

# WEDDING PLANNER PACKET

ONE HISTORIC EXPERIENCE



*Normandy Farm*

HOTEL & CONFERENCE CENTER

*The Belle*

OF BLUE BELL

# WELCOME

## Table of Contents

Our Team.....	2
Your Event Planning Timeline.....	3
Drop Off Appointment.....	4
General Information/FAQ.....	5
Vendor Information.....	6
Outside Vendor Agreement.....	7
Normandy Farm Hotel Information.....	8
The Farmhouse Experience.....	9



## OUR TEAM

### **JoAnne Nelson**

Event Planning Coordinator  
jnelson@hansen-properties.com  
215-616-8504

### **Ashley Kaelin**

Event Planning Coordinator  
akaelin@hansen-properties.com  
215-616-8117

### **Heather Bogen**

Event Planning Coordinator  
hbogen@hansen-properties.com  
215-616-8118

### **Susan Mulville**

Hotel Reservations Manager  
smulville@hansen-properties.com  
215-616-8305

## ON-SITE VENDORS

### **WILLOW & THISTLE**

Florals & Event Design Studio  
www.willowandthistle.com | 215-616-8400  
inquiries@hansen-properties.com

### **FARM TO PAPER CO**

Elegant & Custom Event Stationary Designs  
www.normandyfarm.com/farmtopaper

### **TYLER BOYE PHOTOGRAPHY & HITCHED PRODUCTIONS**

Photography, Videography, DJ,  
Photo Booth Rental  
www.tylerboye.com  
www.hitchedproductions.com | 215.616.8410  
jessica@tylerboyephotography.com

*Normandy Farm*



---

# YOUR

## *Event Planning Timeline*

---

Thank you for selecting Normandy Farm Hotel or The Belle for your special day. This comprehensive timeline provides you with a checklist that will help you plan a wedding to remember, without forgetting the most important details!

Keep in mind, this is meant only as a general guideline and there will surely be additional steps unique to your wedding.

06  
MONTHS  
PRIOR

---

- Our tasting coordinator will reach out to you approximately 6 months prior to your wedding to schedule your tasting.
- At your tasting, you will receive a sampling of our house-made dips, three entrees, and a variety of cake samples complimentary.
  - For the three complimentary entrees, you may select from our Tasting Menu which will be provided.
  - Additional entrée options are available at a cost

04  
MONTHS  
PRIOR

---

- The Event Planning Department will reach out to you to schedule a meeting to discuss your menu and start the planning process. Please review the detail sheet that will be provided prior to appointment.
  - Cake Designs will be provided.
  - We will ask you to provide Vendor Information: Company Name, Day of Contact, and Phone Number
- When printing your invitations be sure to include the ballroom name where your wedding will be taking place. Also be sure to include entrée selections on your invitation

03  
MONTHS  
PRIOR

---

- Finalize all menu details via e-mail and/or telephone
- Return all vendor forms with proof of liability insurance

60  
DAYS  
PRIOR

- Confirm your guest room reservations with the Hotel Reservation Manager
- (Please note: Room blocks are released 60 days prior to your wedding)
- Schedule your shuttle service with your Event Planner (BBCC Brides)



---

# YOUR

## *Event Planning Timeline*

---

- Final Counts and Paperwork Are Due
  - Ceremony Information Sheet (If Applicable)
  - Reception Introductions & Agenda Sheet
  - Entrée Sheets per Table & Table Breakdown
  - Floor Plan (List the Number of Guests seated at Each Table)
  - Credit Card Authorization Form
  
- After you provide these documents to your Event Planner, you will receive your final invoice which will reflect the remaining balance owed.

- 
- Final payment is due 10 days prior to your wedding and can be made at the Normandy Farm Hotel front desk 24 hours a day. Please make certified check payable to either Normandy Farm or Blue Bell Country Club.
  
  - Final payment is required to be made by either **Cash or a Bank Certified Check**. You can mail your final payment at your Event Planner's Attention to 1401 Morris Rd, Blue Bell, PA 19422

**14**  
DAYS  
PRIOR

---

**10**  
DAYS  
PRIOR



---

---

# YOUR

## *Drop Off Appointment*

Our Maitre'd will reach out to you approximately 10 days prior to your wedding day to schedule your drop off appointment during the week of your wedding.

- Place Cards / Seating Chart  
(In Alphabetical Order by Last Name)
- Cardholder (If you do not have your own locked card box, we will provide a card box that is locked and secure)
- Guest Book / Sign in Board & Pen
- Toasting Glasses
- Cake knife & Server
- Cake Topper
- Favors
- Table Numbers
- Restroom Basket
- Cocktail Napkins
- Unity Candle
- Memorial Table Items
- Nostalgic Photos
- Signs / Frames
- Ceremony Items
- 9 yards of Ribbon for the cake (if applicable)
- Thumb Drive (If Applicable)

\*Centerpieces and any oversized items (cornhole, ceremony arch, etc.) will not be accepted at this time.

