

## VENDOR FREQUENTLY ASKED QUESTIONS FOR

### Florists & Decorators



AM I ABLE TO DROP OFF DECOR IN ADVANCE?

Décor must arrive on the wedding day. We do not have the storage space to store items in advance.

HOW AM I ABLE TO GET DIMENSIONS OF AREAS AROUND THE VENUE?

We offer an online tool that can be used to provide key measurements for features such as the ceremony house mantel, décor tables, and other important areas where you may be setting up. To get familiar with the space before the event, we recommend exploring our [Virtual Tour](#). As you move through the tour, click the grey dots for helpful information about each area.

WHAT TIME CAN I BEGIN MY SET UP AT THE VENUE?

We will set up the wedding couple's floor plan on the morning of their wedding day (usually completed by noon). Professional vendors are permitted access to the property as of 6am. Friends/family of the wedding couple assisting with set up are permitted access to the Loft as of 1pm. Couples are permitted to drop off decor at their Wednesday rehearsal if they are the first wedding of the weekend.

WHEN CAN I PICK UP MY DECOR FOLLOWING THE EVENT?

Any decor left over from events must be picked up by 10 am the following day. We do not hold onto any decor for future pick up.

IS THERE A DECORATOR ON SITE?

Stonefields does not have our own in-house decorator. We are able to assist with decor set up if time allows, however, things must come pre-assembled.

WHERE SHOULD I DROP OFF BOUQUETS AND BOUTONNIERES ON THE EVENT DAY?

Before 1pm, these items can be dropped off in the Loft and our team will move them to the getting ready spaces for the couple. After 1pm, these items can be delivered directly to the Farmhouse and Pub.

DOES STONEFIELDS CLEAN UP AFTER WE LEAVE?

Decorators and florists are required to leave themselves enough time upon completion to clean up any mess in their work areas, no later than 1 hour before the ceremony.

CAN I USE TAPE ON STONEFIELDS PROPERTY?

Tape of any kind is not permitted on floors, walls, or any other surfaces at Stonefields.

WHAT DO I NEED TO KNOW ABOUT DRAPING THE BEAMS?

Draping on the upper beams in the Loft must be installed by a professional with proper liability insurance. You must be capable of getting the fabric placed on your own first thing in the morning on the event day (with an extendable pole). Scissor lifts are not permitted in the Loft. Our team can assist with setting up draping that is going over the lower beams only.

IS THERE ANYTHING ELSE I SHOULD KNOW BEFORE COMING TO STONEFIELDS?

We provide our couples with a Décor Form that they need to fill out and submit before their wedding rehearsal. Some couples will send this to their decorator to fill out. Our preference is to have our couples fill these out themselves so they can include any DIY décor items they are providing. If you have any Décor Proposals/Installations to send our way we will file it for our event team. We are here to help, please let us know if we can assist you once you arrive onsite.

WHAT AREAS DO VENDORS HAVE ACCESS TO?

Vendors are welcome in all public event spaces. Access to employee-only areas—such as behind the bar, the kitchen, and other staff spaces—is not permitted unless accompanied by a Stonefields team member.



## VENDOR FREQUENTLY ASKED QUESTIONS FOR

### ARE DJS REQUIRED AT STONEFIELDS?

We require that our couples hire a DJ/musician to manage music and sound from the beginning of their event until the end (ceremony, cocktail hour, dinner and the reception).

### WHAT EQUIPMENT DOES STONEFIELDS PROVIDE?

In the Loft, Stonefields provides 6 indoor speakers, 10 outdoor speakers, a subwoofer, and a DJ booth connected to our main DJ cable input. Our ceremony house includes 6 indoor speakers and 2 outdoor speakers. We also supply a table, chair, microphone stand, and podium for each area, along with an extension cord for the outdoor ceremony location. The Loft is equipped with dance floor lighting and Edison lights are strung outside on the verandah.

### ARE LIVE MUSICIANS PERMITTED?

Clients are welcome to bring in live music, whether a solo artist for the ceremony and cocktail hour, or live band for the evening reception. Live musicians must work in conjunction with a DJ to provide sound requirements for the duration of the event.

