



*Brackett's Crossing
Country Club*

WEDDING VENDOR GUIDE

In preparation for your big day with us, we want to ensure your day runs as smooth as possible. To help achieve this goal, we want to make sure all your vendors are properly informed of our policies, procedures and proper locations for them to utilize. Please pass this document along to your vendors to review prior to your wedding day.



Welcome

Timeline Need To Knows

Club Locations & Measurements

Arrival & Delivery Procedures

Photography & Videography Guidelines

Decor, Floral & Setup Restrictions

Entertainment & Musical Notes



Welcome

HELLO & WELCOME TO BRACKETT'S CROSSING

We look forward to hosting you to help celebrate a couple's love! Just as we want our couples to have a stress free day, we want to ensure the day runs smoothly for you, too. To help with this, please review the items of this packet prior to your arrival on the wedding day. Upon review, if you have any questions, please do not hesitate to reach out to Kendra and Liz and they will be more than happy to assist.

DAY OF CONTACTS

Onsite Venue Coordinators

Kendra Simonis | ksimonis@brackettscrossingcc.com | 952-562-3879
Elizabeth (Liz) Revak | erevak@brackettscrossingcc.com | 952-562-3886

Banquet Manager

Erica

Banquet Captains

Amy
Alex



17976 Judicial Road | Lakeville, MN 55044
952-435-7600



Timeline Need to Knows

9:00 AM

The couple has access the wedding party suites. The earliest possible time of arrival is 7:00 AM if the couple chooses to pay an early arrival fee.

10:00 AM

The ballroom and ceremony location (if applicable) are available for setup.

7:30 PM

Dinner service must begin no later than 7:30.

BETWEEN GRAND MARCH & SPEECHES

At this time the venue coordinator will depart and our banquet manager or captain will take over as the event contact.

9:00/10:00 PM

If the couple is providing a late night snack it will be served between 9:00 PM - 10:00 PM.

11:30 PM

Last call & decor strike must begin no later than 11:30.

12:00 AM

Last dance & conclusion of the event must begin no later than 12:00.

12:30 AM

At this time any remaining guests and decor must vacate the building. NO items may be left overnight.



Club Locations



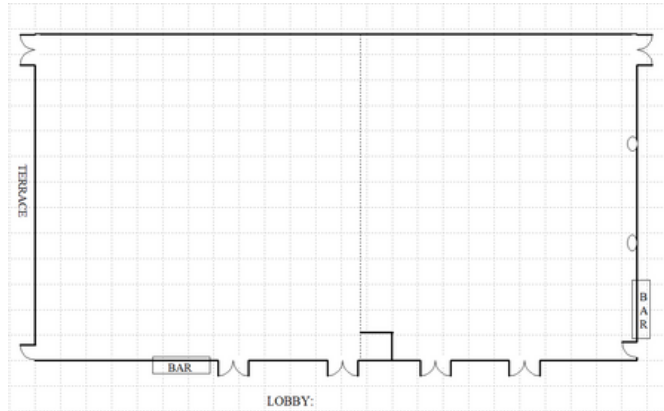


Club Locations & Measurements

PLATINUM BALLROOM

63' x 120' (7560 Square Feet)

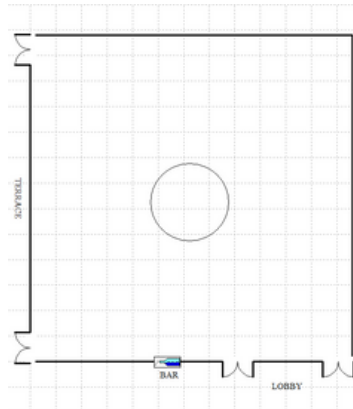
- Seating Capacity for 425
- 12FT Tall Drop Tile Ceilings
- Floor to Ceiling Windows
- Outdoor Terrace with an Awning
- Two Grand Chandeliers
- Two Built-In Bars



DIAMOND BALLROOM

63' x 65' (4095 Square Feet)

