



The Cabin Package

We hope this packet will provide you with the information you need to plan a successful event. Please read all the enclosed documents carefully to gain a clear understanding of your rights and obligations as a Cabin Package client.

The Cabin Package is ideal for any special event. The benefit of our hilltop site is not only the beauty of nature in every direction, but the flexibility to customize the style of your event. Your Cabin Package may be a formal sit-down affair or a casual barbeque-type reception. The possibilities are limitless!

The Cabin Package provides for your ceremony, reception, and rehearsal site and covers all your guests' Park entrance fees. The Cabin Package reservation fee also includes exclusive use of the Amphitheater, Garden and Cabin with adjoining 30' x 60' Dining Tent. Wickham Park will also provide tables and white chairs to accommodate up to 150 guests under the white Tent. A tent heater is available for use in the spring or fall at no additional cost. There are also sidewalls and a connecting awning to the tent, so the group is sheltered in case of inclement weather. Therefore, your event will take place rain or shine.

The Cabin Garden and Amphitheater is a beautiful ceremony location with its panoramic views of the Hartford skyline. The Cabin Garden also provides an ideal location for a cocktail hour and continued use throughout your entire time frame. The Cabin is used for your DJ or band, bar setup, cake and gift tables and dancing. Guest seating is set up under the tent which allows your guests to enjoy the unique hilltop view and meticulously manicured Cabin Garden.

I. CABIN PACKAGE AMENITIES

The Cabin Package includes:

- A one-hour Cabin Garden rehearsal for weddings. The rehearsal must be arranged in advance and is based on the availability of the facility. The rehearsal may be scheduled no earlier than one month prior to the event date. Rehearsals are not typically available on Friday and do not include the use of the Cabin.
- Use of the following areas/facilities on the day of the event:
 - Cabin Garden & Amphitheater (in the event of rain, the dining tent or Cabin may be used for the ceremony depending on the number of guests) if under 100 guests, inside the Cabin is also an option
 - Interior of the Cabin for DJ/band, dancing, bar setup, cake and gift tables.
 - 30' x 60' white tent for dining and socializing (with connecting awning to the Cabin). Sidewalls for the tent are in place and can be closed in the event of inclement weather
 - 10' x 14' outside fenced in area for caterer use, with enough space to accommodate a 10' x 10' pop-up tent (which is not provided by the Park).
- Seating accommodations for up to 150 people underneath the tent and up to Fifteen (15) 6' round 30" high tables which seat a maximum of 10 people per table.

- Additional tables and chairs within the Cabin are available for use including: five (5)- 8' x30" banquet tables, two (2) - 6'x 30" banquet tables, one (1)- 5' x 34" wood rectangle, one (1) 4.5' x 30" rectangle, One (1) 4' x 30" rectangle, seven (7) 30" x 30" wood tables with laminate tops, 40 wood spoke-back chairs (which are not permitted to be used in the Cabin Garden), two (2)- 4' round wood tables with benches, two (2) 30" round bar heights and four (4) wood rocking chairs for outside use.
- Please note that linens and dishware are not included with the rental of our venue.
- An ice machine, two refrigeration units, convection oven and microwave oven. The Cabin is air conditioned as well as heated. If mechanical problems arise preventing the use of this equipment on the day of your event, Wickham Park will make reasonable efforts to correct the problem(s), but ultimately, the Park is not responsible for providing such services and equipment.
- Two (2) private bathroom facilities, one of which is handicap accessible.
- Use of fireplace (wood provided) and tent heater, (completely started and maintained by the Park Cabin Event Manager and/or Ranger). Typically, fires are appropriate in the spring until mid-May and Columbus Day weekend through the end of October. Otherwise, a wrought iron candelabra with white pillar candles adorns the fireplace.
- The entrance fee for all vehicles. Your guests do not need their invitation or a parking pass for Park entry, they simply need to state the group name (either of your last names) at the front entrance of the park, and they will be directed to follow the signage to the Cabin.

II. RENTAL STIPULATIONS

The following rules and regulations are non-negotiable and, if violated, will result in retention of your security deposit and/or the imposition of fines. Wickham Park reserves the right to exercise discretion in assessing fees for violations of these Cabin Package rules and regulations.

