely with you to ensure every detail, food to decorations is exactly as you imagine.

<https://www.thewindlass.com/private-parties>

973-663-3190

Alice's

Lake Hopatcong, NJ

Alice's offers you and your guests two lovely spaces, the Four Seasons Patio or the Main Dining Room. Alice's combines the best in food and hand-crafted cocktails for your Rehearsal dinner. Delicious food and drinks, coupled with distinctive service all at a lakeside location your guests will love makes Alice's one of the best private party venues at Lake Hopatcong!

<https://www.alicesrestaurantnj.com/contact>

973-663-9600

Mohawk House

Sparta, NJ

This Grand Country Estate is nestled on 3 acres of rolling hills and countryside in the heart of Sparta N.J. Fresh, locally sourced ingredients come together to create a unique dining experience.

Their seasonally inspired menu has something for everyone.

<http://www.mohawkhouse.com/private-functions/>

973-729-6464

Andre's

Sparta, NJ

From the beautiful location to exquisite dishes, Seneca Lake is the perfect backdrop for your rehearsal dinner. Private rooms for up to 24, the Balcony area sits 30 and the main dining area can accommodate 60.

<https://andreslakeside.com/catering>

973-726-6000