

WEDDING GUIDELINES

APPOINTMENTS & CONSULTATIONS: We value the time spent with you discussing your dream day. Tours and consultations are by appointment only. Our Wedding Sales Manager will review with you the many options available at The Coeur d'Alene Resort, available dates, and offer a tour of the venues that best fit your dream day.

A member of the Wedding Department is in the office Monday-Friday, 9am to 5pm. There are times that our schedules will change due to events. We attempt to return calls and emails within 24 to 48 hours. Please note that during the peak season, Saturday appointments will be accepted on a limited basis.

AVAILABILITY: Access to the ceremony and reception site for decorations setup prior to scheduled starting time is subject to availability and may require additional charges. Event times vary based on location and package offering. Please consult your specific venue guidelines.

No pricing or space is guaranteed until a deposit has been received.

BARS: The Resort reserves the right to refuse service to anyone who may be, in The Resort's views, impaired or under the legal drinking age. All Guests must have the ability to provide identification for proof of age. The Resort reserves the right to close the bar at its discretion. No outside alcohol may be brought into any of the private resort spaces or changing rooms. Beverage minimums may apply depending on the venue selection.

BOOKING: The Resort venues and facilities may be reserved for ceremonies and receptions within 12 months of the date you wish to reserve.

CAKES: The Resort charges a cake cutting fee of \$1.50 person + tax and gratuity. It will be the sole responsibility of the bakery or individuals providing the wedding cake to handle all setup and are responsible for all cake utensils, stand, etc. All cakes and desserts should arrive during the setup time of your event. The Resort is unable to provide storage for your wedding dessert. The Resort is not liable for any damage incurred by weather.

CORKAGE: No outside beer, wine, or alcohol is permitted in any event venue.

DECORATIONS: We welcome your creativity in designing the wedding of your dreams. Decorations may only be used that, in our judgment, will not damage any surfaces. No nails, tacks, confetti, glitter, sand, or hay are allowed. Décor items cannot be attached to any walls or windows. Candles must be enclosed in a votive holder that stands to the height of the flame. All ceiling décor must be provided by a décor specialist that is licensed, bonded and insured. Please discuss the décor guidelines for your venue with your Wedding Event Manager.

DEPOSIT/PAYMENTS: A non-refundable deposit is required to reserve a date and facility and will be applied to the final balance. The deposit is equal to the venue fee of your selected location. All payments, including initial deposit, are non-refundable. Payment of 50% of estimated charges is due 90 days prior to the event date. Final balance must be paid in full 30 days prior to the event date. All payment disputes must be made within 14 days after the event. Payments may be made by cash, cashier's check or credit card. When paying your bill by credit card, any amounts over \$10,000 are subject to a 3% service fee. No personal checks are accepted.

EVENT RENTALS: Many of our marketing materials contain images of rental upgrades. These items are available for an additional charge. Your Wedding Event Manager can assist you in securing these items.

FLOWERS: The Resort is unable to provide any storage of flowers. All flowers must be set up and taken down on the day of the event. The Resort cannot be held responsible for anything that is lost, stolen or broken.

FOOD AND BEVERAGE: All food and beverage is subject to a 21% service charge and 6% Idaho State sales tax. Outside food and beverage is prohibited, with the exception of personal wedding favors and wedding cakes. Packaging 'leftover' food from catered events is prohibited.

GIFTS: Transportation and/or relocation of wedding gifts will need to be arranged by a personal friend or family member of the group. The Resort is not responsible for any lost or stolen gifts or personal items brought to the event by the group or invitees.

GUEST ROOMS: Check-in is at 4:00pm. Due to demand, you may not be able to get into your Guest room prior to 4:00pm. The Bell Desk will gladly store any baggage items and have it moved to your Guest room when it is available. We highly recommend securing an additional night the day before, allowing more time to get ready and relax.

++Food and beverages are subject to 6% Idaho State sales tax and 21% gratuity.

Prices and amenities are subject to availability and may change without notice. Images shown may include rental upgrades.

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LABOR CHARGES: If you choose to rent your own chair covers and sashes, The Resort will charge a labor fee of \$2.00 per chair to cover and tie the sashes.

LINEN: White linens are included for reception dinner tables along with guest book, gift and wedding cake tables. Specialty linens may be rented through an outside vendor. Please see your Wedding Event Manager for pricing referrals.

MEAL GUARANTEES: A preliminary guest count must be provided to your Wedding Event Manager at least 30 days prior to your event. Guaranteed attendance must be communicated to the Wedding Event Manager no less than 3 full working days (Monday through Friday, excluding holidays), prior to the event. The count may increase after that time; but it may not decrease. If a count is not received, the preliminary count will become the guaranteed count.

It will be the responsibility of the client to provide a meal count for all vendors based on their specific agreements. Counts must be submitted with final food guarantee.

MENU TASTING: The Resort offers a complimentary tasting for up to 2 people with more than 50 Guests, on two dates per year, to be announced by the Wedding Event Manager. It is the responsibility of the Bride and Grooms to attend one of these events if they wish to taste our menu selections. RSVP must be received 30 days in advance for the date of choice.

