CHESTNUT RIDGE
GOLF RESORT & CONFERENCE CENTER

2027 WEDDING POLICIES & INFORMATION

Updated 8/26/26

PLANNING TIMELINE:

- ☐ Tour venue
- ☐ Book venue for ceremony/reception
- ☐ Sign contract, pay deposit, complete and return credit card authorization form

  (deposit + cc authorization form are both due within 2 weeks after receiving contract)
- ☐ Book hotel room block at onsite hotel *(up to 1 year before event date)*
- ☐ Details questionnaire is sent *(6 months before event date)*
- ☐ Complete/return details questionnaire *(within 30 days after receiving it)*
- ☐ Questionnaire review call scheduled/completed
- ☐ Schedule meal tasting
- ☐ Complete meal tasting *(3-6 months before event date)*
- ☐ Schedule ceremony rehearsal (if applicable) and rehearsal dinner *(2 months before event date)*
- ☐ Final TBA items confirmed *(2 weeks before event date)*
- ☐ Final headcount due *(1 week before event date)*

BOOKING POLICIES:

- An inclusive wedding package with a $15,000.00 Food & Beverage Minimum is required for a Saturday wedding.
- Weddings held on a Friday or Sunday will have a $10,000.00 Food & Beverage minimum requirement.
- A New Year's Eve wedding will have a $20,000.00 Food & Beverage minimum.
- The cost to rent the London Ballroom and Fountain Bar is $2,500.00 for 5 hours' use April through October.
- The cost to rent the London Ballroom and Fountain Bar is $1,500.00 for 5 hours' use November through March.
  - We will make every effort to allow access to your event room(s) the day before your event to decorate/setup, but this can only be requested 2 – 4 weeks before your event date.
    - In the event early access is not possible due to other event bookings or use of the event room(s), you/your vendors will have access as early as 9:00 am on the day of the event.

DEPOSIT:

- A $2,500.00 deposit and signed contract is required for all wedding receptions.
- Upon signing the contract, the deposit must be paid within 2 weeks, and is NON-REFUNDABLE in ANY case of event cancellation.
- The deposit will be processed immediately upon receipt, will be held as a guarantee, and will be deducted from the final invoice due.

PACKAGE PRICING:

- All guests 21 and older will be charged the full selected package price (food and bar package).
- Guests 13 – 20 years old will receive a $20.00 discount on the selected package price.
- Guests 5-12 will receive a 50% discount on the selected package price.
- Guests 4 and under are not counted for the selected package but should be counted for seating.
- Confirmed vendors will receive a 50% discount on the selected package price.

TAXES AND SERVICE CHARGES:

- 21% Service Charge will be added to all food and beverage charges.
  - The service charge is not a gratuity paid to the staff of the event. It covers all discretionary costs necessary for running the event; including, but not limited to: insurance, dishwashing, facilities maintenance, walk-through appointments, sales staff time spent on event.
- 6% Sales Tax will be added to all taxable items.
  - Sales tax is on all per person package pricing, additional food ordered, non-alcoholic beverages, and miscellaneous items (room rental, labor fees, etc).
  - Sales tax IS calculated on the service charge (since it is not a gratuity paid to the staff).

PAYMENT INFORMATION:

- Acceptable forms of payment (for deposit and invoice): check, cash, credit card.
- Checks should be made payable to "Laurel Highlands Restaurant & Catering".
- No out of state personal checks will be accepted for the final invoice.
- A certified cashier's check will be required for all payments of more than $2,500.00.
- A credit card on file is required for all events.
- *Please note: a 3% processing fee will be added to all credit/debit card transactions.*

FINAL COUNT:

- The final count will be due 1 week before the event date and the Director of Event Sales will provide a list of all items to be confirmed. An itemized invoice will then be prepared using the final count you confirmed.
- Count may increase but not decrease after final invoice has been issued.
- Final payment is due upon receipt of the final invoice.
- Event will not take place until payment for the final invoice is rendered in full.

