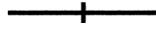


MOUNTAIN SPRINGS LODGE



CONGRATULATIONS ON YOUR ENGAGEMENT!

From the pristine setting of the Beaver Valley, with its acres of manicured lawns, bubbling creeks, trout-filled ponds, towering Ponderosa pine trees and aspen groves, Mountain Springs Lodge is the perfect backdrop for your wedding and reception.

The staff at Mountain Springs Lodge will provide all the elements that will make your wedding day one that you and your guests will treasure for a lifetime. We look forward to assisting in all aspects of your wedding. Mountain Springs Lodge Onsite Wedding Coordinator will work with you to ensure that your special day runs flawlessly, from the initial planning to the rehearsal and the wedding celebration itself.

We would be pleased to show you the grounds and venues of Mountain Springs Lodge. To arrange a tour, or if you have any questions, please contact one of our wedding coordinators via email or the phone number below.

The Wedding Team
Mountain Springs Lodge Weddings
weddinginfo@mtsprings.com
509.763.2713

VENUE RENTAL

Ceremony and Reception Venue pricing is based on the number of guests attending the wedding and reception. The venue is booked for a five-hour event ending no later than 10pm. An additional hour can be added for \$900/hour, ending no later than 10pm.

Included in the venue cost are white wedding chairs for the ceremony and reception, reception tables, linen tablecloths and napkins, china, glassware, flatware, and event staff through the reception.

The setup beforehand, service throughout the event, and cleanup after the reception is taken care of by our Wedding Coordinator and team.

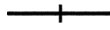
VENUE FEE

up to 100 guests	\$8,000
up to 150 guests	\$9,600
up to 200 guests	\$11,300
up to 250 guests	\$13,000

A 15% service fee will be applied to the Venue Fee

Please note, indoor maximum capacity is 120 guests

CATERING & ALCOHOL



WEDDING RECEPTION DINNER

For weddings of up to 150 guests, use of Mountain Springs Lodge onsite catering is required. Reception Dinners with a guest count exceeding 150 guests are subject to approval during the booking process.

Menus are individually priced based on the items chosen. Reception dinners range from \$45-\$85 per plate. The final price is determined after the Chef has met with the couple's menu planner, typically the Bride and Groom themselves, and has confirmed the costs of the products and staffing needed.

A 20% gratuity will be applied to all catering and beverage services which includes sales tax. 100% of the pre-sales tax and payroll tax gratuity is distributed to the service staff involved in your event.

ADDITIONAL MEALS— REHEARSAL DINNER, BRUNCH & LUNCH

If you would like to host a rehearsal dinner, group lunch, or group brunch during your stay with us, you are able to select the venue of your choice for up to two hours.

Use of Mountain Springs Lodge onsite catering is encouraged, but not required.

Mountain Springs Lodge will provide tables, chairs, linens, linen napkins, glassware, flatware, china, bussing staff, bartenders as well as setup and cleanup of the items provided.

Beer, Wine, and Champagne must be purchased and served through Mountain Springs Lodge licensed staff.

The following charges apply:

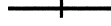
up to 50 guests	\$1,500
up to 100 guests	\$2,500
up to 150 guests	\$3,500
up to 200 guests	\$4,500

*Cost of Food & Beverage not included

If you would prefer a non-staffed rehearsal dinner, group lunch, or group brunch, the event must meet the following criteria:

- The event must be held at a lodge your party has booked
 - Ponderosa Lodge – up to 50 indoor / up to 200 outdoor
 - Pines Lodge – up to 25 indoor / up to 50 outdoor
 - Trailhead Lodge – up to 16 indoor / up to 50 outdoor
- Day guests attending an event not catered through Mountain Springs Lodge and not lodging at Mountain Springs Lodge are assessed at \$25/person.
 - Please advise us of planned guests so we can assure the capacity of parking.
- All outdoor noise and music must end by 10pm
- Mountain Springs Lodge will provide, if desired, tables and chairs (\$10/table & \$3/chair) for your event.

BEVERAGE POLICIES



A fine selection of wines, champagnes & beers are available for your event through Mountain Springs Lodge. For a current list of beverages and pricing, please request the Mountain Springs Lodge Banquet Beverage List. Below are the policies clarifying the position of Mountain Springs Lodge on the serving of alcoholic beverages.

