



Frequently Asked Questions

Wedding Planning

1) Should I notify my guests that we are having an outdoor ceremony?

Yes, perhaps you can mention your wedding venue on your “wedding” website. This will alert guests to dress accordingly (i.e. flat or thick heeled shoes for women, shawls, umbrellas etc...).

2) I would like to hire a wedding coordinator, but my budget is tight. How should I proceed?

It is always best and most cost effective to hire a coordinator that has worked in the Westchester area previously because she/he will be most familiar with vendors, hotels, rental companies and logistics. If your budget does not permit you to hire a coordinator to help with the planning, perhaps you can hire a coordinator to assist on the day of your wedding.

3) If I do not hire a wedding coordinator, does Monteverde at Oldstone coordinate the wedding?

For every wedding, there is an event leader and an assistant.

Monteverde will guide you through the following:

- Two months prior to your wedding, we will request a list of your vendors and the wedding related items that you will be bringing to Monteverde (favors, programs, champagne flutes, etc...). We provide samples of wedding planning timelines (including a wedding day timeline for family/friends)...The Monteverde Event Leader will help you complete your wedding day timeline at the logistics’ meeting).
- About two to three weeks prior to your wedding Monteverde schedules a wedding logistics meeting with you and any vendors that you would like to attend.
- The Director of Events generally “checks in” with your vendors the week prior to your wedding to discuss load in, load out and set up requirements.
- We suggest that you stop in the week prior to drop off your favors, place cards, programs etc... They are stored in a designated location.
- If you do not have a coordinator, we will coordinate the rehearsal.

- On the morning of your wedding, a member of our event team and housekeeping are here prior to your arrival. They will get you settled in to commence your bridal preparations.
- Our event team checks in with you periodically throughout the day. While you are getting ready, we are always available by cell phone.
- Our event team will show your vendors where to set-up.
- We check in with you about 25 minutes prior to the start of the ceremony.
- About 15 minutes prior to the start of your ceremony, Monteverde's event team will ask your guests to have a seat on the lower Grand Lawn.
- Once all of your guests have vacated the Upper Lawn, we will "line up" the bridal party and coordinate the procession.
- After the ceremony, we will direct your guests to the stone patio for the cocktail hour.
- Monteverde's event team will approach you and the bridal party about 5 minutes prior to the end of the cocktail party. We will request the bridal party to join us at the top of the stairwell leading into the tented pavilion. Our event team will line up the entire bridal party at the top of the stairwell and then notify our captain and your band/DJ that you are ready to be announced.
- We suggest that you assign family/friends to help collect the gifts and some wedding related items (i.e. one person can collect your gifts after the cocktail hour and place them in your suite, another person can collect the knife used to cut the cake etc...).

4) Does Monteverde have Valet Service?

- Yes, Monteverde does have Valet Service. Valet Service will begin one hour prior to your ceremony and will continue until the end of your reception.

The Week Prior to the Wedding

1) Can I drop off escort cards, guest books, clothing etc... prior to my wedding/event?

Yes, you can deliver wedding/event related items one week prior to your wedding/event. Please schedule an appointment with Monteverde to drop off these items. Upon your arrival please "check in" with Monteverde's event staff. They will instruct you where to store the items.

2) When can my rentals be delivered?

- All rental deliveries/pick-ups must be coordinated with Monteverde at Oldstone.
- Monteverde at Oldstone accepts rental deliveries Monday - Friday between the hours of 9:00 a.m. to 4:00 p.m.
- If there **is not** an event the day prior to your wedding/event, the rentals can be delivered and set-up the day prior between the hours of 9:00 a.m. and 4:00 p.m.
- If there **is** an event on the day prior or, the day after your wedding/event, rentals will need to be delivered and picked up on the day of your wedding. Or the rentals, can be picked up at Monteverde on the morning following an event/wedding by 9:00 a.m.

- Monteverde at Oldstone is not open on the Mondays following a holiday weekend such as Memorial Day or Labor Day. The rentals that need to be returned will need to be collected on either the night of your wedding/event or, on Tuesday. Due to the holiday weekend, delivery and pick up of your rentals may incur an additional charge.

3) Can my wedding cake be delivered the day prior to my wedding?

Yes, please notify Monteverde event office of your delivery date/time. Monteverde at Oldstone accepts deliveries between the hours of 9:00 a.m. and 4:00 p.m. only.

The Wedding Day

1) On the wedding day, what time can the bride, groom and bridal party “check in” at Monteverde at Oldstone?

- The bride and her bridesmaids are welcome to “check in” at 10:00 a.m. into the Bridal Lounge and salon. Due to fire code regulations, Monteverde only permits a maximum of 20 people on the second floor of the mansion.

2) Can we serve food to our bridal party/family while we are getting ready for the wedding?