### WHAT KIND OF HOUSE SYSTEM DOES STONEFIELDS PROVIDE?

Our in house system is a QSC club quality “plug and play” system, all you need is an XLR cable, either left or right, and your system will connect to ours (it is the same plug in system in both areas).

## DJs & Live Musicians



### AS A VENDOR, DO I NEED TO BRING OTHER EQUIPMENT?

You will need to bring a microphone for the ceremony as well as dinner service. If the ceremony is outside, you will need to bring speakers for our outdoor ceremony site and an XLR cable to plug into our system via your mixer or sound board.

### HOW DO LIVE MUSICIANS PLUG INTO THE SYSTEM?

All performers can plug into our system both inside the Loft and outside. Live musicians will need to work in conjunction with DJs to ensure all of these elements of the day are being managed by a professional. Clients who hire live musicians are still required to hire a DJ for the duration of the event to manage sound requirements.

## WHERE WILL I BE SET UP THROUGHOUT THE DAY?

Couples may choose between two ceremony locations—the Ceremony House or in Front of the Farmhouse. Be sure to confirm with your client, as each location has different sound requirements. For our outdoor location, the DJ table is shaded but not covered and no sound system is provided. Our indoor location is equipped with a plug-and-play system similar to the Loft. Cocktail hour is held outdoors on the verandah (weather permitting). Whether indoors or outdoors, you can connect to our sound system from the covered verandah or inside the Loft for cocktail hour.



## WHEN SHOULD I BEGIN PLAYING MUSIC FOR THE CEREMONY?

Please arrive early enough to have music playing 30 minutes before the ceremony begins, creating a welcoming atmosphere for guests as they arrive. DJs and/or live musicians are required to remain on-site for the full duration of the event and must comply with local noise by-laws.

## WHEN IS THE CONCLUSION OF THE EVENT?

Our events conclude no later than 1:00am and the music must conclude 5 minutes prior to this time. DJs and/or live musicians are asked not to announce a last call prior to this time. AGCO does not allow last call announcements.

## WHAT IS THE TYPICAL STONEFIELDS TIMELINE?

We typically follow the below timeline for our events:

- 4pm: Ceremony
- 4:30pm: Cocktail Hour
- 6:30pm: Guests invited to take their seats for dinner
- 6:45pm: Grand Entrance
- 7:00pm: Dinner Service Begins
- 1:00am: Conclusion of Event

Couples getting married in the fall can adjust their timeline to be one hour earlier (3pm ceremony, 12am conclusion) to take advantage of daylight. The timeline can sometimes deviate slightly. If you recommend any timeline adjustments to your client please ensure they make the requests to our team so we can confirm if it is doable.

## WHAT HAPPENS IN THE EVENT OF INCLEMENT WEATHER?

Stonefields coordinator will discuss the options with the couple and coordinate with the DJ and/or musicians. Ceremonies can be held inside the Ceremony House.

## DOES STONEFIELDS HAVE A PROJECTOR?

We do not provide any AV equipment beyond our sound system. You are welcome to provide a projector and screen to display photos or videos. We reserve the right to move projectors and screens to a location that allows for the best flow in the space. Please note our space is full of natural light and remains quite bright until the sun goes down.

## WHAT ADDITIONAL EQUIPMENT IS PERMITTED ON OUR PROPERTY?

Vendors are welcome to bring the following:

- Lighting
- Photobooths
- Flameless sparklers
- Fog machines

Please ensure your client advises Stonefields prior to the event if any of these items are being provided. You are liable for any damage caused by your equipment. All equipment must be set up 1 hour before the event.

## AM I ABLE TO USE ANY FORM OF TAPE ON STONEFIELDS PROPERTY?

Tape of any kind is not permitted on floors, walls, or any other surfaces at Stonefields.

## DOES STONEFIELDS HAVE CONTROL OVER THE MUSIC AT ALL?

Stonefields reserves the right to turn the music down or off if it extends beyond the agreed upon hours, if there is an emergency and/or if we feel it is required based on the situation in the moment.

