

WESLEYAN EVENTS AND CONFERENCES

# WEDDINGS & SOCIAL EVENTS PLANNING GUIDE

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<https://www.wesleyan.edu/reservationsandconferences/>



On behalf of Wesleyan University, we are delighted that you have chosen to consider our institution for your upcoming wedding ceremony or reception.

At Wesleyan, we take pride in our versatile venues that are perfectly suited to accommodate a wide range of weddings and receptions. Our dedicated team is committed to ensuring your special day is a success by providing exceptional service and support throughout your planning process.

To inquire about a space or to schedule a tour of our campus, please do not hesitate to contact a team member from our office or email us at [events@wesleyan.edu](mailto:events@wesleyan.edu). We are more than happy to answer any questions you may have and to assist you in any way possible.

We look forward to the opportunity to work with you and to help make your wedding a day to remember!

# WELCOME





# MEET OUR TEAM

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*Assistant Director*

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*Assistant Director*

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# VENUES



## **Beckham Hall**

Beckham Hall is a large ball room with beautiful vaulted ceilings, hardwood floors and upper and lower lobbies that are accessible to those with disabilities. Seating for dinner is just over 200



## **Daniel Family Commons**

The DFC is a spacious dining area with windows along two walls. Enjoy cocktails by the fireplace in the lounge or on the outdoor terrace. This room seats 130 comfortably for dinner and over 300 for standing receptions



## **Russell House**

The Russell House is a National Historical Landmark and is decorated with period antiques. Standing receptions for up to 100 people or seated dinners for 60 can be held within the house



## **Memorial Chapel**

Wesleyan's Memorial Chapel is a Gothic revival brownstone building that seats up to 530 in traditional pews on two levels. the multi-denominational chapel welcomes all types of civil or religious wedding ceremonies



## **Zelnick Pavilion**

Zelnick Pavilion is a beautiful glass atrium that offers a unique setting that is often used for receptions following events in the chapel. The pavilion seats 40 for dinner and 100 for a standing reception



## **PAC Forum**

The Forum is our newest space on campus and is a beautiful open foyer that can be tailored to your event needs. Standing capacity for the Forum is 300 and seated capacity is 96