- Yes, while you are preparing for your wedding, Monteverde can provide platters of pre-ordered food for your bridal party/family. Generally, food platters and beverages are displayed in the mansion’s second floor hallway. If you are interested in food service please request food/Bar/beverage menus and pricing.
- Please advise Monteverde if you and your fiancé do not want to see each other prior to the ceremony.
- According to New York State Health and Liquor Laws, the Engager is not permitted to bring in their own food/liquor/beverages into Monteverde.

3) I have elderly/handicap guests attending my wedding at Monteverde. Does Monteverde assist them in navigating the property?

Yes, Monteverde has two golf carts that can transport handicapped guests to the ceremony, cocktail hour and the reception. (Note: Only Monteverde’s staff is permitted to drive the golf carts.)

4) Where are guests permitted to smoke at Monteverde?

- Monteverde has three designated areas: a) Mansion: to the left of the mansion’s front door on the grass (at the teak table and chairs) b) Tented Pavilion: at the far end of the restroom trailer bordering the parking lot (at the teak table and chairs) c) Garden House: on the grassy area across the driveway from Room #5.
- Smoking is not permitted anywhere in the mansion
- Smoking is not permitted in the Garden House.
- Smoking is not permitted on the Van Cortlandt Suite Terrace or the Second Floor Lounge Terrace.

- 5) **Can I display my escort cards on a clothesline tied between two trees?**
- Yes, you can display your escort cards on a clothesline tied between two trees. However, nothing can be nailed or tacked to any trees on the estate.
- 6) **Are drones permitted at Monteverde?**
- Yes, drones are permitted at Monteverde. However because we are situated between Camp Smith and West Point the FAA has designated the air space directly over Monteverde as a "no fly zone." Therefore drones must be registered with the FAA and they are **not permitted (by the FAA) to fly over a height of 12 feet.**

Monteverde Hotel Policy

- 1) **How many rentable guest rooms are at Monteverde at Oldstone?**

The Mansion

- The Van Cortlandt Suite - (King size bed) accommodates 2 guests
- The Ludlow Suite - (King size bed and a trundle bed) accommodates 4 guests
- The Hope Latham Guest Room - (Queen size bed) accommodates 2 guests, hall bath

The Garden House

- 6 guest rooms (Queen size beds) -Each room accommodates 2 guests and has a private bath

- 2) **How do my guests reserve a room at Monteverde?**

Please request that your guests contact Mary Lent by phone at (914) 874-9409 (her direct line), 914-737-6555 (Monteverde office number) or, by email at mary.lent55@gmail.com to make a room reservation. Payment is made in full by credit card when the room is reserved.

- 3) **What time is guest room "check in"?**

- If there is not a wedding/event the day prior, all guests can "check into" the guest rooms at 2:00 p.m.
- If there is an event/wedding the day prior, the "check in" for guest rooms is at 3:00 p.m.

- 4) **Does Monteverde have "cots" for children/additional guests?**

Yes, Monteverde has cots that can be placed in designated guest rooms for an additional charge of \$50.00 per cot/per night (+) tax.

- 5) **What time is "check out"?**

Check out is promptly at 11:00 a.m. If guests remain in their rooms beyond 11:00 a.m., their credit cards will be charged for another night.

- 6) **Does Monteverde have "in house" food service?**

- Guests are welcome to dine in our restaurant. Our restaurant is open Wednesday - Friday from 5:00 p.m. - 9:00 p.m. and Sundays from 1:00 p.m. - 6:00 p.m. Our restaurant does not provide room service.

- Due to fire code regulations, Monteverde does not permit cooking in any suites/guest rooms.

Ceremony

1) Can we have a rehearsal at Monteverde?

Yes, you are welcome to have a rehearsal at Monteverde. Generally, rehearsals are held the day prior to your wedding or, on the day of your wedding. If you would like to host your rehearsal the day prior to your wedding, the time that your rehearsal will be held is contingent upon whether or not Monteverde is hosting an event on that day. Monteverde will confirm the time of your rehearsal two months prior to your wedding date. Outdoor rehearsals are not permitted after sundown.

2) Who will coordinate my rehearsal if my officiant is not available?

The Monteverde event leader for your wedding will coordinate your rehearsal.

3) Can my guests arrive earlier than the start time for the ceremony?

Yes, Monteverde does encourage guests to arrive 30 minutes prior to the ceremony.

4) Does Monteverde have a portable microphone that I can use for my ceremony?

Yes, Monteverde has a portable microphone, stand and amplifier that can be used for the ceremony.

5) Does Monteverde have a Chuppah that I can use for my wedding ceremony?

No, Monteverde does not have a Chuppah.

6) What is Monteverde's inventory of white garden chairs?

Monteverde has 300 white garden chairs.

