

Wilmington Wedding Venue & Catering

We're excited to have you as part of our couple's special day. These guidelines help ensure a smooth, safe, and enjoyable event experience for all.

Venue Contact (Day of Event) Text for assistance: 503-559-6261 Please provide copy of insurance listing Wilmington Wedding Venue & Catering as additional insured 2 weeks prior to event.
joan@wilmingtonweddingvenue.com

Arrival & Setup

- Arrive during the vendor access window provided by the couple, entrance is the 2nd driveway on Dartmoor st., you may park parallel to black tent, upon arrival please provide your cell number, you can text it to 503-559-6261
- **DJ setup location:** far right inside the pavilion near electrical outlets
- Use venue-approved outlets only; all cords must be secured
- Complete set up prior to guest arrival when possible
- Do not push or lean on tent poles (structural support)
- **Sound Levels**
- Music volume must remain within venue limits at all times
- If sound exceeds **60 decibels**, volume must be reduced immediately upon request
- Please manage bass levels to limit sound travel beyond the venue

Music Curfew & Quiet Time

- **Amplified music must end by 10:00 p.m.**
- **Quiet time begins at 10:00 p.m.** per Mat-Su Borough regulations

Safety & Equipment

- All cables must be taped down or safely covered
- No open flames, cooking, fog machines, or pyrotechnics permitted in the tent or pavilion.
- DJ setup must not block exits, walkways, or guest flow
- DJs are responsible for their equipment at all times

Breakdown & Load-Out

- Load-out must occur within the approved vendor exit timeframe
- Remove all equipment and personal items from the venue
- Any damage caused by DJ equipment or setup may be billed

*Thank you for helping us provide a seamless and memorable experience at
Wilmington Wedding Venue & Catering.*