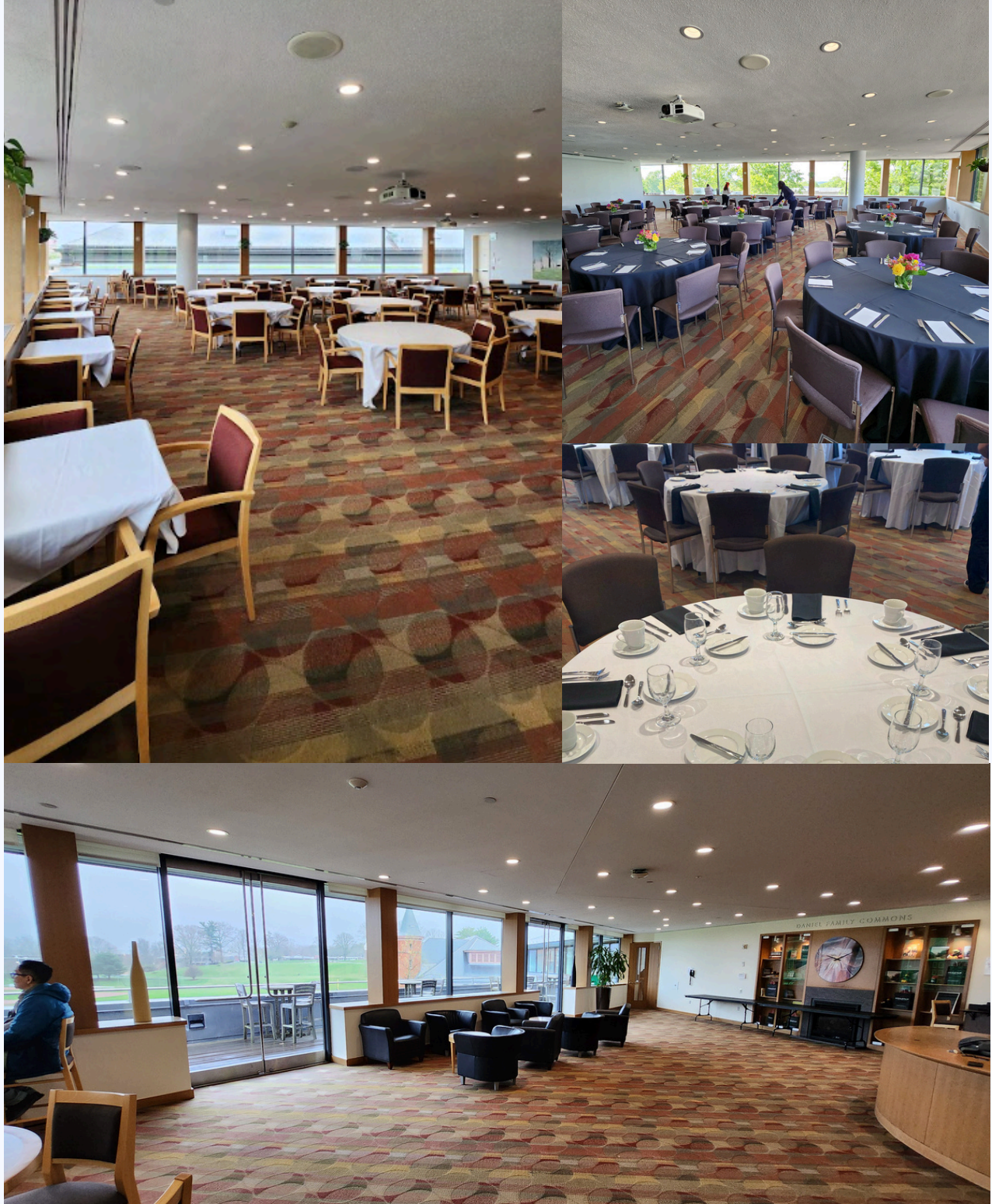


# BECKHAM HALL





# DANIEL FAMILY COMMONS



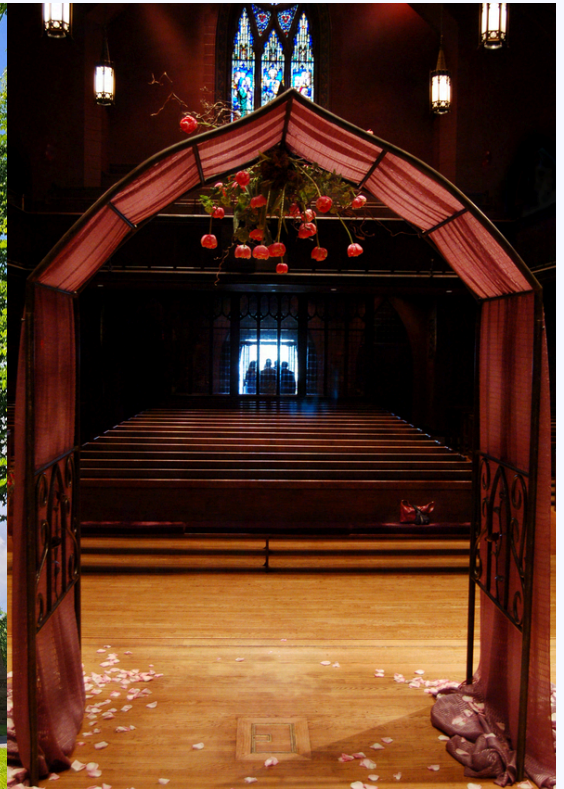