7) Who is responsible to "set up" the chairs for a ceremony at Monteverde?

Monteverde's staff will set up and breakdown the ceremony chairs.

8) Is there an electrical outlet on the lower Grand Lawn?

Yes, there is an electrical outlet on the lower Grand Lawn. Please advise ceremony musicians to bring a 10' extension cord.

9) How will my guests know when the ceremony is about to begin, if I am not hiring a wedding coordinator?

Monteverde's event staff will be "checking in" with the bride periodically throughout the day. About 20-25 minutes prior to the ceremony, Monteverde's Event Leader will check in with the bride. If the bride is ready, the event leader will then request that guests be seated for the ceremony.

10) My ceremony musicians are playing for the cocktail hour. When do they relocate to the stone patio?

While your guests are departing the ceremony site, the ceremony musicians should continue to play ceremony related music. Once all of your guests have transitioned to the cocktail hour, the musicians can then transition to their predetermined cocktail hour location.

11) Who would be responsible to repurpose the ceremony flowers for the reception?

Your florist is responsible to move your ceremony flowers from the ceremony to the reception site. The florist will move the flowers once all of your guests have transitioned from the ceremony site to the cocktail hour site.

The Cocktail Hour

1) What lawn games are permitted at Monteverde?

Badminton, Volleyball, Croquet, Life size Jenga, Corn Hole, Bocce Ball and Ultimate Frisbee are permitted at Monteverde. Monteverde at Oldstone permits these games to be played on the Southeast Lawn only.

2) Who supplies the lawn games?

The bridal couple supplies the lawn games

3) Who sets up the lawn games?

Family, friends or, your wedding coordinator generally set up and breakdown the lawn games.

The Reception in the Tented Pavilion/Mansion

1) What needs to be rented for my reception?

If your reception is in the tent or in the mansion, you will need to rent tablecloths, napkins and optional chair cushions if you will be using the Chiavari chairs.

2) What is the dimension of the tented pavilion?

It is 60' (x) 90'.

3) What size tables are in the tent?

Monteverde has 30 -60" round tables in the tent. 60" round tables seat 8-10 guests.

4) What is the maximum guest seating capacity for a sit down dinner and dancing in the tent?

The tent can comfortably seat a maximum of 360 guests with dancing.

5) What are the dimensions of the dance floor in the tented pavilion?

The dimensions of the dance floor in the tented pavilion are 22' (x) 27'

6) Can I increase the size of the dance floor?

Yes you are welcome to increase the size of the dance floor. If you would like to order additional flooring to match Monteverde's "dark oak" parquet floor, please order the flooring from Event Deck. Contact: www.eventdeck.com, (212)953-1117 or, sales@eventdeck.com.

Monteverde does charge \$1,000.00 to install and remove the additional flooring and \$750.00 to add additional flooring to our existing dance floor.

7) Can I use candles in the tent?

- The fire code in the tent permits the use of glass enclosed candles such as votive candles, hurricanes or lanterns only.
- Candelabras can only be used in the tent with LED lights.
- Extremely tall or unweighted candelabras/vases are not recommended in the tented pavilion due to the possibility of sudden gusts of wind from the river. Please review all tent décor with Monteverde's event department prior to the wedding. If décor is not approved prior to the wedding and it does not meet fire code/safety regulations, Monteverde will not permit its use in the tent.

8) Can I have chandeliers, twinkle lights, pin lights or Chinese lanterns in the tent?

- Chandeliers can only be hung between the two center poles in the tent. The maximum total weight for the chandeliers is 150 lbs. of dispersed weight.
- Monteverde does have 5 crystal chandeliers that feature a 2' arm span. There is an additional cost of \$200 (+) tax per chandelier to rent, install and dismantle (\$1000 (+) tax for all 5 chandeliers). Monteverde at Oldstone will invoice you separately for the rental/installation/dismantling of the chandeliers.
- Only the following vendors are permitted at Monteverde to install additional lighting such as: twinkle lights, pin lights, spots, washes or Chinese lanterns in the tented pavilion: Larry Lustberg with Stortz Lighting (434) 996-8000 and Dan Gombos with Shindig Lighting (203) 455-7007.

9) Can I place our bridal table between the main entrance to the tent and the dance floor?

Fire code does not permit any tables to be placed between the main entrance of the tent and the dance floor.

10) Does Monteverde have a sweetheart table?

Monteverde does not have a round sweetheart table. However, we do have 5' x 30"

rectangular table that can be used as a sweetheart table.

11) Does Monteverde have a cake table?

Yes, Monteverde does have a cake table on wheels. However, if your reception is in the mansion, many couples place their cake on the round decorative table located at the base of the stairwell leading into the Grand Dining Room.

12) What is Monteverde's inventory on Chiavari ballroom chairs?

