



**SALT FORK**

LODGE AND CONFERENCE CENTER

**2018**

**Wedding Guide**

## Wedding Ceremony and Ballroom Reception | \$1,800

### Ceremony Rental includes:

**4<sup>th</sup> Level Balcony** –up to 175 guests.

- Chairs in a traditional theater style setting.
- Podium and Microphone, if requested.
- (1) 8 ft. table
- Easel
- Access to 4<sup>th</sup> Level Board room



### Ballroom reception includes:

- Seating for up to 175 guests in rounds or banquet set-up
- White Tablecloths
- Napkins and Skirting in your choice of black, white, hunter green, or burgundy.
- Table settings for either plated or buffet style meals.
- Head Table(s)
- Cake Table –a round or rectangular table with linen table cloth and skirt; includes plates, napkins, utensils and serving utensils
- (4) 8 ft. tables (to be used as DJ table, gift table, sign-in table, etc.)
  - Additional tables upon request as the set-up allows.
- Dance Floor up to size 16'x16'.
- Option of using in-house centerpieces

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\*\* A 20 room night minimum is required to rent the ballroom on most weekend dates. A block of rooms can be held at a reduced group rate, for your wedding guests. Please contact your sales and catering manager for more information.

\*\* A food and beverage minimum of \$5,000.00 is required on most weekend dates for an 8 hour rental. The minimum does include alcohol sales, but does not include applicable service charge and tax. All food and beverage will be assessed a 20% service charge and sales tax of 7.25%.

# Wedding Ceremony and Summit Reception | \$1,000

## Ceremony Rental includes:

**4<sup>th</sup> Level Balcony** –up to 150 guests.

- Chairs in a traditional theater style setting.
- Podium and Microphone, if requested.
- (1) 8 ft. table
- Easel
- Access to 4<sup>th</sup> Level Board room



## Summit reception includes:

- Seating for up to 60 guests in rounds or banquet set-up.
- White Tablecloths
- Napkins and Skirting in your choice of black, white, hunter green, or burgundy.
- Table settings for either plated or buffet style meals.
- Head Table(s)
- Cake Table – includes plates, napkins, utensils and serving utensils
- (4) 8 ft. tables (to be used as DJ table, gift table, sign-in table, etc.)
  - Additional tables upon request as the set-up allows.
- Dance Floor up to size 16'x16'.
- Option of using in-house centerpieces

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\*\* A 15 room night minimum is required to rent the Summit room on most weekend dates. A block of rooms can be held at a reduced group rate, for your wedding guests. Please contact your sales and catering manager for more information.

\*\* A food and beverage minimum of \$2,500.00 is required on most weekend dates for an 8 hour rental. The minimum does include alcohol sales, but does not include applicable service charge and tax. All food and beverage will be assessed a 20% service charge and sales tax of 7.25%.

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### Ballroom Reception Only | \$1,500

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- Seating for up to 175 guests in rounds or banquet set-up
- White Tablecloths
- Napkins and Skirting in your choice of black, white, hunter green, or burgundy.
- Table settings for either plated or buffet style meals.
- Head Table(s)
- Cake Table – includes plates, napkins, utensils and serving utensils
- (4) 8 ft. tables (to be used as DJ table, gift table, sign-in table)
  - Additional tables upon request as the set-up allows.
- Dance Floor up to size 16'x16'.
- Option of using in-house centerpieces

\*\* A 20 room night minimum is required to rent the ballroom on most weekend dates. A block of rooms can be held at a reduced group rate, for your wedding guests. Please contact your sales and catering manager for more information.

\*\* A food and beverage minimum of \$5,000.00 is required on most weekend dates for an 8 hour rental. The minimum does include alcohol sales, but does not include applicable service charge and tax. All food and beverage will be assessed a 20% service charge and sales tax of 7.25%.

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### Summit Reception Only | \$750

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- Seating for up to 60 guests in rounds or banquet set-up.
- White Tablecloths
- Napkins and Skirting in your choice of black, white, hunter green, or burgundy.
- Table settings for either plated or buffet style meals.
- Head Table(s)
- Cake Table – includes plates, napkins, utensils and serving utensils
- (4) 8 ft. tables (to be used as DJ table, gift table, sign-in table)
  - Additional tables upon request as the set-up allows.
- Dance Floor up to size 16'x16'.
- Option of using in-house centerpieces

\*\* A 15 room night minimum is required to rent the Summit room on most weekend dates. A block of rooms can be held at a reduced group rate, for your wedding guests. Please contact your sales and catering manager for more information.

\*\* A food and beverage minimum of \$2,500.00 is required on most weekend dates for an 8 hour rental. The minimum does include alcohol sales, but does not include applicable service charge and tax. All food and beverage will be assessed a 20% service charge and sales tax of 7.25%.