PLANNING NOTES:

- The details planning phase begins with the setup and details questionnaire, which will be sent via email 6 months before the wedding, and will cover all non-food related event details (package selected, timeline, room set up, linen colors, vendors). When complete, you will return your packet to the Director of Event Sales via email, who will then review the document to note any questions/concerns.
  - A phone call will then be scheduled to review your answers and finalize these details.
  - Once the review is completed, a preliminary event order and a tentative floor plan will be built, and PDF copies of both will be emailed to you for review. These documents will be revised/resent once the meal tasting has been done.

GENERAL POLICIES:

- The London Ballroom can seat up to 300 guests for a reception.
- The reception is contracted for a maximum of 5 hours, and all wedding receptions must end by 10 pm.
  - No extensions will be allowed in advance and no negotiations on the night of the event.
  - Music (DJ/band) is NOT allowed to continue playing past the contracted end time.
  - All guests MUST vacate the Ballroom, Fountain Bar, and all other second floor areas (restrooms, hallways, upper patio) by the agreed upon end time.
- Cocktail hour takes place in the Fountain Bar and Ballroom – both rooms are open to guests during that time.
  - If the ceremony is in the middle section of the ballroom, requiring the room to be reset after the ceremony, all guests will need to remain in the Fountain Bar until the reset is complete (approximately 25-30 minutes or less).
- Reception only events:
  - Guests will not be permitted upstairs until the cocktail hour (reception) is scheduled to begin. Until that time, guests must remain in the 1st floor lobby, public bar, or on the outdoor patios.
- Children in attendance should be accompanied by an adult at all times.
- All guests (adults and children) should be fully dressed at all times – including shoes.
  - The resort will not be held liable for any injuries incurred by guests not wearing shoes.
- **Smoking or vaping is permitted OUTDOORS ONLY** (patios/grounds/parking lots/golf courses).
- Pets/Service Animals:
  - No animals are permitted indoors at the resort. Exceptions can only be made for certified and trained service animals. Proof of certification may be requested and animals not in compliance will not be permitted.
- Parking:
  - Free self-parking is available onsite.
  - Valet services are not provided and are not available through the resort.
- Wedding Cake:
  - If you provide a wedding cake from an outside vendor, resort staff will cut/serve your cake at no additional cost.
- Cookie Table:
  - For a $250.00 service fee, the resort staff will handle your cookies.
    - This service allows you to drop off your cookies in advance and they can be kept in temperature-controlled storage until needed.
    - **Cookies must be delivered no later than the day before the wedding.**
    - Our staff will put the trays of cookies together, set them up on the display table(s), replenish throughout the night (if needed), and will pack up the leftovers at the end of the reception for you to take home.
    - If you want to provide special trays to be used by Resort staff, you are welcome to do so. Otherwise, standard Resort trays/display items will be utilized.
  - **If you choose to set up your own cookie table, you must provide your own trays and are responsible for cleaning up the cookie table area (including the floor) when done setting up.**
    - We can store your cookies in our cooler(s) if needed, but you will not have access to the kitchen before/during/after the wedding.
    - It is then your responsibility to set up the display table, replenish if needed, and pack up leftovers at the end of the night.
    - **If you do not pack up leftover cookies at the end of the night, the resort may charge $250.00 fee to handle clean up on your behalf (will be charged to the credit card on file and a receipt will be sent via email).**
  - The resort does not provide small plates or take-home containers for wedding cookie tables.
    - It is your responsibility to provide your own to go containers for guests to take cookies home. Resort staff will not provide containers for any guests.
- Coat Check:
  - A resort attendant may be staffed in the coat room for the first and last hour of events when the weather is cold. (Subject to availability).
  - The coat room is always accessible between those hours (self-serve), and in the spring/summer when an attendant is not necessary.
- Bridal Suite:
  - There is NO suite within the Resort building for bridal party to get ready in before the ceremony/reception.
  - Bridal party members will use the same restroom facilities as the guests during the reception. If they become crowded or have long lines, bridal party and guests are welcome to use the locker room facilities on the first floor.

