

# HARTLEY BOTANICA

## VENDORS - FREQUENTLY ASKED QUESTIONS

---

### **Does Hartley Botanica have wifi?**

There is NO wifi at Hartley Botanica.

### **Is the venue inside or outside?**

The entire venue is outside.

### **What time can we arrive to set up?**

Usually after 11am, but please check with the venue.

### **Where should we park?**

After the entrance gate, take an immediate right into the Staff Only parking lot. This will lead you straight to the Reception area.

### **Is there a water source nearby?**

There are many water sources nearby, at both Ceremony and Reception. A map of water sources can be provided upon request.

### **Are candles allowed?**

Yes, but they need to be in a container.

### **How long is the aisle?**

The aisle is about 50' feet long.

### **What is the circumference of the altar area?**

About 14'.

### **How tall are the trees that go down the aisle?**

About 20 feet at the peak. Florists will typically do a grid pattern through the trees at about 10' with fishing line if they're hanging something.

### **Can we bring our cakes to the venue and store them in the catering fridge?**

No, we don't allow *any* cake or desserts to be stored in our onsite, catering refrigerator because it can become a liability issue and if anything were to happen to your cake or dessert, we would not be able to replace or fix the issue.

### **Does Hartley Botanica have ladders for vendor use?**

No, vendors must bring their own ladder, if needed.

### **Are there fishing lines already on the trees so we can hang flowers?**

No. Florist/decorators will need to run the lines up themselves and they will also need to be taken down either at the end of the event or the next day.

### **Are there nearby power source for DJ, photobooth, misc vendors?**

Yes, there are many easily accessible outlets for vendor use.

### **What are the dimensions of the welcome sign (across from the valet)?**

42" tall, 28" length, bracket to bracket, and if you will be using the existing brackets - the sign should not be any thicker than an inch.

### **What are the dimensions of the Hartley Info Board (next to the bridal suite)?**

6ft 2.5 inches wide, 3ft 1" tall.

### **Do the DJ's and Photobooth get a table?**

Yes, both get a 6ft table with linen provided by the caterer, upon request.

### **How much time is allotted for strike/clean up at the end of the event?**

ALL vendors, wedding party, and guests must be off the property 30 minutes after the end of reception.