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### 4<sup>th</sup> Level Ceremony Only | \$375

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- Four (4) Hour Rental
- Chairs in a traditional theater style setting.
- Podium and Microphone, if requested.
- (1) 8 ft. table
- Easel
- Board Room “Ready room” can be added for an additional \$75.00

## Enhanced Services

All pre and post event services are priced in conjunction to wedding ceremony and/or reception packages.

<p><b>Rehearsal Dinner   \$150.00</b></p> <p>Includes a private banquet room for 4 hours, set in Rounds with our standard white linens and house centerpiece, (1) one 8ft table. Food and Beverage must be purchased through the lodge.</p>	<p><b>Farewell Brunch   \$100.00</b></p> <p>Includes a private banquet room for 2 hours, set in Rounds with our standard white linens and house centerpiece. Food and Beverage must be purchased through the lodge.</p>
<p style="text-align: center;"><b>Group Bonfire   \$75.00</b></p> <p>Gather your friends and family to enjoy a campfire in Salt Fork State Park lodge grounds. The firewood will be provided and the Salt Fork staff will start and extinguish the bonfire at the agreed upon time. It's the perfect ending to a rehearsal dinner or wedding reception! Three (3) hour maximum time limit.</p>	

### Reception Add-on's

<p><b>Risers/Staging   \$100.00</b> <i>Staging for an elevated head table.</i></p>	<p><b>Decorative Lighting</b> <i>Ask your Sales and Catering Manager for more information.</i></p>
<p><b>Cake Cutting/Serving   \$1.00 per person</b> <i>Allow our staff to cut and serve your wedding cake. Plates and utensils are provided with the cake table.</i></p>	<p><b>Punch or Coffee Service   \$1.00 per person</b> <i>Service for coffee or punch after the dinner hour based on your final guaranteed number.</i></p>

**Please ask your Sales and Catering Manager about discounted space rental for Friday or Sunday wedding ceremonies and/or receptions.**

## Information

### Salt Fork Lodge Catering Banquet Menus

**We offer both plated and buffet options for all meal types. Hot and cold Hors d'oeuvres are also available.**

**Beverages:** Each meal service comes with non-alcoholic beverage options (see catering menu). A private banquet bar, cash or host bar, can be set-up based on your requests and needs. Please speak with a Sales and Catering Manager to get a copy of the current banquet bar selections.

**Outside Food and Beverage:** With the exception of a wedding cake or cupcakes, outside food and beverage is not permitted into the function space(s). All food and beverage must be purchased from the lodge.

**Wedding Cake/Cupcake:** Although outside food and beverage is not permitted, we do allow cakes or cupcakes from an outside source to be brought in for your special day. Salt Fork Lodge will store a wedding cake in our cooler, if it is delivered the night before your wedding. We cannot store a cake or cupcakes for more than 24 hours. Salt Fork Lodge staff will ensure that the cake is placed on the cake table, but will not assemble it. You must have someone present to assemble the cake/cupcakes if required.

### **Banquet Policies**

**Guarantees:** To ensure adequate preparation, a guarantee number of guests in due 3 business days prior to the event day. You will be charged for the guarantee or the number served, whichever is greater. An increase in the guarantee within the 3 business days will become the guarantee.

**Special Meal Orders:** Please inform your catering and sales manager of any dietary requests within your party. Guests who require a special menu should be included in your guarantee.

**Final Payment:** Final Payment will be required ten (10) days before your event or based on the contract agreement. If your guarantee is larger than the estimated payment, a new total will be provided to you and payment must be made before you arrive for your event. Credit Card, Cash, Check, and Cashier's check will all be accepted.

### **Decorations**

**Centerpieces:** The lodge has house centerpieces that can be used, included in the cost of rental. They can be used on their own or in conjunction with any decorations that you provide. Open flames are not permitted.

**Draping/Wall Hanging:** Décor is permitted to be hung from existing nails present in the woodwork of the lodge. Additional nails are not permitted to be placed in the woodwork or walls. Any items needing to be draped from the ceiling or high on the walls should be done by a Salt Fork Lodge employee. Please let your Sales and Catering Manager know of your décor plans prior to your arrival.

**Chair Covers/Specialty Linens:** Salt Fork Lodge does not supply specialty linens or chair covers. You are permitted to bring outside linens for the event. The items will need to be at the lodge 24 hours before the start of the event.

**Shipping/Deliveries:** If you are having any décor items delivered or shipped, please coordinate this with your sales and catering manager for proper storage.

**Outdoor Ceremony and Reception Space:** Salt Fork State Park Lodge does not currently have an outdoor wedding or reception area. However, there are areas within the park that may be able to accommodate your needs. Please contact the Park Office for more information and availability at 740-439-3521.