- _____ All alcohol served must be purchased through Mountain Springs Lodge. If the host prefers to provide their own beer, wine or champagne, a corkage fee of \$15 per 750 ml bottle of wine or champagne, \$150 per half-barrel keg and \$75 per pony keg will be applied to all bottles of wine or cases of beer opened.
- _____ Mountain Springs Lodge shall provide a qualified server who is licensed and certified by The State of Washington, to serve alcoholic beverages at the event. All alcohol must be served through the provided bartenders. If alcohol is brought into the reception by a guest, it will be confiscated, and the bar may close for the remainder of the event.
- _____ Mountain Springs Lodge adheres to all Washington State Liquor & Cannabis Board regulations. MSL qualified servers will not serve any guest under 21 years and will require ID of any person looking under 30 years old before serving. Bartenders will not overserve a guest.
- _____ According to Washington State Liquor & Cannabis Board regulations, no person is permitted to engage in the consumption of marijuana on Mountain Springs Lodge property.
- _____ Hard liquor is not permitted at events that occur at Mountain Springs Lodge. Kegs may be allowed on a case-by-case basis. If a keg is permitted and there is any beer remaining in the keg at the end of the reception, it is not allowed to be taken by the wedding party.
- _____ Consumption of alcohol is restricted by state law to buildings that have been privately reserved. Guests are not permitted to carry open containers of alcohol on grounds between lodges & venues nor to the pool area.
- _____ For any non-MSL sponsored gathering where there will be alcohol provided, the host is required to purchase and post a Washington State Banquet Permit for the duration of that event.
- _____ An 20% gratuity is assessed for a beverage service.
- _____ Payment for alcohol is due upon receipt of the invoice or prior to checkout.
- _____ Mountain Springs Lodge strongly urges that the host organize the use of designated drivers for the event. The host is responsible for arranging shuttle service if designated drivers are not available for guests who have over-consumed.
- _____ Upon signing of this Beverage Policy Contract, the hosting couple &/or family takes responsibility for the liability of serving alcoholic beverages and takes full responsibility for accidents that result from the serving of those alcoholic beverages. The host couple or family agrees to indemnify and hold harmless Mountain Springs Lodge from any and all liability or claims that relate to or result from their serving of alcoholic beverages at Mountain Springs Lodge.

Signed: _____

Print Name: _____

Date: _____

EVENT POLICIES

Mountain Springs Lodge appreciates your business and will make every effort to assure the success of your event. Adherence to the following policies and procedures is important as you plan your event.

LODGING

A lodging minimum of two nights stay is required on weekends and three nights stay on select holidays.

Each lodging unit base rate includes a certain number of guests. Each additional guest (ages 3 and up) over the base rate is \$30 per night.

Overnight guests may check in at 4:00 PM. Check out is 11:00 AM.

There may be a fee associated with early check in or late check out in the event that Mountain Springs Lodge is able to accommodate such a request.

GUARANTEE

A final guarantee for the attendance and beverages ordered at all food functions is due no later than fourteen business days prior to the scheduled function. Guarantees are not subject to reduction. If no number is given, the number on the original contract will be used as the final guarantee.

Financial responsibility will be for the guaranteed or the actual number of guests served, whichever is greater.

It is the event organizers responsibility to provide a list of guests and bed arrangements for the lodges in use fourteen days prior to your event. If no such list is received, the beds will be made according to Mountain Springs Lodge's standard arrangement. Last minute changes will incur a housekeeping fee of \$30 per bed change.

DEPOSITS

A deposit, due at the time of booking, is required for all lodging and event space reservations.

The deposit required to reserve a facility or venue for a group event is half of the venue cost.

The deposit required to reserve the Ponderosa, Pines or Trailhead Lodges is the base rate plus tax for each day of use.

The deposit required to reserve a cabin, suite, house, or guest room is one-half of the base rate plus tax for all days of use.

A deposit is required for all catering. This deposit will be one half of the anticipated charge due 60 days prior to the event. The remaining balance must be guaranteed by a pre-approved credit card and paid in full at the end of the function unless pre-approved credit has been established.

CANCELLATION POLICY

In the event of cancellation, deposits for the Ponderosa, Pines or Trailhead Lodges and wedding venues are nonrefundable unless the lodge or venues rebook to another party for the same time period. All refunds are subject to a 10% cancellation fee.

Deposits on all other cabins, suites, houses or guest rooms will be refunded only if notice of cancellation is given 30 or more days prior to the reservation arrival date. All refunds are subject to a 10% cancellation fee.

Base Rates will be charged in full for all dates reserved should the contracting party depart before the end of the reservation.

Cancellation made for beverages within fourteen days of the event will result in the full amount being charged.

Cancellation made for catering made within 60 days of the event will result in a cancellation fee of 50% of the anticipated food and beverage revenue. Cancellation within seven days of the event will result in the full cost of the event being charged.