## WHAT AREAS DO VENDORS HAVE ACCESS TO?

Vendors are welcome in all public event spaces. Access to employee-only areas—such as behind the bar, the kitchen, and other staff spaces—is not permitted unless accompanied by a Stonefields team member.

## CAN I SIT AT MY BOOTH DURING DINNER SERVICE?

DJs/live musicians are often seated with vendors at a small vendor table or you may choose to eat dinner at your booth. We recommend letting your clients know if you have a preference. You will need to let your clients know what meal you would like for dinner and if you have any dietary restrictions by 30 days before their event.

## DO DJs NEED TO EMCEE THE EVENT?

We require that our couples have a Master of Ceremonies. If this is a service you provide, please let the couple know.



## WILL STONEFIELDS ASSIST IN MOVING MY BELONGINGS?

The DJ/live musician is responsible for the set-up, movement, and tear-down of their own equipment. All set-up and tear-down must take place on the day of the event. For the reception, you may use the customer parking lot to unload equipment for the Stonefields Loft. For ceremonies, equipment drop-off can be done via the customer driveway or the Farmhouse driveway, depending on the ceremony location. Please do not drive on the grass or block driveway access at any time.

## ARE THERE ANY LICENSING FEES WE NEED TO BE AWARE OF?

If music is played during the event, two licensing fees are required by law and will be charged to the couple:

SOCAN Fee: \$63.49 + HST

Re:SOUND Fee: \$26.63 + HST

These licenses are mandatory for all venues in Canada where live or recorded music is played, and rates are subject to change without notice.

## AM I ABLE TO SEE WHAT THE LAYOUT OF THE VENUE LOOKS LIKE AND WHERE I WILL BE SET UP?

To get familiar with the space before the event, we recommend exploring our [Virtual Tour](#). You will see grey dots as you move around – clicking on these will provide more details about the speakers and where the DJ and/or live musician can plug in.

## WHAT TYPE OF INSURANCE DO I NEED?

We strongly recommend that all DJs and live musicians carry proper commercial liability insurance. While proof of insurance is not collected by Stonefields in advance, vendors are expected to operate with appropriate coverage. If a vendor does not carry insurance and an incident occurs, responsibility will rest with the couple and/or the vendor involved. Vendors using their own sound equipment are responsible for any damage caused to Stonefields property or infrastructure.



## VENDOR FREQUENTLY ASKED QUESTIONS FOR

# Photographers & Videographers



### WHAT IS THE TYPICAL STONEFIELDS TIMELINE?

We typically follow the below timeline for our events:

- 4pm: Ceremony
- 4:30pm: Cocktail Hour
- 6:30pm: Guests invited to take their seats for dinner
- 6:45pm: Grand Entrance
- 7:00pm: Dinner Service Begins
- 1:00am: Conclusion of Event

Couples getting married in the fall can adjust their timeline to be one hour earlier (3pm ceremony, 12am conclusion) to take advantage of daylight. The timeline can sometimes deviate slightly. If you recommend any timeline adjustments to your client please ensure they make the requests to our team so we can confirm if it is doable.

### WHAT TIME CAN I ARRIVE?

If the couple has booked the Salon, you may arrive as early as 7:00am. Please keep noise to a minimum, as the previous day's newlyweds are resting nearby in the Farmhouse until 10:00am. Otherwise, arrival is 1:00pm when the Farmhouse opens. Please do not move any Salon or Farmhouse furniture unless it is returned to its original location. First-time visitors are encouraged to arrive a bit early to explore the grounds and scout photo locations. Please note the Farmhouse will not be accessible before 1:00pm while our team prepares the space.

### DO I NEED TO CHECK IN WHEN I ARRIVE?

Yes, we recommend checking in with a Stonefields team member when you arrive. Stonefields Event Managers and Coordinators will be working with you to coordinate all aspects and timing of the day.

