



## 2017 Skyland and Big Meadows Lodge Wedding Policies

Group Sales Department – 866.383.2922

### Wedding Celebrations

Thank you for considering Skyland and Big Meadows Lodge for your wedding ceremony and reception. Our natural setting in Shenandoah National Park will provide you with a quiet, serene atmosphere where nature is the backdrop for the wedding of your dreams. Personal attention to detail, regional cuisine and charming accommodations make your wedding here truly an event of a lifetime.

### National Park Service Special Use Permit

Special Use Permits are required for outdoor events such as weddings and other ceremonies that are **not** held on Skyland or Big Meadows Lodge land areas. To apply for a Special Use Permit contact Shenandoah National Park, 3655 U.S. Highway 211 East, Luray, VA 22835, (540) 999-3500 or visit <http://www.nps.gov/shen/planyourvisit/permits.htm>. The Lodges also require a copy of the permit for their records.

An entrance fee for private vehicles entering the Park is required which provides seven day access into Shenandoah. Please check <http://www.nps.gov/shen/planyourvisit/fees.htm> for current fees.

### Ceremony and Reception

During our season Skyland is a popular and romantic location for ceremonies with its picturesque view of the Shenandoah Valley to the west or the lush mountain scenery as the backdrop. Our historic conference building can accommodate up to 100 people or, if your group is smaller, the charming Massanutten Room at Big Meadows Lodge can accommodate up to 56 people.

### Ceremony Rehearsal and Rehearsal Dinner

A mutually convenient ceremony rehearsal time may be scheduled at either lodge. Should you wish to book your rehearsal dinner with us, we would be happy to accommodate your group. Please contact our Wedding Coordinator regarding food and beverage minimums and availability of space for your rehearsal dinner.

### Reservations and Deposit Information

In order to reserve your event date, a rental fee (50% of which is non-refundable), a valid credit card number and a signed agreement and room banquet rental fee is required within 14 days of booking the date. The booking fee will be applied to your final Master Bill.

#### ▪ Site / Rental Fees

\$ 2,000.00	<b>Skyland</b>	April through mid-September and mid-November
\$ 2,500.00	<b>Skyland</b>	Holiday and Peak Fall Weekends (late September thru early November)
\$1,500.00	<b>Big Meadows Lodge</b>	April through mid-September
\$1,750.00	<b>Big Meadows Lodge</b>	Holiday and Peak Fall Weekends (late September thru early November)
\$7,000.00	<b>Big Meadows Lodge</b>	Exclusive rental of the main lodge and accommodations is available the weekend prior to our official opening and the weekend after our official closing. Minimum paid number of rooms and head counts are required.

- The fee includes set-up of tables & chairs, china, silverware, glasses and linens. The fee is due within 14 days from date of confirmation. The fee does **not** include chairs or other items for outdoor ceremony.
- White tablecloths and napkins are available. We will provide a local contact number for rental of special linen colors upon request. All fees incurred for rental/delivery & pick-up are the responsibility of the wedding party.

Initial \_\_\_\_\_ Date \_\_\_\_\_

May, 2017



- With the booking of a party, you are allotted a 5 hour block in which your ceremony and the end of the reception is to be held.
- A food and beverage minimum is required in order to book our facility. This figure varies based on date and season of your event.
- The Skyland Conference Building will accommodate up to 100 people. The Massanutten Room at Big Meadows accommodates up to 56 people.
- A storage fee is charged for rental chairs, linens, arch, etc. The cost is determined based on items and days of storage required.
- Every effort will be made to accommodate the requests of the wedding party for their room set-up. However, due to space limitations, final room set-up will be at the discretion of the Catering management.
- In compliance with local fire codes, our maximum room occupancy may not exceed the posted room limitation. These load limits are strictly enforced. The Lodges reserve the right to inspect and regulate all private parties, meetings and receptions.
- In consideration of other guests, the event must conclude by 9:30 p.m. at Skyland and 9:00 p.m. at Big Meadows Lodge. This policy stands firm. All music volumes will be monitored and controlled at the discretion of Hotel management.

### **Catering Arrangements**

With the exception of the wedding cake, the lodges are the sole purveyor of all food and beverages for on-site events. It is also the lodge's policy that all alcoholic beverages are provided by the resorts only. To assist you with your budget and planning, an average bar estimate is \$15 - \$30 per guest, depending upon the selection of beverages to be served.

Prices quoted are subject to reasonable increases to meet increased cost of goods, suppliers and operating expenses. The patron agrees to pay for such increases. As an alternative the Lodge may, at its sole option, make reasonable menu substitution and the patron agrees to accept such substitutions in lieu of increased prices. Prices for all meal functions will be guaranteed by the Lodges 90 days prior to the function.

Final food details (reception, bar & menu selections, head counts) are required 30 days prior to the event date. This given number will be considered the final count for service and will be used for billings, even though the actual allowance may be lower. IF the guarantee is not given to the Lodge two weeks in advance, then the Lodges will prepare and set for ten percent (10%) above the guarantee number of guests. Management must give their approval before any increases in this number will be set up or served.