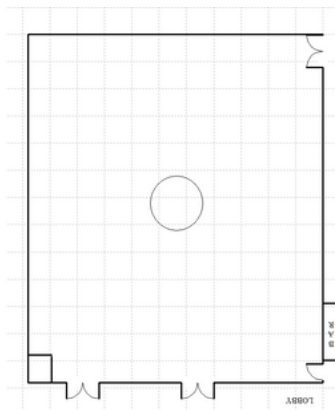
- Seating Capacity for 225
- 12FT Tall Drop Tile Ceilings
- Floor to Ceiling Windows
- Outdoor Terrace with an Awning
- Grand Chandelier
- One Built-In Bar



EMERALD BALLROOM

63' x 55' (3465 Square Feet)

- Ceremony Seating Capacity for 225
- 12FT Tall Drop Tile Ceilings
- Floor to Ceiling Windows
- Grand Chandelier





Club Locations & Measurements

OTHER DIMENSIONS

GUEST TABLE

- Table Diameter | 66"
- High Top Table Diameter | 30"
- High Top Table Height | 42"
- 6' and 8' Table Width | 30"

BANQUET CHAIR

- Chair Height | 35"
- Width of Back of Chair | 18"
- Seat Base | 16"

DANCE FLOOR

- Small | 12' x 12'
- Standard | 16' x 24' or 20' x 20'
- Large | 24' x 24'

GARDEN CEREMONY

- Ceremony Seating Capacity for 300
- Pergola Cross-Beam Length | 14'
- Pergola Column to Column Width | 10'
- Pergola Height | 7' 3"
- Aisle from Start of Pavers to Pergola | 50'

FIREPLACE

- Front and Back of Mantle | 61"
- Length of Mantle | 116"
- Depth of Mantle | 5" - 8"
- Height from Mantle to Ceiling | 51"

CEILING HEIGHT

- Ballroom | 12'
- Ballroom Under Beams | 11'

Arrival & Delivery Procedures

Upon arrival to the club, please come to the front door to check-in with our staff. They can then assist and direct you with where you can unload or deliver your items. We do have a freight elevator on property as well as a commercial refrigerator if needed.



Photography & Videography Guidelines

We sincerely appreciate your cooperation and understanding of our photography and videography policies. Below you will find a map showing designated areas where photos/videos are welcome, where they can be taken but our golf members have the right away, and areas that are not permitted. We ask that you please help us keep the wedding party in the designated areas for photos so future couples may also use these spaces.

WHAT DOES IT MEAN “GOLFERS HAVE RIGHT OF WAY”?

In the orange areas for “Golfers Have Right of Way” it means if a golfer is approaching the green, tee box or driving down the cart path, please move to allow them to continue play without interruption. Please also keep the whooping and hollering to a minimum to respect those golfing.