### HOW LONG SHOULD I STAY?

Speeches are typically spread between courses, and longer speeches can delay key moments like the first dance. We recommend you plan to stay until at least 10:00pm, or until all key moments the couple wants captured have taken place. It's a good idea to discuss your end time and potential overtime fees with the couple in advance, so everyone is clear on what happens if the evening runs longer than expected.

#### WHAT TIME ARE SUNSET PHOTOS TAKEN?

We'll work with you and the couple to choose the best time for sunset photos based on the season, meal timing and flow of the day.

#### WHERE AM I ALLOWED TO SHOOT ON THE WEDDING DAY?

You're welcome to shoot in any public outdoor space on the property — the grounds are your creative playground! We kindly ask that you avoid staff-only areas, as well as our older barns, which are off-limits for safety reasons. If you're unsure about any location, our team will be happy to point you in the right direction. Please also note that, while we take precautionary measures, there is a risk of ticks in outdoor areas.

#### AM I ABLE TO VISIT THE PROPERTY BEFORE THE EVENT?

Yes! You're more than welcome to visit the property in advance. Please contact us to arrange a visit. We also recommend exploring our [Virtual Tour](#) to get a feel for the layout ahead of time. As you move through the tour, click the grey dots for helpful information about each area.

#### WHAT AREAS DO VENDORS HAVE ACCESS TO?

Vendors are welcome in all public event spaces. Access to employee-only areas—such as behind the bar, the kitchen, and other staff spaces—is not permitted unless accompanied by a Stonefields team member.

#### CAN I USE A DRONE ON PROPERTY?

You are able to use a drone on the property. It is the responsibility of the drone operator to know that there is an airport across the street, and to know and abide by the relevant rules and regulations pertaining to drone operations.

#### IS THERE A LADDER ONSITE IF NEEDED?

Yes, we can provide a ladder for large group shots if needed. Just let us know in advance so we can have it ready for you. Our team is also happy to suggest the best locations for wide-angle or elevated photos.

#### CAN I TAKE PHOTOS THAT INCLUDE MEMBERS OF THE STONEFIELDS TEAM?

Absolutely! We always appreciate seeing photos of our spaces, staff, and food & drink offerings in our couples' albums. Feel free to capture those moments — we're always grateful to receive images for potential marketing use.

#### CAN I SHARE WEDDING ALBUMS WITH STONEFIELDS FOR USE IN MARKETING?

Yes! After the event, we ask couples if they're comfortable with us reaching out to their photographer for images. If yes, we'll contact you directly to request permission. We always provide proper credit when sharing photos on social media, our website, or in printed materials. We encourage couples to submit their wedding to local magazines or blogs if they're interested in being featured elsewhere.

## VENDOR FREQUENTLY ASKED QUESTIONS FOR



### DO I NEED TO PROVIDE MY OWN TRAYS OR DESSERT PLATTERS?

Yes, we ask that you provide your own platters or stands and place them on the dessert table. This helps our staff set everything out efficiently when the time comes.

### IS THERE ANYTHING ELSE I NEED TO KNOW?

Stonefields does not charge a cake-cutting fee. If needed, our team will cut your wedding cake and set it out buffet style for guests. For sweet tables, the more prepared they are for display in advance, the smoother everything will go!

## Cake & Sweets

### WHEN SHOULD THE CAKE OR SWEETS BE DELIVERED?

We recommend they arrive between 9:00am and 3:00pm on the day of your event, before guests. If a later drop-off is needed, just let us know ahead of time to make arrangements.

### CAN STONEFIELDS REFRIGERATE DESSERTS BEFORE SERVING?

Yes, we can refrigerate or store your sweets before setting them on display, as long as we have available fridge space.

### WHAT AREAS DO VENDORS HAVE ACCESS TO?

Vendors are welcome in all public event spaces. Access to employee-only areas—such as behind the bar, the kitchen, and other staff spaces—is not permitted unless accompanied by a Stonefields team member.

### WHERE ON THE PROPERTY DO I SET UP?

We recommend exploring our [Virtual Tour](#) in advance to get a sense of the layout, especially if you're dropping off or setting up a dessert display. As you navigate the tour, click the grey dots for more details about each space. There are two wooden tables in the Loft commonly used for dessert setups. If additional space is needed, our team can provide extra tables—just let us know in advance.