# RUSSELL HOUSE



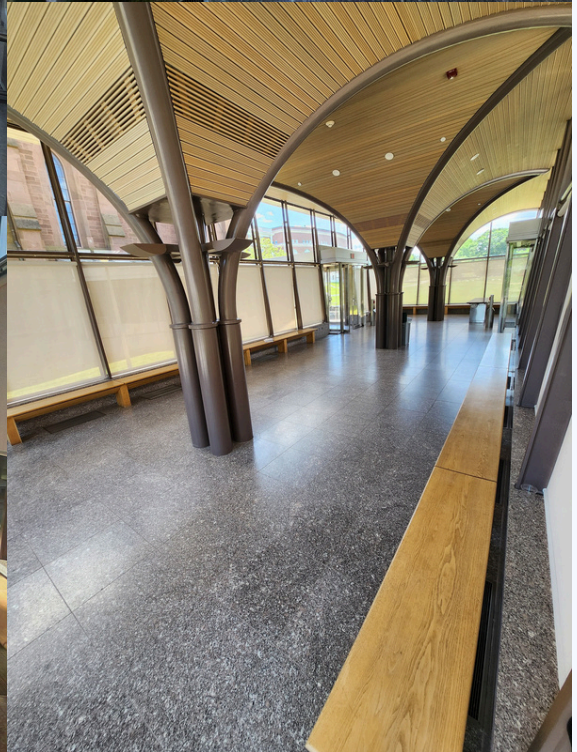
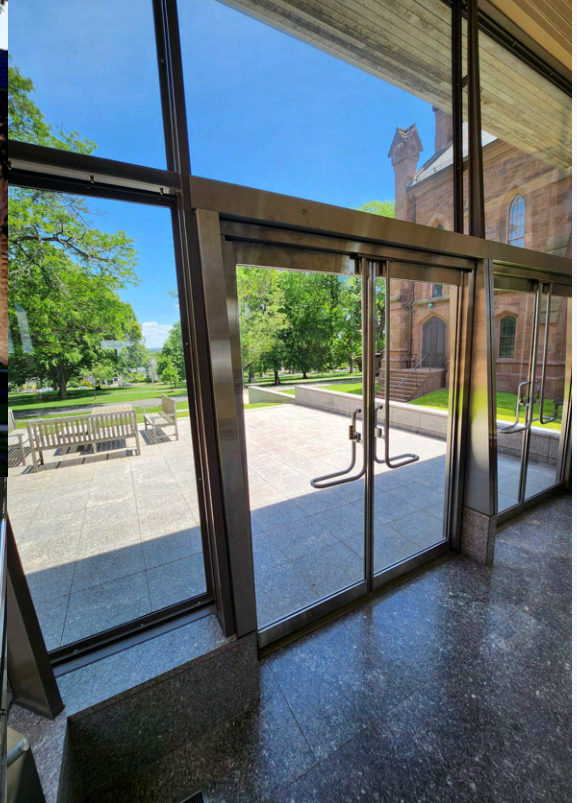