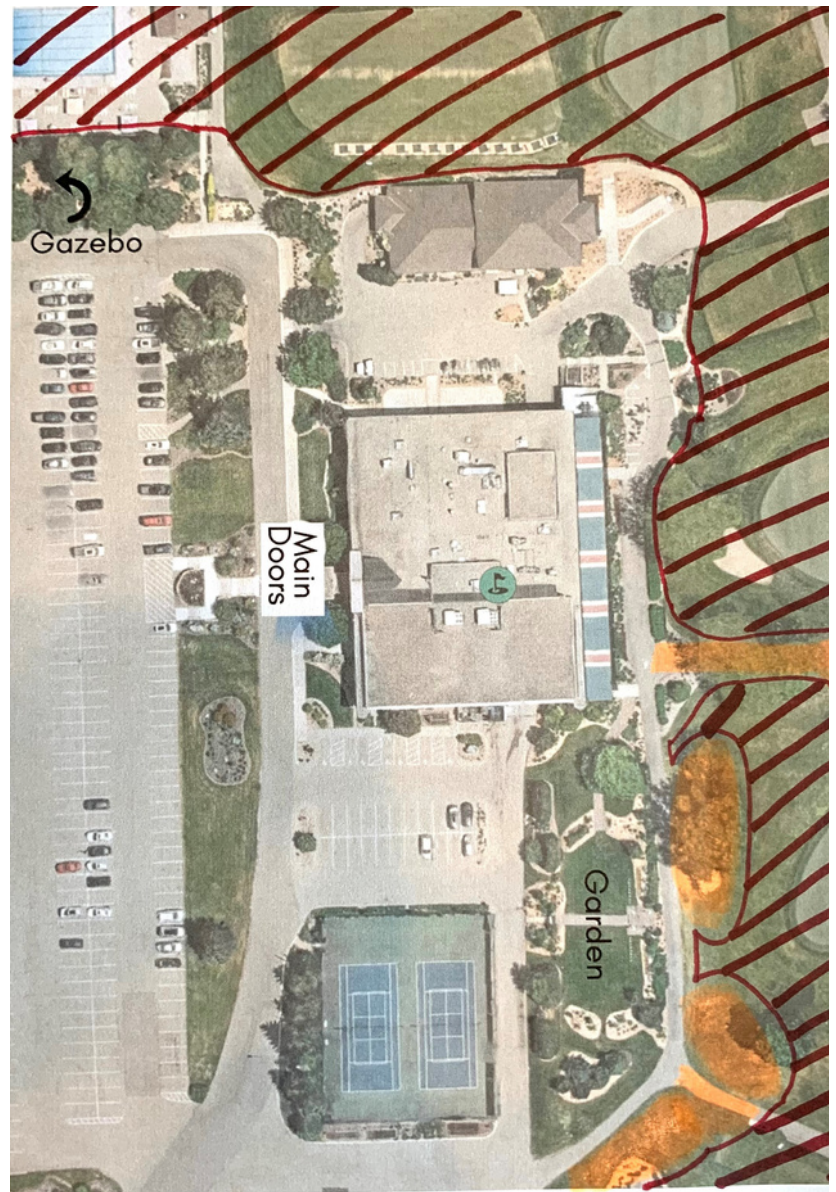
PLEASE NOTE: Following the ceremony you will no longer have access to the orange areas!

CAN WE USE A GOLF CART FOR PHOTOS?

We can bring a golf cart for you to take photos with, but a BC staff member must be with to drive the cart.

IS DRONE FOOTAGE ACCEPTABLE?

Yes! You are more than welcome to shoot drone footage both inside and outside. We hope you will share the footage with us too!



Red = Not Permitted

Orange = Golfers have right of way



Decor, Floral & Setup Restrictions

NO OPEN FLAMES

Real candles are allowed, but the flame must be contained in a votive or vase with 1" of glass above the flame.

NO FREE GLITTER OR CONFETTI

If additional clean-up beyond normal use is required a minimum of a \$100 cleaning fee will be added to the couple's final bill.

NO HOLES OR TAPE

If anything is needing to be hung or stabilized we ask that you please use items including floral twine or wire, command strips, zip ties or fishing line.

NO ITEMS MAY BE LEFT OVERNIGHT

All items must be removed by you or the couple by 12:30 AM. If a trailer or vehicle needs to be left overnight that is fine, we just ask that it is gone by 12:00 PM the next day.

LADDERS & STEP STOOLS

If you will need a ladder or step stool for any of your setup or take down, please provide your own.



Entertainment & Musical Notes

POWER ACCESS

We have power accessible to you in our ballrooms, on our outdoor terrace space and in our garden ceremony site. You may not plug your sound equipment into our house system in the garden or our ballrooms.

NO FOG MACHINES

Our fire alarm system is "old school" and will go off if any smoke machines are used. If/when the alarms go off, we are required to evacuate the guests.

ARE COLD SPARKLERS ALLOWED INSIDE?

NO! No cold sparklers or pyrotechnics are allowed to be used in the building. If outdoor sparklers or pyrotechnics are requested, please reach out to Kendra and Liz for further instruction.

IS THERE A GREEN ROOM FOR THE BAND?

Yes! We will have one room available for all band members to utilize during the event. The doors to this room do lock, so personal items may be left in the room for the entirety of the event.

IS THERE A NOISE ORDINANCE OR REQUIRED LAST DANCE TIME?

In Lakeville, outdoor music must end by 10:00 PM. We have last call no later than 11:30 PM, last dance no later than 12:00 AM and everyone must be gone by 12:30 AM. If these times need to be adjusted to allow for more time for you to tear down, please communicate this to the wedding couple.