- Bridal party photos on the golf course – before or after the ceremony – subject to weather and availability.
  - Groups taking photos on the course MUST be accompanied by a resort employee. Groups will not be permitted to take carts out on their own.
  - Number of golf carts needed (including all adult bridal party members, photographer(s)/videographer(s), and resort employee) will be confirmed in advance.
  - Off season weddings (November – March) will not be able to take golf carts out due to seasonal course conditions but a few walkable locations in front of and behind the resort building are always available.
- End of night festivities:
  - Paper sky lanterns are NOT allowed.
  - A sparkler send-off outside (weather permitting) IS allowed.
    - You must provide your own sparklers, lighter(s), and a container for disposal when finished.
      - The resort does not have lighters or disposal containers available for your use.
    - All sparklers must be cleaned up and properly disposed of when done by bride's representative (bridal party/family/photographer). Resort staff are not responsible for this clean up.
    - Sparklers may only be used on asphalt or concrete areas outside behind the building. Sparklers may not be used on any patios.
  - Fireworks ARE allowed, but MUST be provided and set off by a professional company that regularly provides these services. The fireworks company MUST contact the Director of Event Sales to confirm their services and execution plans. They will then need to be in contact with the grounds crew on the day of the event to confirm set up location – which will vary depending on course conditions and/or seasonal maintenance taking place.
    - You MUST notify the Director of Event Sales in advance if fireworks are planned for your event because we will need to notify several local residents and businesses.
    - You/your family may NOT set off your own fireworks.

VENDORS:

- It is your responsibility to share these venue rules with your vendors to ensure their understanding and compliance.
- Vendors are required to use GAFF tape when taping cables to the floor. Duct tape/Gorilla tape are NOT permitted.
  - Vendors are prohibited from using tape of any kind on the walls or other fixtures in the room(s).
  - No tape, nails, staples, or screws are allowed on any surface (tables/chairs/walls/etc).
  - Vendors must come prepared for their own set up needs including scissors, tape, etc.
- Vendors are permitted to start setting up as of 9:00 am on the day of the event.
  - Vendors that require more time or need to set up the day/evening before MUST contact the Director of Event Sales for permission. Any vendor arriving without pre-approval will be asked to leave and return the next morning.
- Vendors may not be able to deliver/store any of their equipment or supplies prior to the day of the event. Vendors needing to arrange drop off/storage in advance of an event must be approved by the Director of Event Sales.
- Vendors may cleanup for up to 1 hour following the end of the event.
- Vendors that will be seated/eating during the reception must be counted with final headcount.
  - Chestnut Ridge will charge 50% of the selected package price for confirmed vendors.

MEAL TASTING:

- A customized complimentary in-person meal tasting will be offered after the wedding has been officially booked – 3-6 months before the event date (after the questionnaire and review have been completed).
- A maximum of 6 people may attend the meal tasting. This is usually the bride, groom, and up to 4 others.
  - The number of guests attending the meal tasting must be confirmed no later than 1 week before the tasting appointment so that the chef may prepare accordingly.
- After you have set the appointment for the tasting, you will submit your menu selections via email no later than 2 weeks before your scheduled tasting appointment.
- The meal tasting is free of charge, but does not include gratuity for the server.
  - We recommend that you tip your server for the meal tasting as though you ordered everything out at a restaurant.
- The tasting will take approximately 30 – 60 minutes.
  - Any items you are not ready to confirm can be left for a decision at a later date.
- If you would like to take your guests on a walk-through of the ballroom and/or pavilion, you are welcome to do so on your own before or after the meal tasting appointment – please be sure to verify room availability/event schedule with the Director of Event Sales.

MENU:

- Changes to menu and event setup are allowed up to two weeks before the event date. No changes to menu or event setup will be allowed less than 2 weeks before the event date.
- Menu pricing is guaranteed as of the menu used for the meal tasting if completed 3-6 months before the wedding.
  - Exception: commodity market failure – alternatives would be offered before a pricing adjustment would be required.
  - No changes would be made without prior notification.
- For a Plated Meal:
  - You may offer guests 2-4 entrée selections (depending on package chosen) for an RSVP meal choice.
  - It is your responsibility to keep track of the meals selected by your guests and to have them correspond to their seating assignment with a visible place card at each seat (to be picked up by guests upon arrival or preset at tables).
    - Dietary needs should also be indicated on place card if any allergies were declared (gluten free, dairy free, etc).
    - Dietary needs/allergies MUST be confirmed with the Resort staff when the final headcount is confirmed.
- For a Buffet Meal:
  - The salad course will be served to guests at their seats before they are released to go to the buffet.
  - All guests will have the option of all items you have chosen for the buffet menu.
  - The head table will be served plated versions of the buffet menu before guests are released to the buffet line.
  - A place card with meal indication is not required for a buffet meal.
- For Kid's Meals:
  - Generally, kid's meals are not ordered for kids 4 and under – unless you would like to (at additional a la carte cost).
  - Because kids 5 – 12 are charged 50% of the selected package price, they may either go through the buffet or you may choose to order a plated meal for them (separate menu can be provided).
  - A single option kid's meal should be selected for all kids aged 5-12 if you would prefer a plated meal for them.
    - Plated kid's meals will only be served to the kids they have been ordered for, and additional kid's meals will not be available on the night of the event.
- Guests with dietary concerns or restrictions can be accommodated with a special plated meal or modifications to an existing selection with advance notice.
- Leftover Food Policy:
  - The resort will NOT pack any leftover buffet food that was prepared and served by the resort, nor are guests allowed to provide their own containers to pack leftovers from the buffet.
    - Individuals who need a to-go container for their own unfinished plated meal may request one from their server.
  - Perishable hors d'oeuvre displays cannot be packed to take home, since by the end of the night they will have been sitting out unattended for hours.
  - For a plated meal, the chef will prepare exactly the number of meals ordered.
    - If there are meals not used due to no-show guests, the extras are discarded at the end of dinner service because they have been sitting without temperature control for about an hour, and at that point we can no longer guarantee their safety to be transported home and then eaten at a later time.
    - If you know in advance (no later than the beginning of cocktail hour) that there are guests unable to attend at the last minute; their meals can be packed and properly stored by the staff and then you can collect them at the end of the night.
      - Proper notice for these meals must be given to the Director of Event Sales or the Banquet Manager.
      - Please be advised: no-show meals are ONLY packed up if we are notified in advance.
  - We do not pack any late night meals for the Bride & Groom to take home/to the hotel unless they are requested in advance.

BAR PACKAGE:

- All alcoholic beverage sales and services are subject to the rules and regulations of the Pennsylvania State Liquor Control Board. Due to licensing requirements from the PLCB and quality control issues, all food and beverage items to be served must be supplied and prepared by the resort.
- All adults 21 and older will be charged the full package price (which includes bar service).
- Guests 13-20 years old will receive a $20.00 discount off of the selected package since they will not be consuming alcohol.
- Guests 12 and under/Vendors will receive a 50% discount off the selected package price.
- The event bar shall operate following the timeline established on the final confirmed event orders.
  - No drinks will be served when the bar is closed for 1 hour after cocktail hour or when the bar is closed at the end of the reception.
  - Guests wanting drinks (other than coffee/tea/water) while the bar is closed may go to the public bar downstairs to purchase their own drinks. Operating hours may vary depending on the season and crowd levels.
- Event bar service will only be set up in the designated room/space for the event.
  - No food or drinks will be set up outside on the patio.
- All alcoholic beverages will be served directly from the bar to the guest.
  - No table service for drink orders will be provided by the service staff.
- NO SHOTS OR "DOUBLES" WILL BE SERVED AT THE BAR.
- All juices, mixers, sodas, and standard garnish are included in the bar package.
- **ABSOLUTELY NO OUTSIDE ALCOHOL IS ALLOWED ON RESORT PROPERTY** – this includes ALL event rooms, public areas within the resort, as well as the pavilion and golf courses.
  - This applies to ALL guests, including members of the bridal party and immediate family.
  - Beverage coolers for guests (including bridal party limo/bus alcohol) are NOT permitted in the Resort building. The cooler(s) must either stay on the bus, be taken to the hotel, or put in a vehicle. Resort staff will not assume responsibility for storing these items during the reception, nor can they be stored in a closet until the end of the night.
  - Any outside alcohol found will be confiscated and discarded.
  - At the discretion of the manager on duty, the individual(s) violating this policy may be asked to leave.
  - It is YOUR responsibility to ensure friends/family/guests are aware of this zero tolerance policy.
  - If there is something special or specific that the bridal party or family want that is not on the bar menu selected, we may be able to make special arrangements in advance to add options to the bar package.
    - Arrangements must be made no later than 1 week before the wedding date and are subject to product availability. Pricing will vary. No add-ons can be made after the final invoice has been written.
- No guests under 21 will be served ANY alcohol.
  - This includes the bridal party and immediate family.
    - Champagne toast ordered for the event can substitute non-alcoholic sparkling cider for underage guests if requested. If no substitute is requested, they will not be included in the toast count.
  - Any guest found ordering or providing alcoholic beverages to any guest(s) under 21 will be asked to leave.
- All alcohol served MUST be under the supervision of a resort staff bartender at all times.
  - Self-serve alcohol is NOT allowed.
  - Excessive and/or disruptive behavior by guests will be closely monitored by resort staff and guests not behaving properly may be refused service at the bar and/or asked to leave.
- **NO** Alcohol based favors are permitted. This includes personalized bottles of champagne or other alcohol.
- Bartenders:
  - There is a $125.00 fee per bartender. We recommend 1 bartender per 100 guests.
  - Bartenders will have unlabeled glass tip jar(s) in full view at the bar for use at the guest's discretion.
    - These jars will not be removed under any circumstances – NO EXCEPTIONS.
  - Bartenders reserve the right to ID any guest they feel is necessary.
    - Guests without proper identification will not be served – this includes bridal party and immediate family members.
  - Bartenders have the right, at their sole discretion, to refuse or discontinue service of alcoholic beverages to any guest deemed to be intoxicated, argumentative, or perceived as a threat to themselves or others.
- No "last call" or bar open/closed will be announced by the bartender(s) and we ask that your DJ not make any announcements either.

DECORATING AND SETUP:

- You will have guaranteed access the event room(s) the morning of the event to set up starting at 9 am. Access to your room(s) the day before can be made with the Director of Event Sales, provided there are no other scheduled events.
- Setup/cleanup of décor is your/family's/vendor's responsibility. The resort does not provide full event decorating services.
  - You (and/or your vendors) must come prepared for your/their own decorating needs including scissors, tape, string, etc.
- Director of Event Sales and/or Resort staff may be able to assist with some setup (place cards, favors, etc). Subject to availability. Please be sure to confirm these needs in advance to be guaranteed.
- Due to limited storage facilities, you may only store décor up to 24 hours in advance (subject to availability).
- No standard decorations or centerpieces are included in the room rental.
  - We can provide 12 inch square mirrors to use as part of your centerpieces. We also have two different options for table numbers and 12 inch tall silver stands to hold them. These are all available at no additional charge – but must be confirmed in advance.
- No tape, nails, staples, or screws are allowed on any surface (tables/chairs/walls/etc).
- Decorations are allowed on tables only. No decorations may be attached to the walls, ceilings, windows, trim, or doors.
- Arches or backdrops must be freestanding and may not be attached to the walls.
- Confetti in any form (paper, birdseed, rice, metallic cutouts, fake snow) is not allowed. No loose glitter is allowed.
- **NO** Alcohol based favors are permitted. This includes personalized bottles of champagne or other alcohol.
- Open flame candles ARE allowed, but MUST be in a container designed to collect wax drippings.
  - No taper candles are allowed. This includes single taper candlesticks and/or candelabras.
  - "Dripless" taper candles are not permitted – they will still drip down the candlestick, getting stuck to the linens.
- You may arrange for up-lighting for the reception décor through your DJ or a lighting production company; the resort does not have this equipment.
- Round guest tables are 72 inches and can seat up to 10 guests per table.
- A limited number of 8 foot tables are available to use for the gift table, DJ station, photobooth, etc. These will be confirmed in advance when the floor plan is established.
- Standard banquet chairs are silver framed with grey seat and back cushions.
  - Special rental chairs (such as Chiavari chairs) may be available to rent through the resort for an additional fee.
  - Rentals must be ordered/confirmed no less than 2 weeks before the event and are subject to availability by the rental company.
  - These rentals and applicable delivery/setup fees will be at your expense and will be added to the final event invoice.
- All standard resort china, glassware, flatware, and serving equipment is included with the room rental fee.
  - Specialty items requested may be available to rent for an additional fee.
- Table Linens and Napkins:
  - Round guest tables, cocktail tables, and auxiliary tables will have white floor length linens (or specialty table set up).
  - Specialty linens (length/style/color) may be available to rent for an additional fee.
  - Linen Napkins are available in a variety of colors and folds.
- Upper terrace patio is for private banquet events (weddings, etc); but may be shared if there is more than one event in the banquet rooms at one time. Decorating or any special set up is discouraged on the patio since the space may be shared with another event.
- Restrooms in the hall outside of the ballroom may be shared with another event upstairs. Therefore, we may discourage decorating with personal items in these (potentially) shared areas.
- Event Cleanup:
  - You must take all cards and gifts at the end of the reception.
  - Resort staff will move all centerpieces, decorations, and anything else left behind to a few tables, and then you/your family/vendor(s) will be responsible to pack and take everything home the next morning between 9 am and 12 pm.
    - Leftover cake will be brought out of cooler storage the morning of pick up and will be placed with the rest of your things to be picked up.
  - Everything you/your vendors have brought in must be removed from the facility no later than the morning after the event.
  - If there is an event scheduled in the same room(s) the day after your event, the resort staff will move all decorations, etc, to another available event room or office, and will confirm pick up location with you in advance.
  - **Chestnut Ridge Resort is not responsible for any lost or damaged items left after your event.**