# VENDOR FREQUENTLY ASKED QUESTIONS FOR

## Officiants

WHEN SHOULD I ARRIVE ON THE DAY OF?

We recommend arriving at least 45 minutes before the ceremony to allow time for any pre-ceremony adjustments and microphone or sound checks.

WHAT DOES STONEFIELDS PROVIDE?

We provide a signing table and chair, and a podium if requested. If a microphone is needed, it must be supplied by the DJ. Please note that a microphone is required for outdoor ceremonies.

WILL THE CEREMONY BE INDOORS OR OUTDOORS?

Couples have two ceremony locations to choose from — one outdoor and one indoor. The outdoor space is shaded, while the indoor Ceremony House is fully temperature controlled. Please check with your clients in advance to confirm which location they've selected.

DO I NEED TO ATTEND THE REHEARSAL AT STONEFIELDS?

Attendance is encouraged but not required. Our coordinator will be there to walk the couple and their wedding party through the processional and recessional, and to help clarify any final ceremony details.

WHEN ARE WEDDING REHEARSALS?

Rehearsals are held the Wednesday before the wedding at the following times:

- Thursday weddings - 1pm
- Sunday weddings - 2:30pm
- Friday weddings - 4pm
- Saturday weddings - 5:30pm



WHAT DOES STONEFIELDS HELP WITH DURING THE CEREMONY?

Our Stonefields coordinator will lead the group procession into your ceremony. Any ceremony-related questions can be directed to the coordinator at the rehearsal or on the wedding day.

WHAT DO THE CEREMONY SPACES LOOK LIKE?

We recommend exploring our [Virtual Tour](#) in advance to get a sense of the layout. As you navigate the tour, click the grey dots for more details about each space.

WHAT AREAS DO VENDORS HAVE ACCESS TO?

Vendors are welcome in all public event spaces. Access to employee-only areas—such as behind the bar, the kitchen, and other staff spaces—is not permitted unless accompanied by a Stonefields team member.

## VENDOR FREQUENTLY ASKED QUESTIONS FOR

### Master of Ceremonies

#### WHAT DOES THE EMCEE USUALLY DO?

The emcee helps guide the flow of the evening and typically manages the following:

- Welcoming guests once seated and sharing any housekeeping notes

- Introducing the grand entrance of the wedding party and couple

- Announcing speeches throughout the meal

- Introducing key moments like cake cutting and first dances

The exact responsibilities may vary depending on what the couple has asked you to do.

#### HOW WILL I KNOW WHEN TO MAKE ANNOUNCEMENTS?

Our Event Manager will work closely with you on the day to guide timing for all announcements. A staff member will connect with you during cocktail hour to go over your role, show you where the microphone is, and answer any questions. They'll prompt you when it's time for things like speeches or first dances.

#### WHAT IF I FEEL LOST AT ANY POINT?

That's what we're here for! If you have any questions during the event, don't hesitate to check in with a Stonefields team member — we're happy to help.



#### ARE THERE ANY RULES I SHOULD INCLUDE IN MY WELCOME SPEECH?

Yes, we ask that the following “housekeeping notes” be included:

- No drinking in the parking lot.

- No clinking of the glasses.

- Convenience items are available in the washrooms and console tables in the Loft - please leave them behind after use for future guests

The couple or emcee can decide how to work these into the welcome.

#### WILL THERE BE A PODIUM FOR MY NOTES?

Yes, we provide both a podium and a microphone stand for speeches.

#### WHAT AREAS DO VENDORS HAVE ACCESS TO?

Vendors are welcome in all public event spaces. Access to employee-only areas—such as behind the bar, the kitchen, and other staff spaces—is not permitted unless accompanied by a Stonefields team member.

## VENDOR FREQUENTLY ASKED QUESTIONS FOR

### *Shuttle Companies*

WHAT TIME SHOULD GUESTS BE DROPPED OFF BEFORE THE EVENT?

