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## **Wedding FAQ's**

### **How do I reserve my wedding/wedding and reception at The Henry Ford?**

Congratulations, this is such an exciting time! Once you have your date and venue selected, a Booking Agreement will be drawn up. The booking agreement is the key confirmation of your event date, time frame, location/venue, minimum expenditures, deposit schedule, and general estimate. To confirm your Booking Agreement as definite, we require the signed agreement, identification, credit card authorization form, and deposit.

### **An outdoor venue is very important to me, how do I guarantee my event will be outside?**

There are no weather guarantees! An additional indoor venue will be reserved for your ceremony or cocktail reception and in case of inclement weather The Henry Ford will confirm the location by 12 noon the business day before to ensure the safety of all our guests.

### **Can I confirm a Booking Agreement without menu selections?**

The Booking Agreement does not confirm detail of menu, beverage, set-up and event time-line. These details are confirmed later in the planning process in a new document called your Event Order. Event Orders are completed between 6-months and 30-days prior to your event. The Event Order will contain all detail of event including food, beverage, set-up, time-lines and detailed pricing.

### **We have guests from out of town, when is the earliest we can schedule a ceremony rehearsal?**

Ceremony rehearsals can be scheduled no more than 60-days prior to wedding. The Henry Ford offers a one-hour rehearsal the week of the wedding, and we provide a representative to assist at the rehearsal and the ceremony.

### **Can our special pet participate in the wedding?**

The Henry Ford is very firm in our policy of no outside animals (including cats, dogs, horses or elephants) on our campus. We are a historical attraction with our own antique breeds of sheep, livestock and horses. Only service animals are accepted, as required by law.

### **Where does the money from our event go?**

The Henry Ford is a registered 501 © 3 not-for-profit organization. Each revenue dollar from a special event is used to continue the work of The Henry Ford including research, education and exhibition development. The building, artifacts and documents that Henry Ford collected serve as the bedrock of the institutions vast, growing and continually evolving collections to this day. Your contributions help preserve and activate over 26 million objects and documents all helping to inspire others to learn from the past and help make a better future.

### **Is your pricing flexible? Is there a member discount?**



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Being a not-for profit organization, we do not offer member or other discounts for our products or venues. However, if you are flexible with your date, we do have a value package on limited "hot" dates. Please check with your event manager for more details.

**How much money is required for the deposit?**

Your Booking Agreement will outline the deposit schedule based on the venue, minimum expenditure requirement, and expected guest count. Typically the deposit is 10% of the estimate with the signed agreement as your initial investment, 50% of the estimate six-months in advance, and your final balance will be due 10-days before.

**What forms of payment do you accept?**

We can accept major credit cards, money orders, and checks. For your final payment credit cards and money orders are accepted. Checks can be made payable to The Henry Ford.

**What if we need to postpone the wedding?**

Please make sure you are certain before signing your Booking Agreement - all deposits are non-refundable and non-transferable.

**When can we make our menu selections?**

All food and beverage arrangements and banquet room set-up requirements must be finalized no later than thirty (30) days prior to the function, and no earlier than six (6) months. Prior to this finalization, all prices are subject to change. The last month you will be very busy- we recommend doing as much advance planning as possible so these last days only focus on your final counts, confirmation of diagram and the fun and excitement of your big day!

**Can we offer our guests a choice for their entrée?**

Dual Entrées are highly recommended to offer your guests multiple/alternate proteins. Alternately Choice Menus are available with up to two entrées and require final count with selections, seating chart and escort cards marked boldly with meal indicators at least 7-days prior to the event. Choice Menus are priced on the highest priced entrée. Choice Menus can not include two dual entrées.

**We have guests that are vegetarian, gluten free, as well as a severe peanut allergy – can you accommodate?**

Absolutely. Dietary requests are an important part of event planning and we are happy to accommodate. We recommend asking during your RSVP process as you will need this detail with your final count. During your event we will do our best to accommodate "on the spot" requests but there will be time delays as we prepare something special, and there is an additional charge for the additional meal(s).

**Do you have Children's Meals?**



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Of course! Children 10 and under receive a fresh fruit cup, chicken tenders, French fries, and beverages for \$20 per child. Please note that some children mature more quickly than others and may prefer an adult meal at 8, 9 or 10 years of age.

**Do you offer Vendor Meals?**

Yes, sometimes a light meal in an alternate location is preferred for your vendors; in this case a deli sandwich can be reserved for \$20 per vendor. Some vendors (photographers for example) you will want nearby and available throughout the event, we recommend serving your regular guest menu. Check with your vendor for their preference and ensure they are aware in advance to avoid disappointment and/or confusion. Always remember to include vendors in your final counts.

**Can we take the leftovers home?**

The Henry Ford does not permit the packaging and removal of any food or beverage that is not consumed during a scheduled event or program, except wedding cake. We do partner with Forgotten Harvest to minimize food waste and help our community.

