

## *Signature Wedding Package*

This Agreement is made effective as of \_\_\_\_\_, by and between Oak Creek Lodge, LLC. Bed, Breakfast & Wedding Retreat and \_\_\_\_\_, The Clients represent that they desire to hold a wedding on \_\_\_\_\_ at Oak Creek Lodge, LLC. Bed, Breakfast & Wedding Retreat.

Weddings at Oak Creek Lodge offer the complete experience for your special day. An Open Air Chapel for your ceremony and a beautiful setting for your reception, with two night accommodations for up to 15 guests, residing in the 6 bedrooms, at our bed and breakfast which includes a gourmet breakfast in the morning.

There are 3 package options available:

- Tuscan Wedding – Tuscan setting, guests are seated in the Chapel with an ornate black iron arch, view is of the gardens.
- Garden Wedding – Guests are seated on the grass with a mesh arch decorated in flowers and the view is of the garden and trees.
- Pool side Wedding – Guests are seated in the Chapel facing the pool, elegant arch with white lattice, pool has floating flowers/candles and lights on the fence.

All the above wedding choices include the following for the price of \$3750, If you want just one overnight it is \$2995.

- a. Banquet tables and chairs for \_\_\_\_\_ Guests
- b. Time of event: \_\_\_\_\_ to \_\_\_\_\_. Time of Wedding\_\_\_\_\_.
- c. Set up and clean up by Oak Creek Lodge for the Wedding only. Layout of tables due to us by \_\_\_\_\_
- d. Depending on the number of guests, up to a 40x40 Tent with transparent sides and Heat if needed.
- e. Use of the two indoor bathrooms. Guest are prohibited from using guestroom baths.
- f. Officiant for rehearsal and wedding day.
- g. Two overnight stays for 15 guests, beginning on\_\_\_\_\_ and checking out on \_\_\_\_\_. Breakfast is included with any overnight stay for all houseguests.
  1. Please provide names of all houseguest and room assignments 14 days prior to the event.
  2. Each additional house guest over the age of 12 is \$30 per person.
- h. Rehearsal Dinner the night before
  1. Client is responsible for all food, beverages, and clean up following the rehearsal dinner.
  2. Oak Creek Lodge, LLC. will supply the venue only.
  3. Rehearsal dinner must end by 10:00pm.
  4. Arrangements:

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**1) VENUE RENTAL FEE(S):**

(a) The Clients or Representative for the Client (s), agree to pay an initial nonrefundable deposit of \$500. This payment serves to hold the venue for the specified date of event or wedding and is payable at the time of contract signature.

(b) The remaining agreed upon VENUE RENTAL FEES will be due as follows:

1<sup>st</sup> payment

2<sup>nd</sup> payment

3<sup>rd</sup> payment

4<sup>th</sup> payment

(c) Payments may be made via (cash delivery, certified check, or credit card.)

**2) DATE CHANGES:**

In the event the Client (s) is forced to change the date of the event or wedding, every effort will be made by Oak Creek Lodge, LLC. to transfer reservations to support the new date. The Client(s) further understands that last minute changes can impact the quality of the event and that Oak Creek Lodge is not responsible for these compromises in quality. If the date is changed less than 60 days from the event, the cancellation policy guidelines will be followed as if using the original date.

**3) GUIDELINES:**

(a) Parking: Staff will aid in directing cars for parking in the front of the Lodge, on the grass. No vehicles shall be parked on any other lawn surface unless granted permission by the owners.

(b) Swimming Pool: Posted rules for the swimming pool must be followed by Client(s) and their Guest(s), who release Oak Creek Lodge, LLC. from any liability for bodily injury. The only people that are permitted to swim are the guests of the overnight stay unless permission is granted by the owners. The pool will be closed 30 minutes prior to the beginning of all events and will remain closed until 8am the following day!

(c) All unregistered house guests must vacate the premise by 11:15pm.

(d) Candles: All candles are prohibited; however the LED lights are acceptable.