\*Please provide pictures of any specific placements/set-ups.

## FAQ

---

- All Wedding Packages include (2) entree selections and (1) vegetarian selection. A charge of \$5.00 (plus tax & service) per person will be applied if a third (non-vegetarian) entree selection is offered to your guests.
- No outside food or beverages may be brought onto the premises
- If there is a discrepancy between your pre-ordered entrée counts and the amount of actual entrees served, you will be charged accordingly.
- Ceremony and Reception Space may be accessed no earlier than two hours prior to contracted event start time.
- The Bridal Hospitality Room may be accessed no earlier than two hours prior to contracted event start time.
- The Bridal Hospitality room is not a room to get ready; however, it is a private area for the bride and the bridal party to gather.
- If additional staff is required to set up centerpieces, an additional fee of \$500.00 (plus tax & service charge) may be assessed.
- In case of projected inclement weather, we must make the decision if the ceremony is to be held inside or outside a minimum of 3 hours prior to the start time. Once the decision is made we cannot move ceremony back outside.
- According to Pennsylvania Liquor Control Board law both Normandy Farm Hotel and Blue Bell Country Club will card any individual who appears 30 years of age or younger. Without proper ID, we will not serve anyone appearing 30 years of age or younger. Please remind your guests to have proper ID when ordering alcoholic beverages.
- We do not allow sparklers on site. Due to our insurance policies we do not allow anything on property that has to do with fire.

# FAQ

## Hotel Information



### RESERVATIONS:

- For any questions regarding room reservations, please contact our Reservations Manager at 215-616-8305. You may also reach our Front Desk 24 hours a day at 215-616-8500.
  - Check-in: 3:00pm | Check-out: 11:00am
  - In addition to our guest rooms in the main building, four farmhouses are located on property: The Carriage House, Manor House, and East & West Gate Houses. For added convenience, they offer luxurious accommodations for bridal parties, family, and friends to all wake up all in one place. Select rooms feature amenities and space for bridal party pampering. Should you be interested in booking an entire house, please ask our Reservations Manager for information and pricing.
- When guests are making reservations please remind them to inform the front desk as to how many are in the room. This is important for breakfast counts if you are having a private breakfast.



### GIFT BAGS:

- You are permitted to bring in gift bags for your guests who are staying at the Hotel. The bags must all be the same for each guest. Hotel staff will give them out when guests arrive for check-in.
  - One bag per room allowed
  - No alcoholic beverages permitted in hotel guest bags
- \*\* Please note: it is your responsibility to pick up any extra guest bags from the hotel front desk upon check-out.

### HOTEL BREAKFAST:

- **Daily Hot Breakfast Buffet:** (Complimentary Mon-Sat)
  - Monday - Friday: 6:30am - 9:00am | Saturday: 7:30am - 10:00am
- **Sunday Brunch Buffet:** (Additional Charge)
  - Every Sunday: 9:30AM-1:30PM (Full details at: [FarmersdaughterPA.com](http://FarmersdaughterPA.com))
- **Sunday Grab & Go Offerings** (Complimentary) are also available from 7:30am - 10:00am.
- If you would like to reserve a private room for a Post-Wedding Brunch please call our Restaurant Sales Manager at 215-616-8113

---

# GENERAL

## *Information*

---

### **Rehearsals:**

Due to limited space, rehearsals should be coordinated off-site with your Officiant. We will hold a conference room (based upon your request and our availability) for you to hold your rehearsal. If you require a Banquet Captain to run your rehearsal, the charge is \$125.00 (plus tax). Please note Banquet Captains are not available on Friday's or Saturday's to run a wedding rehearsal. Ask your event planner about availability for your rehearsal dinner in one of our intimate dining spaces in the Farmer's Daughter Restaurant.

### **Audio/Visual:**

Please let us know if you would like us to rent additional equipment for your special event. As a courtesy, 30 days notice is requested if you will need equipment to show DVDs, or any special presentations. The presentation needs to be provided at the drop-off appointment so we can review in advance with our equipment.