# MEMORIAL CHAPEL





# ZELNICK PAVILION

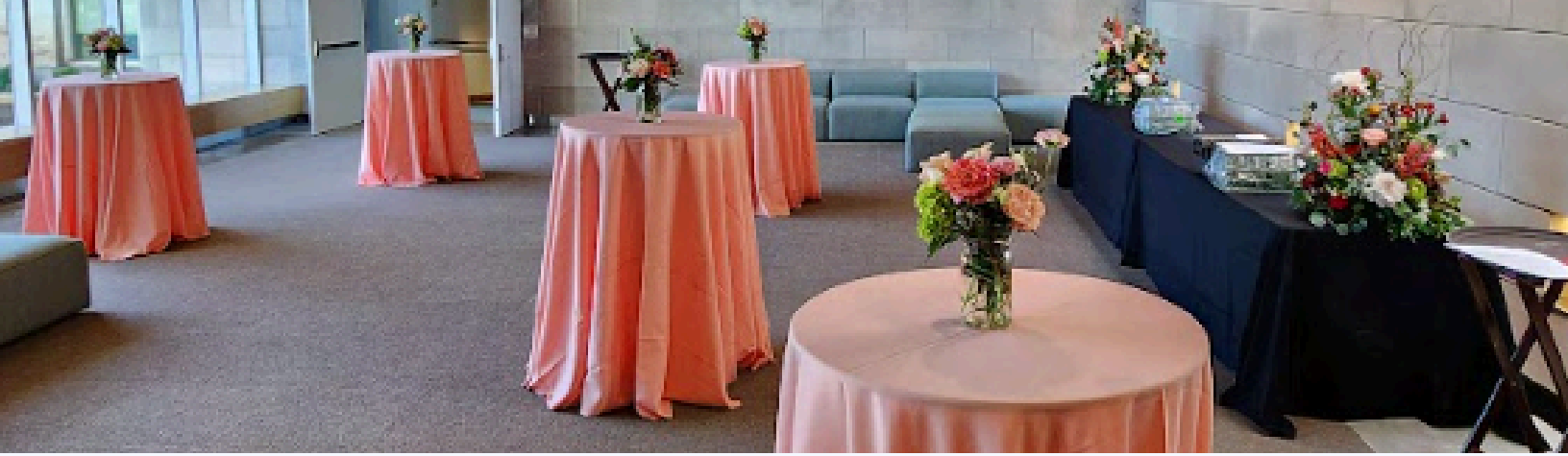




# PAC FORUM







# SERVICES OFFERED

We offer a wide range of services to help support your event. Some services are included in the rental costs while others are available for a fee.

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- 01      Event A/V support**
- 02      On-site catering**
- 03      Tables, chairs, and event set up**
- 04      Free on-site parking**
- 05      Free Wi-Fi**
- 06      Custodial services**
- 07      Event Signage**
- 08      Comprehensive event planning oversight**

# PRICING



## **Beckham Hall**

**\$2,000**



## **Daniel Family Commons**

**\$1,000**



## **Russell House and garden**

**\$1,000**



## **Memorial Chapel**

**\$1,000**



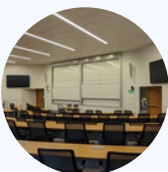
## **Zelnick Pavilion**

**\$500**



## **PAC Forum**

**\$1,000**



## **Meeting Spaces**

Please inquire about various spaces and pricing

*\*We offer Wesleyan affiliate pricing to alumni - please inquire about pricing\**





# CATERING

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We offer on-site catering through our partner, Bon Appetit.

Bon Appétit has been the food service provider for Wesleyan University since the Fall 2007. Founded in 1987, Bon Appétit Management Company is an onsite custom restaurant company that provides café and catering services to corporations, college and universities, and specialty venues. Bon Appétit is known for its culinary expertise, commitment to socially responsible food sourcing and business practices, and strong partnerships with respected conservation organizations.

**<https://wesleyan.cafebonappetit.com/catering/>**

**For more information about our catering services and menus, please contact our Catering Manager, John Kehoe. He can be reached at [jkehoe@wesleyan.edu](mailto:jkehoe@wesleyan.edu).**

Clients may use external caterers if desired. We have a list of preferred vendors who we have worked with closely in the past. Other caterers not listed are permitted as well. We ask that you please request a copy of their catering license when booking. We may also ask that Wesleyan University be listed as an additional insured on the caterer's insurance.

# PREFERRED VENDORS

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## CATERING

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**Bourassa Catering and Events**

info@bourassacatering.com

203 269 9266

**Spice Catering catering Group**

info@spicecateringgroup.com

203 516 5665

**Illiano's Ristorante and Pizzeria**

203 269 9266

**Avella's Italian Takeout**

860 807 3768

**David Alan Hospitality Group**

info@dahospitalitygroup.com

860 357 4100

**Bears Smokehouse**

Catering@bearsbbq.com

860 785 8772

**Small Kitchen Big Taste**

info.kkcooks@gmail.com

475 238 8470

**Cloud Nine Catering**

info@cloudnynecatering.net

860 388 9999

**The Cooking Company**

thecookingco1@gmail.com

860 343 0008

**Kellis Kitchen**

kelliskitchen17@gmail.com

203 675 7393

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## LODGING

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**The Inn at Middletown**

stay@innatmiddletown.com

860 854 6300

**Courtyard by Marriott Hartford Cromwell**

860 635 0684

**Wesley Inn and Suites**

860 346 9251

**Hilton Garden Inn Wallingford/Meriden**

203 284 0000

**Residence Inn by Marriott Rocky Hill**

860 257 7500

**The White Lion Manor**

thewhitelionmanor@gmail.com

860 358 9145

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**BARTENDERS**

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**Approved Vendors**

**Bon Appetit**

jkehoe@wesleyan.edu

860 685 3504

**Two Pour Guys**

twopourguy@yahoo.com

203 215 6701

\*Please note you are required to use an approved vendor for any alcohol served at an event on campus\*

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**RENTALS**

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**Connecticut Rental center**

tom@ctrentalcenter.com

860 347 4688

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**ENTERTAINMENT**

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**Powered By 2 DJs**

mario@Poweredby2DJs.com

718 578 9843

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**FLORALS**

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**Wild Orchid**

wildorchidflowers84@gmail.com

860 344 9233

**Lagana Florists**

orders@laganaflorist.com

860 344 0501

**McInerney's Flower Shop**

mcinerneysflorist@comcast.net

860 632 0789



# DECORATIONS POLICY

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Plans for decorations should be reviewed with Events and Conferences staff prior to the purchase of materials and the actual event.