CATERING & FUNCTIONS

Alcohol is restricted to beer, wine and champagne and must be provided through Mountain Springs Lodge. If the host wishes to supply their own, a corkage fee will be applied. Mountain Springs Lodge will provide a certified server and under no circumstances will a minor under the age of 21 years be allowed to consume alcohol.

We request no food supplied by Mountain Springs Catering be removed from the premises due to liability. While Mountain Springs Catering welcomes guests to eat during mealtime, any excess food is not to be taken after the event.

A mandatory 20% gratuity will be applied to all catering and/or beverage services. Of the total gratuity collected, 18% is retained by Mountain Springs Lodge to cover administrative expenses, including but not limited to sales tax, payroll taxes, and credit card processing fees. The remaining 82% is distributed to the staff members who planned and provided service for your event.

A mandatory 15% service fee will be applied to all venue rentals. Of the total service fee collected, 22% is retained by Mountain Springs Lodge to cover administrative expenses, including but not limited to sales tax, payroll taxes, and credit card processing fees. The remaining 78% is distributed to the staff members who helped make your event possible.

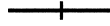
Music must conform to reasonable noise levels as determined by Mountain Springs Lodge and must be quiet by 10:00 PM.

Wedding ceremony & reception facility rental charge is for a period of five hours of event time unless other arrangements are made in advance and included on the contract. One additional hour may be added for \$900, ending no later than 10pm.

For Saturday ceremonies (December – February), the earliest ceremony time is 4pm due to parking availability.

Additional fees may be charged if additional service, set-up, and cleanup is requested and approved by the facilitator of the group. These fees will be added to the final bill.

EVENT POLICIES (CONTINUED)



OTHER

Mountain Springs Lodge will accept wedding bookings up to 18 months prior to the wedding date.

Storage: While Mountain Springs Lodge is able to provide refrigerated space for the wedding cake & desserts, our space is limited, and we are not able to provide flower refrigerator storage. We recommend arranging same-day delivery with your florist.

Pets are only permitted in certain cabins at \$25/day. If outdoors, pets must always be leashed. Those in charge of scheduling the event are solely responsible for communicating this policy to dog/pet owners. If the animal enters a non-pet friendly building, there will be an additional fee of \$600.00 charged to the event organizer for the cost of the intense cleaning that must take place.

Quiet hours are between 10:00 PM and 8:00 AM.

Mountain Springs Lodge has a strict non-smoking policy. Absolutely no smoking is permitted inside any building. Smoking is permitted on front decks of buildings and the ash receptacles must be used. If smoking is detected inside there will be an additional cleaning fee of \$300.00 plus additional charges for damage or repair fees charged to the event coordinator.

Day guests not lodging at Mountain Springs Lodge that attend an event not sponsored by Mountain Springs Lodge will be charged \$25.00 per person. Please advise us of planned guests so we can assure the capacity of your lodging and parking.

Dancing on interior wooden floors is not permitted. A dance floor may be rented and placed on top of the flooring or outside on the lawn. (The Beaver Creek Barn provides a built-in dance floor and does not require that an additional dance floor be rented).

TENT CAMPING

A limited number of tents will be permitted at designated locations with prior approval by the Wedding Coordinator. Occupants of tents will be charged \$25/person per night.

DAMAGE/DECOR

We ask that the venues be left as they were found. It is the Lodge's discretion to charge labor for cleanup of trash and décor remaining at the end of the event.

Mountain Springs Lodge does not permit décor of confetti, glitter, flower petals or open flame candles in any indoor or outdoor venue. If these items are used, an additional \$500 fee will be applied.

The contracting party will be responsible for all damages to the buildings, furnishings and property including but not limited to doors, windows, stereo equipment, carpets, linens, towels etc. If excessive cleaning is required, a cleaning charge of \$40/hour will be applied.

BILLING AND PAYMENT

All charges are subject to state sales tax, a 15% service fee will be added to the Venues and an 20% gratuity will be added to beverages and catering.

The contracting party is responsible for payment of the bill upon receipt of the invoice or prior to checkout.

Accounts over thirty days old will be charged a finance fee of one and one-half percent per month or the maximum allowed by law. If collection procedures become necessary, you will be responsible for costs and reasonable attorney fees.

I, the undersigned, have read and fully understand the conditions listed above and agree to comply with all provisions.

Signature of responsible party:

Date:

Print Name:

Event Date:

LODGING

Onsite properties are designed to facilitate group celebration and individual comfort—from the timber-framed lodges to deluxe intimate suites in the Beaver Creek Lodge, to cozy family cabins, there is something for every couple’s wedding arrangements, large or small.