Monteverde has 300 Chiavari chairs.

13) What size tables are in the mansion?

- 10 - 51" round tables and 10 - 36" square tables are in the mansion. The 51" tables seat 6 guests and the 36" square tables seat 4 guests.
- Also, you are welcome to use the 60" round tables in the mansion. The 60" round tables seat 8-10 guests and are best suited for the Veranda Dining Room and the Governor's Dining Room.

14) What is the seating capacity for the first floor in the mansion?

- The maximum seating capacity on the first floor of the mansion (without dancing in the mansion) 160 guests.
- The maximum seating capacity on the first floor of the mansion (with dancing in the mansion) 120 guests.
- From April - October when the hip and frame tent is erected over the terrace surrounding the Grand Dining Room, the maximum seating capacity on the terrace is 60 guests.
- If the weather permits, Monteverde does allow dancing on the terrace surrounding the Grand Dining Room.

15) What is the maximum seating capacity in each of the three dining rooms located on the first floor of the mansion?

- The Grand Dining Room - 60 guests (10 - 51" tables)
- The Veranda Dining Room - 50 guests (5 - 60" round tables)
- The Governor's Dining Room - 40 guests (4 - 60" round tables)

Rentals

1) Who does Monteverde recommend for linen/chair cushion rentals?

You will need to rent tablecloths, napkins and optional chair cushions for the Chiavari chairs.

- Party LTD. - www.partyltd.com - (201) 727-4700. Party LTD does carry specialty linens.
- Smith Party Rental - www.smithpartyrentals.com- (203) 869-9315 - Ellen
- The Finishing Touch - www.thefinishingtouchny.com (516) 827-7433
- Alperson's Party Rental - www.alpersonpartyrental.com - (914) 592-8300 a good source for traditional linens and chair cushions.
- Durants' Party Rentals - www.durantsparty.com (845) 298-0011 open 7 days

- Cloth Connection - www.clothconnection.com (845) 426-5300. Cloth Connection has a tremendous selection of specialty linens and chair cushion covers.
 - Party Time Rentals - www.partytimerentals.com (845) 226-2447
- 2) **Who does Monteverde recommend for stage rental?**
- Alperson's Party Rental - www.alpersonpartyrental.com - (914) 592-8300
 - Durants' Party Rentals - www.durantsparty.com (845) 298-0011 open 7 days
 - Party Time Rentals - www.partytimerentals.com (845) 226-2447
- 3) **When should the bride and groom rent the linens/chair cushions?**
- Monteverde's event team will assist the bride and groom in ordering the linens. Linen orders can be placed once Monteverde has coordinated with the selected rental company/bride & groom of the proper size and quantity of linens required.
- 4) **If I rent items from two different rental companies, who is responsible to separate the rentals to ensure that they get returned to the proper rental company?**
- Either your wedding coordinator or Monteverde's event team will separate your rentals by rental company and will assign each rental company with a different location on the estate to collect their rentals.

The After Party

- 1) **Can we have an After Party at Monteverde?**
- Yes, you can host an After Party at Monteverde. An After Party at Monteverde must not exceed a two hour period and must not end later than 1:00 a.m.
 - The engager is required to hire one security guard for every 15 guests attending the After Party. Payment for the security guards is the responsibility of the Engager. Monteverde will invoice the Engager for the cost of the security guards.
 - If liquor is being served at the After Party, the New York State Liquor Authority requires that all liquor be served by Monteverde's licensed bartender only. No Exceptions. Monteverde does not permit the Engager or your guests to "self-pour" liquor at any time.
 - If liquor is being served at your After Party, the New York State Liquor Authority requires that food must be served to your guests.
 - Only Monteverde Restaurant can supply the liquor and food for an After Party at Monteverde.
 - If your After Party is to be outdoors at Monteverde, music must be soft (i.e. an acoustic guitar, small jazz combo or an IPOD).
 - If you plan to use an IPOD for your After Party, you must remember to bring speakers.

- If Monteverde has not been contracted to serve liquor/food at your After Party, Monteverde reserves the right to cancel the After Party.
- All payments for the After Party are due with your final site fee payment to Monteverde. This payment is due three weeks prior to your wedding/event.

Rain Option

- 1) **If the forecast for our wedding day is rain, when do we need to decide to use utilize our rain option?**
 - If you are renting additional tents, the order for the additional tenting must be placed by Thursday morning by 10:00 a.m. (for Saturday or Sunday weddings) or, Wednesday morning by 10:00 a.m. (for Friday weddings). Except during the month of June when all additional tenting must be rented one week prior to your wedding.
 - The final decision for the set-up location for your ceremony (if the forecast is rain) will need to be made by 1:00 pm, when Monteverde's event team begins set-up on the day of your wedding.