We have many options to consider when selecting your wedding menu. Should you need to customize a menu to suit your tastes, additional fees will apply. For plated meal service at the Hagadone Event Center, food minimums begin at \$125++ per person for a maximum of 150 guests..

MUSIC: The Resort does not provide amplification for music or emcee services. All ceremony and reception music must be provided by a professional DJ or live musician and booked by you. All DJ, bands, and musicians are responsible for providing all professional sound equipment for ceremony and reception to include microphones, music stands, extension cords, and other items necessary to perform their job. Recommendations are available through the Wedding Department. Events held on The Coeur d'Alene Cruise Boats or Lakeview Terrace must have music turned off by 10:00pm due to city ordinance.

PARKING: Guest parking is available in the parking garage for events taking place at The Resort. Parking for Guests is not guaranteed and is based on availability. Rates are subject to change. Parking must be validated at the bell desk before exiting the garage. Standard parking rates are as follows:

Event self-parking: 3 hours free, \$5.00 for 4th hour, \$1.00 each additional half hour

Overnight Self-parking: \$19.00

Valet Parking: \$23.00

**There is no charge for event parking at The Hagadone Event Center.*

PLACE CARDS: In the event of a choice plated dinner, place cards must be provided to distinguish each Guest's entrée choice. Couples may also choose to assign Guests to a specified table, in which case, place cards shall also be provided. All place cards and a master-seating chart must be alphabetized and given to the Wedding Event Manager 24 hours in advance of your event.

REHEARSALS: A wedding rehearsal is included at your secured venue. The time and date will be finalized 90 days prior to your event. Please allow for 30 minutes for rehearsal with your wedding party and wedding planner to begin promptly at the designated time and location.

REHEARSAL DINNERS/POST WEDDING BRUNCH: The Resort has several private banquet settings and party rooms available to schedule your rehearsal dinner, post wedding brunch or other wedding celebration events. Please contact your Wedding Event Manager for further details.

ROOM BLOCK: We will offer a discounted rate quote for your wedding Guests based upon availability. A rate quote does not guarantee a block of Guest rooms and must be contracted separately. Guest room blocks and rates are not guaranteed until a signed contract is received.

SET UP AND TEAR DOWN: The Resort banquet services staff will ensure all tables, chairs, linens, and service ware are set according to the diagram determined with your Wedding Event Manager. All décor and personal items/supplies must be removed from property or disposed of at the conclusion of your event. The Resort and its employees are not responsible for any items that are lost, stolen, broken items or left behind. Any items left for more than 24 hours will be disposed of.

SPARKLERS: Due to the potential damage to Resort grounds, sparklers are not allowed at any of our venues.

TRANSPORTATION: Wedding party and guest transportation from The Coeur d'Alene Resort and Hagadone Event Center is available for an additional fee. All weddings that require additional transportation to the Hagadone Event Center must be chartered at least 30 days in advance and is based on availability. Due to the heavy demand on our Resort transportation, we are unable to accommodate unscheduled transportation requests on the day of your event. Please consult with your Wedding Event Manager on options and pricing.

Eagle boats/water taxis are not available as guest transportation to special events being held at The Hagadone Event Center. Alternate arrangements must be made in advance.

Transportation is available between The Resort and The Coeur d'Alene Inn for an additional fee, based on availability.

Airport transportation is available at a rate of \$79 per person round trip in our Resort luxury vans to be made at the time of your Guest room reservation.

VENDORS: The Resort offers a directory of preferred wedding vendors that are experienced with The Resort's facilities and venues. Each event group is responsible for hiring its own vendors. Prior to any vendor deliveries or on-site visits, arrangements must be directly scheduled with the Wedding Event Manager. All vendors are held to the standards of The Coeur d'Alene Resort and are expected to treat all Resort Guests and staff with professional courtesy.

WEDDING AGREEMENT: Once you have determined which space is the perfect fit for your wedding day; we will prepare the wedding agreement based on availability and confirmation of your date. This agreement details the wedding date, location, time of day and deposit schedule. This agreement will be sent via email for your electronic signature. After all signatures have been received, a signed copy will be sent to your home mailing address. Your date and location will be confirmed with a returned signed agreement and a non-refundable deposit.

WEDDING SERVICES: Once you have received and signed your contract, the next step is scheduling an appointment with our Wedding Event Manager, who will function as the liaison between The Resort's operations staff and you.

The Resort Wedding Event Manager assists with menu selections, oversees setup, and recommends Resort activities for you and your guests. They will ensure a seamless transition to the Resort's Banquet Captain on the day of your event.

The Wedding Event Manager is available to meet with new clients approximately 6 months in advance of your wedding date. It is recommended to hire a professional wedding planner to assist you in the pre-planning process.

WELCOME GIFTS: These can be arranged through The Resort or may be provided by the wedding party. A delivery fee of \$3.50 per delivery will be charged to your wedding account. Any personalized itineraries that need to be added to the welcome bags are the responsibility of the wedding party. An alphabetical rooming list should be provided to the Wedding Event Manager 3 days in advance of the first Guest arriving.