**4) EVENT ENDING TIMES:**

All events must end by 11pm on Friday and Saturday evenings, 10pm on Sunday-Thursday evenings to comply with sound ordinances.

**5) DECORATIONS:**

Decorations may not be hung with tape, wire, nails or screws in Oak Creek Lodge, LLC. or the Chapel which will damage the venue. All decorations must be removed without leaving damages directly following the departure of the last guest, unless special arrangements have been made between the Client(s) and the venue.

Note: The use of birdseed and blowing bubbles are permitted only outside for wedding and reception farewells

**6) LIQUOR/BEVERAGES/ILLEGAL SUBSTANCES:**

Oak Creek Lodge, LLC. does not have a liquor license. If you choose to serve alcohol at your event you must arrange for alcohol service and you must purchase a one-day event (\$1,000,000 minimum) insurance policy. You are responsible to ensure the safe departure of all guests from Oak Creek Lodge. You are responsible for any liabilities arising out of the service of alcohol. Under no circumstances should your guests drive while intoxicated. If necessary, vehicles may be left overnight.

The Liquor bond is due by \_\_\_\_\_.

Illegal substances are not allowed at any time on the premise. Drunken/Violent disturbances are prohibited and subject to immediate removal from the premise and possible termination of event without refund. No Red Wine permitted in the home.

**7) FIREPIT & GAMEROOM:**

The firepit and the game room are open for your guest during the event. The Oak Creek Lodge, LLC. staff must start any fire's. Time for Fire pit \_\_\_\_\_.

**8) SMOKING:**

Oak Creek Lodge, LLC. is a non-smoking venue. Smoking will be permitted only in designated areas outside.

**9) WEATHER:**

Oak Creek Lodge, LLC. shall not be held liable for any inclement weather or failure to carry out the function due to fire, electrical failure, an act of God or other condition beyond its reasonable control.

**10) CANCELLATION:**

Cancellation Policy: If an event is cancelled after 60 days from the scheduled event date, this would be any time after \_\_\_\_\_. Then 50% of the total (\$\_\_\_\_\_) is refundable provided an event of similar scope can be scheduled. Cancellations are to be in writing to Oak Creek Lodge, LLC. The refund of any deposits made with a credit card will be subject to an additional 5% cancellation charge, regardless of the date of cancellation.

**11) WEDDING COORDINATION:**

Oak Creek Lodge, LLC. encourages the Client to contract with a Wedding Coordinator/Consultant to provide services for both the wedding rehearsal and for the wedding/reception. Oak Creek Lodge does not assume responsibility for coordinating the rehearsal or wedding activities. A coordinator can provide an invaluable service to the Client, including, but not limited to: coordination at the rehearsal, with placing the wedding décor, and with every detail on the day of the event, and can professionally handle any issues occurring at the wedding and reception.

**12) VENDORS:**

Some of the items you may need, not provided by Oak Creek Lodge, LLC. are:

Florist, Caterer, Cake, Photographer, Videography, DJ, Decorations, Linens, plates, cups, utensils. This list may include more items but is not all inclusive and is just some suggestions.

All vendors are responsible for their own set up and clean up.

Please notify Oak Creek Lodge in writing of your vendors no later than 30 days before your event.

**13) CATERING AND FOOD SERVICE:**

No food preparation is allowed at Oak Creek Lodge, LLC., by the Client's guests, contracted labor, or their subcontractors. However, fully prepared food may be brought to Oak Creek Lodge, LLC. for service at the event by a licensed caterer. The caterer is responsible for the removal of all garbage and debris from the event.

**SIGNATURES:**

Wedding couple \_\_\_\_\_ Phone: \_\_\_\_\_

Couple: \_\_\_\_\_ Date: \_\_\_\_\_

Couple: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Email: \_\_\_\_\_

Contact: \_\_\_\_\_

**The Oak Creek Lodge Bed, Breakfast, and Wedding Retreat**

By: \_\_\_\_\_ Date: \_\_\_\_\_