CEREMONY:

- No bridal party or family members may hand out alcohol during the ceremony/walking down the aisle.
- Ceremony Time:
  - All ceremonies will take place 30-60 minutes before the cocktail hour is scheduled to begin. A gap in the timeline between these two events will not be permitted.
- Ceremony Options:
  - Chestnut Gardens Pavilion – 300 people max – semi circle facing the golf course - $1,500.00 rental fee.
  - London Room – 165 people max – airwalls dividing the room with theater style seating facing the windows - $1,500.00 rental fee.
  - Crystal Terrace Room – 150 people max – theater style seating facing the golf course windows - $1,500.00 rental fee.
  - Full Ballroom – 300 guests max – guests sit at their assigned tables & 2 dozen chairs are set up on dance floor for family - $500.00 rental fee.
- Ceremony Chairs:
  - Ceremony rental fee includes standard chairs for each location:
    - Chestnut Gardens Pavilion – white folding garden chairs
    - London Ballroom or Crystal Terrace Room – cushioned banquet chairs
  - Specialty chairs can be rented for your ceremony at additional cost (to be billed on final invoice)
  - Chairs cannot be moved from a ceremony at the Chestnut Gardens Pavilion or the Crystal Terrace Room to be used in the London Ballroom for the reception.
- Ceremony Décor – Outside ceremony:
  - Real flower petals MUST be used if planning to scatter on the ground.
  - You may do a unity candle ceremony, but wind at the pavilion will often prevent the candle from staying lit.
- Ceremony Décor – Inside ceremony:
  - No real flame candles or water filled vases are allowed on the floor along the aisle. Flameless candles (and no water) should be used instead.
  - Greenery and/or real/fake flower petals are permitted along the aisle if desired. Our staff will clean these up at the end of the ceremony.
- Ceremony Rehearsal:
  - We allow a complimentary ceremony rehearsal (up to 1 hour) with your wedding party the day before your wedding.
  - We recommend scheduling the rehearsal at least 2 weeks in advance so that this time is guaranteed for you.
  - Please make sure everyone involved in the rehearsal arrives promptly on time for the start of the rehearsal as there may be other appointments or events booked after your rehearsal that cannot be changed if your group is running late.
  - The Director of Event Sales will be present during the rehearsal to help organize the processional/recessional and sequence of events during the ceremony.
    - If you have hired your own day of coordinator, we will work with them to ensure the timeline is closely followed and all venue rules/regulations are observed.
  - The rehearsal will take place at the ceremony location unless that space is being used for a conflicting event.
    - If rehearsal space is being used for another event at a later time that day, but not during the time needed for rehearsal, then the ceremony rehearsal will be scheduled at that location. However, the other event's schedule cannot be adjusted to allow for extra rehearsal time for the wedding, nor can their event set up be modified significantly to allow for the rehearsal.
    - Rehearsal guests need to be conscious of the rehearsal space (trash, empty glasses, personal belongings, children).
- Inclement Weather Policy for Outdoor Ceremonies:
  - Ceremonies scheduled outdoors will proceed as planned, rain or shine.
  - Guests seated under the pavilion are expected to walk from the pavilion to the resort building (including steps) after the ceremony, so they should plan appropriately (shoes, umbrellas, jackets, etc).
    - Golf cart transportation *may* be arranged for guests not able to walk longer distances and/or up steps.
  - If you wish to change the location of your ceremony, this must be confirmed at least several days in advance – before the ceremony location is scheduled to be set up by resort staff, in order to avoid penalty setup charges.
    - If the decision to change ceremony location is made after the original location has already been set up, then you will be billed for the first location set; and may also be subject to a $250.00 change fee.
    - If no comparable option is available to move the ceremony, or if the decision is made on the day of the event, the only other option is to have guests sit at their assigned tables in the ballroom and a smaller modified theater style (24 chairs max) ceremony can be set up for immediate family on the dance floor. There is no charge for this change, and charges for original ceremony set up will not be refunded.