	March – April November	May - October Dec - February
Ponderosa Lodge - <i>Sleeps up to 28 guests</i>		
Weekday nightly rate	\$1450.00	\$1850.00
Weekend & Holiday nightly rate	\$1850.00	\$2150.00
Dec. 20 th -Jan 2 nd	\$2300.00	
Base rate includes up to 15 guests. Additional guests- \$30.00/night (ages 3 and up)		

Pines Lodge& Trailhead Lodge - <i>Sleeps up to 19 guests</i>		
Weekday nightly rate	\$1250.00	\$1450.00
Weekend & Holidays nightly rate	\$1450.00	\$1850.00
Dec. 20 th -Jan 2 nd	\$2000.00	
Base rate includes up to 12 guests. Additional guests- \$30.00/night (ages 3 and up)		

	March-May November	June-October Dec-February
Alpine & Aspen Cabins <i>Sleeps between 2-6 guests</i>		
Log Cabin - <i>available May – October -Sleeps between 2-4 guests</i>		
Weekday nightly rate	\$350.00	\$400.00
Weekend & Holiday nightly rate	\$400.00	\$440.00
Base rate includes up to 2 guests. Additional guests- \$30.00/night (ages 3 and up)		

NW Territory and Mountain Retreat Suites - <i>Ideal for 2 guests</i>		
Weekday nightly rate	\$300.00	\$380.00
Weekend & Holiday nightly rate	\$380.00	\$400.00
Base rate includes up to 2 guests. Additional guests- \$30.00/night (ages 3 and up)		

Aspenglow Bridal Suite - <i>For 2 guests only</i>		
Weekday nightly rate	\$350.00	\$400.00
Weekend & Holiday nightly rate	\$400.00	\$440.00

Please see www.mtsprings.com for descriptions, pictures, & layouts of each unit
2-night minimum lodging requirement for weekend reservations.

Though for the most part lodging is optional, the following lodging requirements apply based on venues chosen:

- If the Ponderosa Meadow is selected as the ceremony or reception venue, it is required that the wedding party book the Ponderosa Lodge.
- If the Beaver Creek Lodge is chosen for the reception venue, it is required that the Northwest Territory and Mountain Retreat Suites be booked by the wedding party.

LOCAL WEDDING SERVICES

Cakes & Desserts

Sagebrush Sweets - sagebrushsweets.com
Valley Cakes & Bakes - valleycakesandbakes.com
Sure to Rise Bakery - suretorisebakery.com
Homefires - homefiresbakery.com
Cupcake Blues - cupcakeblues.com
Whistlepunk Ice Cream Co. - whistlepunkicecream.co
Papa Z's Donuts - 509.670.7723

Beauty

Chelan Glam - chelanglam@gmail.com
Bridal Hair by Lucy - bridalhairbylucy.com
Makeup By Nelisa – makeupbynelisa@gmail.com
Liz Kellerman – lizkellermanmakeup.com
Anne Timss – annetimss.com

Florists

Au Natural - pattibosket.com
Full Bloom Flowers - wenatcheefloral.com
Loves Me Flowers - lovesmeflowers.com
Feathers & Flowers - featherandflowers.net

Officiant

Rev. Chico Goff - chicogoff17@gmail.com
Chanelle Carlin - chanellecarlin.com

Videographer

Ambit Wedding Films – ambitweddingfilms.com
Ben Holten - benholtenfilms.com
Ben Thomas - benthomasonline.com/event-films
Best Made Videos – bestmadeweddingvideos.com

Photographer

Wiley Putnam - wileyputnam.com
Maija Karin Photography - maijakarinphotography.com
Alder Photography - alder.photography.com
April Yentas - aprilyentas.com
Brandon Patoc – patocweddings.com
Kendra Wittwer – kendrawittwer.com

Music – Disc Jockey

JMG Entertainment jmgmusicdj.com
DJ Good Cat 509.590.9530
Showbiz NW showbiznw.com

Music – Band and Classical

Beth Whitney - bethwhitneymusic.com
Eric Link - vdolink@gmail.com
Classic Pizzazz – classicpizzazz.net
Jill Whitman – 509.663.3939
Monica Schley – monicaschley.com
David Shearer – davidshearermusic.com

Rental Services

Mountain Springs Lodge – mtnsprings.com
HRJ Events & Vintage Rental - hrj-events.com
The Local Event Co. Rentals - thelocaleventco.com

Other

Wenatchee Valley Shuttle - wenatcheevalleyshuttle.com
Leavenworth Shuttle & Taxi - leavenworthshuttle.com
Glamp Photo Booth - www.glampphotobooth.com
Photobooth: JMG Entertainment - jmgmusicdj.com