

WEDDING EVENT CHECK LIST

- ▶ \$2,000.00 Non-refundable Deposit. This deposit will reserve the facility and lodging for your guests to call and make reservations. The deposit will be applied to your final bill.
- ▶ Reserved Lodging. Discounts vary upon the time of the year and room availability. All lodging is double occupancy. There is a \$20.00 charge for additional guests. Children three (3) or under stay for free. **ALL GUESTS NEED TO MAKE THEIR OWN RESERVATIONS INCLUDING THE BRIDE AND GROOM.**
- ▶ Thirty (30) days prior to the wedding date the unused rooms that were blocked for your wedding will be released. There is a 30 day cancellation for all individual rooms at Red Cliffs Lodge.
- ▶ Wedding Contract. A wedding contract will be sent to you via email after we have met with you to discuss the various options. You will need to complete, sign, and scan or fax the contract to Red Cliffs Lodge in order to complete your wedding reservations.
- ▶ Two (2) weeks prior to your wedding you will call us with a firm number of guests that will be attending your wedding. **Food and seating at the wedding deck charges are based on this number.** At that time you will be required to pay in full the “**estimate**” amounts for the catering and facility. After your wedding we will meet with you to review the estimate and reconcile the invoice. You may owe additional money or we may need to issue you a credit.
- ▶ Red Cliffs Lodge provides limited set up, i.e. tables, chairs, place settings, catering and alcohol service. You are responsible for decorations, flowers, music, photographer, and booking the person who will perform the ceremony. You will need to order your linens. We have 6’ round tables that seat 8 people and 2 - 6’ x 2’ rectangular tables side by side to form a square that seat 10 people.
- ▶ There is a minimum charge of \$500.00 for the bar and a minimum charge of \$120.00 for the bar tender in order to have a bar. An open bar you pay for all alcohol. If you want a cash bar you may tell your guests that we have an ATM in the Lobby for guests.
- ▶ Candles are allowed but must be in glass containers.

▶ Additional Fees:

Cake Cutting Service –

- If you would like our staff to cut the cake and serve it to your guests there is a charge of \$4.00 per person.
- If the wedding party cuts the cake but would like our staff to serve the cake to the wedding guests there is a charge of \$3.00 per person.
- There is a flat fee of \$100.00 for clean up if the wedding guests cut and serve the cake. You will need to provide the napkins, plates and silverware to be placed on the cake table.

Hanging Decorations –

There is a \$50.00 per hour per maintenance crew if you want to hang decorations or lights from the ceiling.

Electronics Fee –

There is a minimum fee of \$175.00 for use of the sound system and/or screen in the Colorado Room and Rio Grande Room. There is a \$200.00 fee for use of the sound system at the Wedding Deck.

Items Placed in Room –

If you would like gift baskets placed in guest rooms before they arrive, there is a \$5.00 per room charge to place the items in the lodging rooms.