### **IMPORTANT: VENDORS (FLORISTS/DECORATORS/MUSICIANS):**

- Your florist or decorator must set-up all décor, and at the end of your event, must clear all décor within 30 minutes. **Nothing may be left in the facility for later pick up.**
- Please do not bring any centerpieces or decorations to your drop-off. Your florist, friend or family member should bring in these items the day of your event and set them up at that time. Nothing may be delivered earlier than 2 hours prior to the contracted event start time
- Florists, Photographers, Decorators & Musicians may call the Event Planning Team directly with any questions.
- **Set Up/ Curfew** – Bands, DJ, etc., must set up 30 minutes prior to guest arrival and vacate 1 hour after conclusion. Sound checks must be completed prior to guest arrival. Decorators, Musicians and DJ's must enter through service entrances. (where applicable) Vendors may arrive no earlier than 2 hours prior to contracted event start time. Please consult event planner with any specific questions regarding arrival time.
- **Pre-Event** – GUESTS WILL NOT BE ADMITTED UNTIL event start time.
- **Vendor Insurance** – Vendors (Photographers, Band, DJ, Florist, Decorator, etc.) must provide Proof of Liability Insurance naming Normandy Farm and Blue Bell Country Club, Blue Bell PA 19422 as additionally insured in the amount of \$1,000,000.00 no later than 90 days prior to your event. Vendors without proper Insurance will not be permitted onto the premises.

---

---

# GENERAL

## Information

- **Vendor Meals** – Vendor meals will be accounted for when you provide your Event Planner with final counts. Our staff will provide them with one of the menu options. If vendors are to be seated and fed with guests, host must pay full price.
- **Decorations** –Decorations and flowers are permitted on event furniture only and **MUST BE REMOVED** within 30 minutes of the conclusion of the event. Decorations may not be affixed to walls, ceilings, flooring, doors or windows.
- **Artifacts** – No items including tiles and furniture may be touched or moved without the permissions of the staff.
- **Prohibited** – Contracted Vendors such as but not limited to as DJ, Band, Photographers are not permitted to consume any alcoholic beverages

## HAVE YOU MET OUR ON-SITE VENDORS?

for easy One-Stop-Shopping

---



TYLER BOYE PHOTOGRAPHY & HITCHED PRODUCTIONS  
**Photography/ Videography / DJ / Photo Booth Rental**  
www.tylerboye.com | 215.616.8410 | www.hitchedproductions.com  
jessica@tylerboyephoto.com



WILLOW & THISTLE  
**Florals & Event Design Studio**  
www.willowandthistle.com | 215-616-8400 | inquiries@hansen-properties.com



FARM TO PAPER CO.  
**Elegant & Custom Event Stationary Designs**  
www.normandyfarm.com/farmtopaper

There are beautiful areas around both Normandy Farm Hotel and Blue Bell Country Club to capture your special moments. We ask that you observe the below courtesies for our other on-site guests.

- As a courtesy to our other on-site events, Photographers must have prior approval before photographing their parties at adjacent properties.
- At BBCC, photographers are permitted outside on the Country Club grounds and ceremony site, as well as inside, in the BBCC Main Lobby by the fireplace.
- Photographers for events in the NF Grand Ballroom are permitted outside in the Grand Garden area and by the white wall archways, by guest houses, as well as in the NF Main Lobby by the fireplace or in the Library.
- Photographers for events in the NF Silos Ballroom are permitted outside the Silos Garden area, by guest houses and by the white wall archways, as well as the 2nd floor Atrium area.

**Note:** Our furniture is strategically placed throughout the facility to provide the best overall atmosphere and comfort for your guests. We ask that these sets are not altered, as our lobbies are public areas.

---

---

# OUTSIDE

## *Vendor Agreement*

**This form must be completed by ALL VENDORS and returned 60 days before event with Insurance Certificate.**

*Normandy Farm*

*The Belle*

### **OUTSIDE VENDOR AGREEMENT**

The vendor shall indemnify, defend and hold harmless the Blue Bell Country Club/Normandy Farm, its directors, officers, employees, agents, members, parents, partners, general partners, successors, predecessors, and affiliates from and against any and all actions, causes of action, claims demands, liabilities, losses, judgements, damages, or expenses and charges of any kind or nature including interest, reasonable attorney's fees and other costs, expenses and charges which the other may at any time incur or become subject to by reason of any claim or claims:

(1) arising out of the vendor's willful acts or omissions, negligence, or other similar wrongdoing; or (2) arising from the vendor's failure to comply with any law or regulation, unless caused by Blue Bell Country Club or Normandy Farm.

Prohibited -- Contracted Vendors such as, but not limited to DJ, Band, Photographers are not permitted to consume any alcoholic beverages while performing at the Club. Any such individual will be asked to leave the premises immediately.

**Signature**

**Print Name**

**Date**

**Company**

**Phone Number**

**Address**

**Event Date**

**Client Name**

**Important: Vendor Arrival Time**

**Service**

**Day of Contact Name & Phone Number**

**Table Requirements**

**Standard Electrical Requirements**

**A Fee Will Apply To Any Electrical Needs Other Than A Standard 100 Outlet**

**Number of Vendor Meals Required**

**\*\*Please return this to your client and they will forward to their Event Planner\*\***

LET THE PLANNING BEGIN!