- All decorations must be non-flamable (flame retardant) as required by fire regulations.
- Per the Usdan/ Fayerweather/ Wesleyan Posting Policy – nothing is to be taped to windows or doors in either building. No tacks or nails or taping to walls, no taping to chairs. We can provide easels if available.
- If used, we require table coverings which are color-fast, and prefer cloth or plastic lined paper.
- All streamers must be colorfast
- String Lights: Must be UL approved and kept to a minimum on case by case determined by Usdan Center Personnel. Any wires must be covered by a floor cable cover or taped down with professional gaffers tape. Preferably, string lights should be plugged directly to an outlet. If that is not possible, only grounded (3 pronged) extension cords can be used.
- Paper Confetti: Yes
- Metal or Plastic Confetti: No (choking hazard)
- Helium Balloons must be tied to a balloon weight, chair, etc. If a helium tank is used it must be tethered/chained to the wall or a post.
- Candles: Must be self-extinguishing and approved beforehand by Usdan Center Operations Staff and Campus Fire Safety and noted in EMS.
- No hanging items from ceilings, sprinkler systems or any beams etc. No blocking the entrances exits with decorations. All walkways must be kept clear.



## Wesleyan University Policy on Alcohol at Events

[Effective September 1, 2024]

Event hosts must take steps to ensure compliance with Connecticut State law and University policy, including ensuring that alcohol only be served to event attendees who are of legal drinking age

1. Compliance with law: Event hosts are, at all times, required to comply with Connecticut law regarding the serving of alcohol (see Title 30 of the Connecticut General Statutes).
2. Among other requirements and as a general matter, Connecticut law (and University policy) require the event host to obtain a liquor permit through the Connecticut Liquor Control Commission any time<sup>1</sup>:
  - a. The event where the alcoholic beverages is to be served is not strictly a closed, private\* event;
  - b. There is any charge or compensation of any type for the alcoholic beverage
  - c. The event is hosted by an external client not affiliated with a University department
3. Events must use Bon Appetit or another licensed and fully insured caterer who holds a State of Connecticut liquor permit for alcohol service and who is also licensed to serve alcoholic beverages:
  - a. At any event that isn't strictly closed as described above;
  - b. At any event where there is a charge or compensation of any type for the alcohol served;
  - c. Any liquor beyond beer and/or wine is to be served at the event; and/or
  - d. Any attendees of the event will or could be under legal drinking age (this includes any student organization sponsored events)
  - e. At any event occurring on campus and hosted by a non University department
4. Other Considerations – Event hosts and organizers must also ensure compliance with all other applicable laws and policies, including without limitation specific University building policies including the University Open Container Policy and Policy on AOD. In addition, event hosts and organizers must adhere to the following guidelines:
  - a BYOB events are not permitted
  - b. Event host(s) must be at least 21 years old.
  - c. Organizers should plan to have an appropriate amount of alcohol based upon the number of attendees of legal drinking age.
  - d. Kegs and half kegs are not permitted in facilities; outdoor picnics/receptions that meet all other policy criteria and are managed by Bon Appetit may have kegs/half keg if the amount is appropriate to the event. (Full Keg = ~156 12 oz drinks; Pony Keg = ~82 12 oz drinks).
  - e. Whenever alcohol is to be served, the hosts must provide ample food and non-alcoholic beverages.
  - f. Alcohol may not be served 30 minute prior to the event ending.
  - g. Door monitors, designated event hosts, bartenders, and event staff cannot consume alcohol during the event. All **MUST** be 21 years or older.
  - h. Events hosted by contract clients may not provide their own liquor/beer/wine. If Bon Appetit is not the caterer, the client caterer must be licensed and insured to provide and serve alcoholic



# BOOKING & PAYMENT

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Each client must enter into a contract with the university to reserve space on campus. The contract will outline what spaces are being reserved, fees associated with booking, services, as well as dates, timing, and approximate guest counts.