Ceremonies are typically held at 4pm. We recommend shuttles arrive no later than 3:45pm to allow some buffer time in case of traffic or unexpected delays.

IF THERE ARE MULTIPLE RETURN SHUTTLES, WHAT TIME SHOULD THE FIRST ONE ARRIVE?

We recommend the first return shuttle arrive no earlier than 11:00pm, allowing time for dinner and key moments to wrap up. Some couples choose to book an earlier shuttle, which is fine — just note that it's unlikely many guests will use it.



AS A DRIVER, WHAT TIME SHOULD I BE READY TO PICK UP GUESTS IN THE EVENING?

Last call is at 12:45am, so we ask that all final shuttles arrive by 12:45am and be ready for guest pickup. To allow time for a smooth departure and cleanup, shuttles should aim to arrive at least 10 minutes before the event ends at 1:00am. It's important that the venue is cleared promptly to allow us to prepare for the next event.

AM I ABLE TO LEAVE THE SHUTTLE ONSITE DURING THE EVENT?

Yes, the shuttle can remain onsite during the event as long as it is attended.

WHAT AREAS DO VENDORS HAVE ACCESS TO?

Vendors are welcome in all public event spaces. Access to employee-only areas—such as behind the bar, the kitchen, and other staff spaces—is not permitted unless accompanied by a Stonefields team member.

## VENDOR FREQUENTLY ASKED QUESTIONS FOR

### IS HAIR AND MAKEUP PERMITTED ONSITE?

Yes, if the Stonefields Salon has been included in your client's wedding package, hair and makeup services are welcome onsite. You'll have access as early as 7:00am, with use of the space until 2:00pm. This dedicated area is designed specifically for hair and makeup preparation and offers a professional setting. Wedding parties also have access to the Farmhouse as of 1:00pm for getting dressed and photos. If you're booked to do hair or makeup onsite, please ensure your timing allows the couple and their party enough time to transition to the Farmhouse, get dressed, and take pre-ceremony photos. All hair and makeup services must be done in the Salon only.

### *Hair and Makeup Artists*

### HOW MANY PEOPLE CAN FIT IN THE SALON?

The total capacity of the Salon is 12 guests, including hair and makeup teams. The space includes 4 professional styling chairs allowing services to be provided on up to 4 people at once, and can comfortably accommodate 4 additional guests. It's a compact space, so for larger wedding parties, we recommend staggering bridesmaid arrival times to keep the room comfortable and efficient.



#### WHAT AREAS DO VENDORS HAVE ACCESS TO?

Vendors are welcome in all public event spaces. Access to employee-only areas—such as behind the bar, the kitchen, and other staff spaces—is not permitted unless accompanied by a Stonefields team member. For vendors using the Salon in the morning: Please remain within the Salon until the property is ready for the day's couple. This helps ensure privacy and a smooth transition between events.

#### WHAT ELSE DO I NEED TO KNOW?

Stonefields coordinator arrives at 9:00am. If the couple plans to begin hair and makeup earlier, they will receive access instructions to accommodate the 7:00am start time.

Food is welcome, but no outside alcohol please. The Salon is a licensed space. We provide self-serve coffee, tea, and water. The previous day's newlyweds are resting nearby in the Farmhouse until 10:00am. We ask that everyone keep noise to a minimum out of respect for their quiet morning.

Please do not move or unplug any Salon furniture or equipment. If adjustments are needed, Stonefields coordinator can assist after 9:00am.

Hair and makeup professionals are responsible for any damage to the Salon or its contents. We ask that all equipment and surfaces be treated with care.

#### AM I ABLE TO DO TOUCH UPS ON SITE?

Yes, you're welcome to do touch-ups onsite. While the Salon closes at 2:00pm, other getting ready spaces — like the Farmhouse or Pub — can be used for final touch-ups after that time.

#### DO I NEED INSURANCE TO WORK ONSITE?

We recommend that all vendors carry general liability insurance. While this is not currently a requirement, it helps protect both you and your clients.