Caterers, Bartenders and Outside Vendors:

- Linens, stemware, dishware and any other additional supplies must be supplied either through your caterer, (highly recommended-cost effective and efficient) or an outside vendor-all outside vendor drop off and pick up scheduling is done through our event coordinator.
- Only *caterers and bartenders from our exclusive list* may be used.
- Vendors may not have access to the property earlier than the reservation start time.
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- Your caterer and bartender vendor(s) are responsible for taking any boxes and recyclables when departing. Wickham Park provides for disposal of remaining trash at an on-site dumpster. Your catering staff are responsible for bringing the trash to this dumpster.
- Pig roasts are allowed if prepared in a self-contained unit or prepared completely off site
- There is to be no rinsing or washing of dishes within the Cabin facility.
- It is your sole responsibility to ensure that the facility is left in its original condition.
- Due to local noise ordinances, any and all dancing and music must take place inside of the Cabin apart from the first dance, quiet dinner music under the tent and ceremony music in the amphitheater and garden at a reasonable volume. Music vendors have access to a 20-amp service. Additional power is available upon request and with reasonable advance notice. Sound systems are not provided by the Park, nor is Wi-fi.

Cabin and Tent Specifications-Furniture and Decorating

- Wickham Park provides tables and seating for up to 150 people. Any additional tables and chairs required for the event must be supplied by you either by reserving what is available at the Park or through an outside supplier. All drop and pick up is scheduled through our Facilities Director and must arrive no earlier than the day of the event and must leave by your designated vacate time same day.
- Ice luges are not permitted under any circumstances. Wickham Park does not allow any type of confetti, rice, string in a can or flower petals (real or artificial) to be used on tables or to be thrown either in indoor or outdoor spaces. Sky lanterns and sparklers are considered fireworks and therefore not permitted. Smoke or fog machines are also prohibited. Use of these materials will result in a fine. Alternatively, birdseed, bubbles as well as lying of individual stemmed flowers may be used.
- Decorations may be placed throughout the site if there is no ensuing damage to the existing facilities.
- The Cabin is a non-smoking facility. Smoking will be permitted in outside areas only and any tobacco products must be properly disposed of in smoker's receptacles that are provided by Wickham Park.
- Wickham Park does not allow any open flames of any kind, including candles and tiki torches. If you wish to use candles as favors or centerpieces, the candle must be in a closed container (e.g., hurricane lamps or votives) where the flame is protected.

III. MISCELLANEOUS

- Wickham Park will provide a staff member to monitor and assist with the overall functioning of the facility and to ensure that Wickham Park rules and regulations are adhered to during your rental and use of the property. Such staff member will assist in coordinating with vendors and address any issues that may arise. However, it is **not** the responsibility of Wickham Park personnel to help with clearing and cleaning of dishes and barware. Additionally, it is **not** the responsibility of Wickham Park personnel to set up any favors, centerpieces or decorations or serve as a planner for the day.
- Wickham Park will not be held responsible for theft of any item(s) during your rental of the property and Wickham Park shall not be held responsible for any item(s) left in the facility or on the property after the rental period. All items must be removed from the facility before the end of the rental period. This includes any items outside vendors may have brought in. On occasion, Wickham Park's Facilities Director may schedule a pre-arranged pick-up time the morning following your event, provided that such arrangements are approved in advance and all items are removed prior to the next Cabin Package event. Late pickups are subject to additional fees, the amount of which shall be at the sole discretion of Wickham Park.
- The Park is closed from November through March. But of course, visitation of the Cabin grounds is possible! Please contact Wickham Park's Facilities Director to schedule a visit during the Park's off season.
- Improvements at Wickham Park are ongoing. The Park reserves the right for future expansions and alterations to the surrounding grounds and facilities.
- Vendors may access the facility at the start of your contracted reservation time. Your access to the grounds and facility before the time of your rental may be granted by the Park Director or Park Facilities Director at his/her sole discretion provided there are no reservations in the Cabin Garden prior to your event.
- Guests should be invited to arrive at the facility no earlier than two (2) hours after the contracted time of your rental to allow enough time for vendor set-up, decorating, etc.

- **Any and all music and bar service must cease no later than forty-five (45) minutes prior to the end of your rental period. For example, if your rental end time is 11pm, “last call” and “last dance” is announced, and all music and bar service must cease no later than 10:00pm with complete vacate by 11pm. The site must be completely vacated by the contracted end time of your reservation. Failure to vacate the facility by the contracted time will result in the loss of the security deposit in full.**
- Drones may only with the Park’s approval after review may be flown at designated ceremony time and no higher than 50’ but only with permission from the Park after review of insurance certification requirements are met.
- If you decide to engage a Wedding Planner, we require direct communication with you in all exchanges. We wish to make the day as perfect as your vision.

*The Cabin Package is available for reservation
during our operating season;
Mid-April through the end of October*

TOURS AVAILABLE YEAR ROUND

**1329 Middle Turnpike West Manchester CT 06040
860-528-0856
www.wickhampark.org**