Our office charges a 15% administration fee on top of all booking and service fees.

We require a certificate of insurance for any event held on campus. Coverages include commercial general liability insurance and excess umbrella coverage. Not to exclude sexual harassment.

“Wesleyan University, its officers, agents, servants and/or employees” should be listed as additional insured

We Accept checks and money orders as forms of payment. Payment is due in full 30 days prior to the event start date

Make check out to:

**Wesleyan University, care of Events and Conferences**

please mail to:

**Usdan University Center, care of Events and Conferences, 45 Wyllys Ave, Middletown,  
CT 06459**



# Q&A

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**Q: Is parking on campus free?**

A: Yes! Parking on campus is free. We most often will direct guests attending an event to our visitor lot (V Lot) up on Vine St or the E Lot on Weekends and after 5:00pm when the lot turns into visitor parking.

**Q: Is there a discount for Wesleyan Alumni?**

A: Yes! Wesleyan Alumni and affiliates receive at 20% discount on our reservation fees.

**Q: Does Memorial Chapel have A/C?**

A: Yes! Memorial Chapel does have A/C

**Q: Does Bon Appetit catering do wedding cakes?**

A: No, Bon Appetit does not do wedding cakes. However, we are happy to recommend some local bakeries to you!

**Q: Can I bring in my own priest, rabbi, justice of the peace, minister, magistrate, etc.?**

A: Yes! Memorial Chapel is non-denominational and all types of civil or religious wedding ceremonies are permitted.

**Q: Is there a specific time of day to adhere to for my wedding ceremony?**

A: No, your ceremony can take place at any time you would like between the hours of 9:00am to 9:00pm.

**Q: Can I use a caterer not on the preferred vendors list?**

A: Yes, we permit other caterers not on the preferred vendors list. We ask that you please request a copy of their catering license when booking. We may also ask that Wesleyan University be listed as an additional insured on the caterer's insurance.

**Q: Can I use another bartending service not listed on the preferred vendor's list?**

A: No, we ask that you please use either of the two bartending services listed on our preferred vendor's list.

\*if your caterer is fully licensed and insured for bartending services, then we will permit them to serve alcohol on campus\*

# DIRECTIONS TO CAMPUS

## **From Hartford and points north**

Take I-91 south to Exit 22 for Route 9 southbound. At exit 15, turn right onto Route 66 West (Washington Street), turn left onto High Street.

## **From New Haven, New York and points south**

Take I-95 North to I-91 North. At exit 18, take Route 691/66 East. Route 66 becomes Washington Street in Middletown. Take right onto High Street.

Or, take I-95 north to the Merritt/Wilbur Cross Parkway (Route 15 North) to Route 66 Eastbound. Take right onto High Street.

## **From Waterbury and points west**

Take I-84 East. Take exit 27 to Route 691/66 East. Route 66 becomes Washington Street in Middletown. Take right onto High Street. (Please refer to the notice above for changed traffic conditions on Route 66/Washington Street.)

## **From Boston and points northeast**

Take the Massachusetts Turnpike (I-90) West to Exit 9 for I-84 West to Hartford. Take exit 57 over the Charter Oak Bridge and follow the signs to I-91 South. Take I-91 south to exit 22 for Route 9 Southbound, At exit 15, turn right onto Route 66 West (Washington Street), turn left onto High Street.

Or, take I-95 South through Providence, then take Exit 69 to Route 9 North (approximately 26 miles to Middletown). At exit 15, turn left.

## **Address**

Usdan University Center  
Wesleyan University  
45 Wyllys Ave  
Middletown, CT 06459

## **Campus Map**

## **Transportation**





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# NEXT STEPS



Reach out to one of our team members to inquire about availability and to set up a tour!

We would love to hear from you and answer any questions about our venues.

*Thank you!*



860 685 2280



<https://www.wesleyan.edu/reservationsandconferences/>



[events@wesleyan.edu](mailto:events@wesleyan.edu)

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