**Can we bring in our own Alcoholic Beverages?**

No outside alcohol is allowed anywhere on the campus of The Henry Ford. Other policies: alcohol can be served only to individuals twenty-one (21) years of age and older. Proper identification is required for all alcohol services. If you and your bridal party are lucky enough to look young, bring in your id! We do not serve shots. No alcohol can be brought in as favors.

**When is the final count due?**

Final guest count is due 10-days before your reception, including any dietary requests, children meals and vendor meals.

**The food selections are very important to us, can we taste our menu before the event?**

*Food is important to us as well!* Wedding receptions are offered one complimentary private tasting for up to two people. The complimentary tasting includes up to four hors d'oeuvres, salad, and two entrees with a selection of accompaniments. Please note that due to the design of the tasting, displays, stations, buffet offerings, historical menus, afterglow items can not be sampled.

Your tasting can be scheduled up to six-months prior to the scheduled event, and is also a full planning session with your event manager. Private tastings are held based on the chef's availability Tuesday-Thursday at noon or 3:00pm. We will need at least three weeks advance notice to plan and prepare for your tasting. You may choose to forego the tasting for a credit toward your facility fee, please contact your event manager for details.

**What is the 5% Overage?**

Consider this an insurance policy—if your cousin brings a date but didn't tell you or your server drops a tray of entrees - The Henry Ford will prepare arrangements to



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accommodate five percent (5%) additional (food & beverages) than your final guarantee. The Event Order (which shows an Estimated Final Bill) will include an additional deposit to cover any overages. After the Event has concluded, The Henry Ford will issue you a refund for any part of this deposit that is not applied to additional guest charges.

**Do you have any photography restrictions?**

Professional photography for your personal use is permitted as part of your confirmed booking agreement. Pictures are permitted only in the vicinity of the wedding ceremony or reception location. Pictures are not permitted earlier in the day in Greenfield Village or Henry Ford Museum without admissions.

General public access to Henry Ford Museum and Greenfield Village is available with paid admissions during public hours (generally 9:30am-5pm) only. Paid admission does not include private access areas, restricting general public or after hours privileges.

Greenfield Village photo opportunities are available with additional reservation/purchase of private historic transportation, including carriages and model T's. Private historic transportation is only available with paid private events. *Please note, historic transportation must be confirmed at least 30 days prior to event. Availability of historic transportation is not guaranteed, and may not be available during public hours or during certain evening programs.*

All photography must adhere to standard rules including no access inside artifact barriers, or other access barriers, including architecture. Do not move, sit on, lean against, or otherwise touch artifacts, exhibits, or facilities.

No outside food or beverage is allowed at any time, including during photography.

Photo Location Credit: Advance approval and photo location credit are required for any published photographs from The Henry Ford.

**Does The Henry Ford have officiants to perform ceremonies?**

Each couple must make their own arrangements with a clergyman or public official to perform the ceremony. There is no resident or affiliated clergyman at The Henry Ford.

**What specialty vendors can I use? What time can they come in?**

We welcome outside vendors as contracted by clients for providing professional services for specialty linen, chair covers, floral, décor, wedding cakes, music, entertainment, photography, audio visual equipment and off-property transportation.

Please consult your event manager for approved arrival, departure and set-up times, as well as other special considerations. These details will be outlined on your final Event Order so our security team can facilitate. Due to our unique venues and daily



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museum business, vendors may not be allowed site access outside of these pre-determined and posted times.

All independent vendors and/or contractors must sign our "Hold Harmless" agreement before beginning work on The Henry Ford facilities. Vendors/deliveries must provide their own cart with large rubber wheels.

Please note that our clients and/or their vendors may not supply food (*exception for wedding cakes only*), beverage (*including favors*), tables, chairs, chargers, coat check, valet, ice sculpture, tents, china, glass, or silverware.

**Does The Henry Ford have restrictions on décor?**

No decorations may be affixed to any of The Henry Ford's property, this includes chandeliers, light fixtures, walls, and trees. Confetti, glitter, bubbles, open flame, and similar items are also prohibited. All decorations must be removed within one hour after the conclusion of the Event.

**Are tables and chairs an additional fee?**

*Tables with white floor-length linen and standard banquet chairs are absolutely included with your catered event. Please see our menus, for the full detail by venue.*

**Do you have a map to give our guests?**

For Directions and Maps: <http://www.thehenryford.org/events/directions.aspx>

**Do you know of any hotels close-by?**

For Local Hotel Information: <http://www.thehenryford.org/visit/hotel.aspx>

**What can I expect in the planning timeline? Who will I be working with?**

Seven-nine months before your event, an event manager will be assigned to work with you. Usually, six months before, your 50% is due, then menu, timing, décor, vendors, and set-up is confirmed. These details are put into a working document called an Event Order. Two-months before your rehearsal is confirmed, all outstanding issues are addressed; 30-days out everything will need your signature as confirmation; 10-days before, your final count, final balance, diagram and all other items are due to your event manager.