AFTER PARTY IN BAR:

- ***The only way to 100% guarantee that the bar is open following your reception is to pre-order late night food.***
- After parties held November through March will have a $350.00 room rental fee and a $125.00 bartender labor fee.
- After parties held April through October will not have a room rental or bartender labor fee.
- The bar downstairs may be open until 12:00 am (midnight) following the end of your reception. ***Some exclusions may apply.***
- If you do not plan for an after party (w/ late night snacks), the bar will close at 10 pm during golf season (April – September). In the off-season, (October – March), the bar is either on modified operating hours (closing early evening after golfers are done) or is closed completely. During the off-season, the bar is ONLY opened if an after party is scheduled.
- You must arrange (in advance) for late night food to be available to your guests while at the bar for the after party.
  - The kitchen is not kept open late night to take orders, so no a la carte orders can or will be taken during the after party.
  - **NO OUTSIDE FOOD IS ALLOWED TO BE BROUGHT INTO THE BAR OR ON THE PATIOS.**
  - Please see the after party menu guide for food options.
    - There is a $500.00 Food & Beverage minimum to be met for late night food orders at an after party.
    - Drinks ordered at the bar will not count towards the required minimum nor can any drinks be "pre-purchased" to help meet the required minimum.
    - Leftover food can be packed and stored for you to pick up the next morning.
- The after party bartender reserves the right to ID any guest they feel is necessary.
  - Guests without proper identification will not be served – this includes bridal party and immediate family members.
- Guests must be fully dressed and shoes must be worn at ALL times while at the after party.
- **NO SMOKING OR VAPING ANYWHERE INSIDE THE RESORT BUILDING – INCLUDING THE BAR.**
- Guests under 21 are permitted, but are not allowed to sit at the bar and must be with an adult at all times.
- Visibly intoxicated guests WILL NOT be served any alcohol.
- The after party bartender/manager on duty have the right, at their sole discretion, to refuse or discontinue service of alcoholic beverages to any guest deemed to be intoxicated, argumentative, or perceived as a threat to themselves or others.
- Guests not behaving will be given ONE warning. A second offense will result in removal from the bar.
- It is our policy to shut down the bar in the event of any fights or altercations – regardless of who is involved – wedding or general public. All guests must vacate the bar and the night will end. No refunds will be issued.
- The use of the Spike Bar/Restaurant dining room for your after party is not a guaranteed private event space April through October, and when other events are onsite during the off-season November through March.
  - Non-event guests are permitted in the Spike Bar, but will not/should not partake in the snacks ordered specifically for your guests.
  - Non-event guests will not be asked to leave.