



WEDDING INTAKE FORM

Please fill out as much as you know at this point. We'll make a copy before you leave to begin drafting your Wedding Plan. You can email us any additional information later at innkeeper@colbyhillinn.com.

YOUR VISION

Colors:

Preferred Flowers:

Concepts:

Special Features:

YOUR WEDDING TEAM

Bridal Party 1 - Attendants to Bride or Groom (names):

Bridal Party 2 - Attendants to Bride or Groom (names):

Couple's Parents:

Couple's Grandparents:

Florist/Flowers:

Photographer:

Videographer:

Ceremony Officiant:

Music:

Hair & Makeup:

Other Vendors:

REHEARSAL DINNER

☐ **Held at Colby Hill Inn** (if not, skip to ceremony section)

Time: _____ **# of Guests:** _____ (include yourselves)

Location Preference:

- | | |
|--|--|
| ☐ Henniker Dining Room (up to 26) | ☐ Into the Woods (up to 50) |
| ☐ Garden Dining Room (up to 34) | ☐ Main Lawn |
| ☐ Pool Area (up to 40) | ☐ Barn |

Food Options:

1. Pick Your Food Package (circle A or B)

A.) Dinner Buffets.....\$59.00 pp

- Pick a Level One Dinner Buffet (Level 2 +surcharge)
- **OR** Host a Cocktail Party with an assortment of heavy d'oeuvres
- Pick one Sweet Ending **OR** one Dessert Station (\$8 surcharge)

B.) Feast Experience.....\$72-130 pp

- Pick one Feast
- Pick one Sweet Ending **OR** one Dessert Station (\$8 surcharge)

Bar Plans:

- ☐ Full Open at expense of hosts. Limited to Number of Hours: _____
- ☐ Cash Bar at expense of guests
- ☐ Combination

Food Notes (early food decisions):

Special Requests for Tables, Decoration; overall vibe and style:

one long Farm Table or Individual Tables

☐ Would you like yard games set up?

CEREMONY

of Guests: _____ (include yourselves)

Ceremony Location Preference:

- | | |
|--|--|
| ☐ Meadow with White Birch Arbor | ☐ Main Lawn – under locust tree |
| ☐ Main Lawn – Gazebo | ☐ Main Lawn – facing rose arbor |
| ☐ Main Lawn – facing barn archway | |
| ☐ Main Lawn – facing barn corner | ☐ Barn (up to 110) |

Chair Arrangement (note # of guests seated – do not include bridal party/officiant):

Processional Details:

Ceremony Notes:

Special Requests for Tables, Decoration, Etc.:

COCKTAIL RECEPTION

Reception Time: _____

Reception Location Preference:

- | | |
|--|------------------------------------|
| ☐ Restaurant (up to 60) | ☐ Main Lawn |
| ☐ Meadow | ☐ Barn |

☐ Open Bar One hour Two Hours Three Hours Four Hours Five Hours

☐ Full Cash Bar ☐ No Alcohol

☐ Stationary Appetizers - (thoughts):

☐ Passed Hors D'Oeuvres - 2 3 4 More

Reception Notes:

Special Requests for Tables, Decoration, Etc.:

Cocktail Table Coverings

White	Black	Champagne	Lilac
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BARN DINNER

Notes on Seating – Table Requests:

Seated on First Floor (wooden farm tables):

Seated on Mezzanine Level (bistro farm tables with white tablecloths or round tables with ivory tablecloths and colored runners on either):

Napkin Preference

Red/White French Farmhouse

Grey/Black/White French Farmhouse

Blush

Wheat

Orange

Navy

White

Green

Burgundy

Rusty Brown

Table Runners

Rust

Dusty Blue

Sage Green

Ivory

DINNER CHOICES:

Cocktail Reception\$26 pp

- Choose 1 Vegetarian, 1 Meat, 1 Seafood Passed Hors d'Oeuvres
- Add Food Station (Level 1-3, starting at +\$18 surcharge pp)

Two-Course Seated with Dessert Station with Sweetheart Cake\$72 pp

- Country biscuits with blended butter (no choices needed)
- **Add** a Plated Appetizer (+ surcharge, price dependent on selection)

- Choose a Soup/Choose a Salad (Combination Plate)
- Choose Two Entrées with Composed Sides (plus a vegetarian option)
- **Substitute** 3 Bowls Family-Style Sides for Composed Sides (surcharge \$6 pp)
- Make Dessert Station Choices (2-4 depending upon package)
- Sweetheart Cake Flavors
- **Add** a Late-Night Snack (surcharge of \$6+ pp)

Dinner Notes:

Special Table Requests (i.e. favors, memorials):

What are you providing for guest favors?:

List any Signage that you are creating:

Other Special Needs/Requests:

GUESTROOM ASSIGNMENTS: (if not already provided – note if any room has more than 2 guests)

Guestroom #1:

Guestroom #2:

Guestroom #3:

Guestroom #4:

Guestroom #5:

Guestroom #6:

Guestroom #7:

Guestroom #8:

Guestroom #9:

Guestroom #10:

Guestroom #24:

Guestroom #25:

Suite #1:

Suite #2: Couple