If more than one entrée is chosen, place cards must be provided by the wedding party indicating the guest name and entrée requested.

Should you have guests with special dietary needs, our Chef will be more than happy to prepare a special entrée. Please provide these requests at least 30 days prior to the event date.

On all food and beverage sales, a 20% gratuity - which is distributed to the servers and bartenders - as well as a 5% administration fee plus all applicable State & local sales taxes and utility fees will be added. The administrative fee is retained by Delaware North at Shenandoah to defer overhead costs and, therefore, no portion of this administrative fee is distributed to staff. The gratuity and administrative fee are subject to taxes. Taxes and utility fees are subject to change without notice.

A \$50.00 fee is charged if our staff is requested to cut the wedding cake.

Initial \_\_\_\_\_ Date \_\_\_\_\_

May, 2017



No outside food or drink items are allowed to be brought into the Lodges banquet rooms or any organized function area. Should any guest be found to have outside alcohol in his/her possession or consumed by minors, the Lodge management reserves the right to close the bar immediately or to terminate the function at the patrons expense.

A maximum of three (3) changes in arrangements will be allowed. If four (4) or more changes are made, a 10% service fee will be assessed based on the total reception costs or minimum of \$150, whichever is greater.

A minimum of 50 paid adults is required for a catered event at Skyland. A 40 paid adult minimum is required at Big Meadows. If the minimum is not met, a surcharge will be assessed.

### **Site Visits and Tastings**

As our Wedding Event Coordinator's office is not physically on site, we ask that you please call ahead and schedule a time for your site visit. Site visits are expected and we are happy to set up by appointment only.

If you wish to schedule a menu tasting you must contact our wedding coordinator at least three (3) weeks prior to set up a mutually convenient time. A fee is charged based on the number of people at the tasting and items selected.

### **Lodging Arrangements**

A deposit of one night's room plus tax & surcharges is required at the time of booking. A group code will be provided for your guests to reserve their rooms. A maximum number of rooms available for your wedding guests will be provided and a cut-off date to book the reservations will be provided. Check in time is 3:00 p.m. on day of arrival. Check-out time is 11:00 a.m. on day of departure.

### **Decorations**

Flowers and large rental items may be delivered to the lodges the day of your function. Smaller items such as place cards and favors may be delivered to our Wedding Events Coordinator at an agreed upon time.

Room decorations are the responsibility of the wedding party. All decorations and personal items must be removed immediately at the conclusion of the event. The lodges and its staff will not be responsible for any items left behind. A decoration waiver is required by the Lodges from the wedding party.

No sparklers, glitter, confetti, bird seed, lavender, rice, etc. is allowed inside the banquet room or outside on the parking lot and lawn areas.

### **Set Up**

We offer two hours of set up time prior to all wedding ceremonies and receptions. It will be your responsibility to advise your contracted suppliers such as florists, DJ's, and bands of the time that is allowed for set up. It is also your responsibility to direct your sources as to the location of where the items they are providing are to be placed. Please advise your contacted contributors to call us prior to the event day if they have any questions.

### **Photography**

Photography is a welcome part of wedding ceremonies and receptions. You are welcome to begin photo sessions up to two hours prior to your event. We do ask that you please be sensitive to our other guests by not blocking walkways. Public areas must remain open and free of obstacles for all hotel guests.



### Entertainment

We hope that your wedding is a truly joyous and memorable occasion. So that we may provide this courtesy to all our guests, quiet time for indoor group events is **9:30 p.m. at Skyland** and **9:00 p.m. at Big Meadows Lodge** and is strictly enforced. This policy stands firm. All music volumes will be monitored and controlled at the discretion of Hotel management.

All outside amplification requires advance approval from the National Park Service. It is the responsibility of the wedding party to contact NPS for approval.

### Payments & Cancellations

#### Deposits Schedule

14 Days Following Booking

90 Days Prior to Event

30 Days Prior to Event

Conclusion of Event

#### Cancellation Schedule

90 days prior

89 days or less

72 hours prior

Less than 72 hours prior

#### Payment Due

Signed contract and rental fee (50% of which is non-refundable).  
Rental fee is applied to final balance.

50% of food & beverage minimum

100% of food and beverage minimum  
Final head count & menu selections

Open bar tabs or any additional expenses incurred during event.

#### Due Date

Total banquet cancellation notice required for a refund of the initial deposit less non-refundable fee.

100% of room rental fee is non-refundable.

Individual lodging cancellations required. \$15.00 cancellation fee will apply.

First night's deposit + applicable taxes are non-refundable.

**Call 1-866-383-2922 to reserve your date or for more information.**

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Guest Name - Printed \_\_\_\_\_ Date \_\_\_\_\_

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Guest Name - Signature \_\_\_\_\_ Date \_\_\_\_\_