

weddings

AT
SUNCADIA

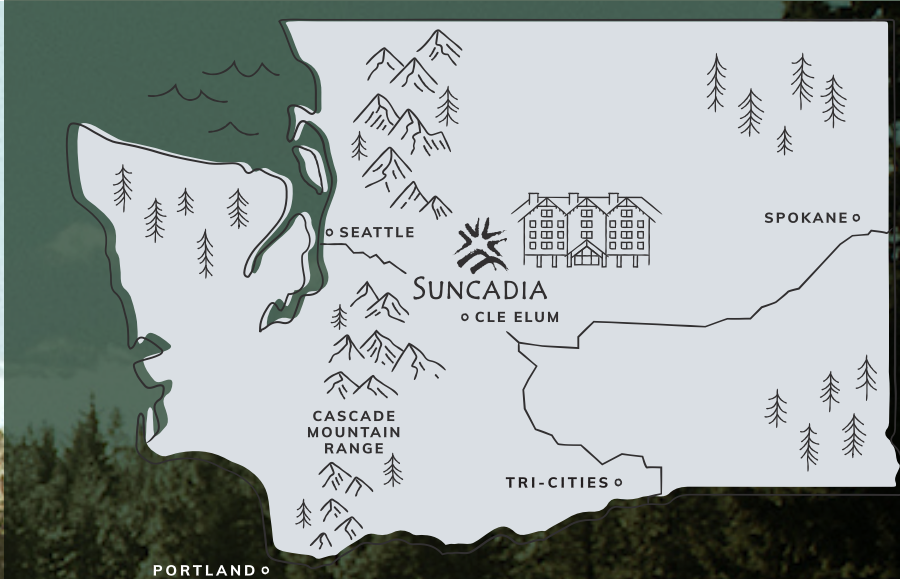




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VE = vegetarian | VG = vegan | GF = gluten free | GFO = gluten free option | VEO = vegetarian option



FROM SEATTLE

Drive east on I-90 for approximately 80 miles to the Roslyn/Salmon La Sac exit (exit 80). Turn left at the exit onto Bullfrog Road and follow the signs to Suncadia.

FROM SPOKANE

Drive west on I-90 for approximately 215 miles to the Roslyn/Salmon La Sac exit (exit 80). Turn right at the exit onto Bullfrog Road and follow the signs to Suncadia.

FROM PORTLAND

Drive north on I-5 to I-90E (230 miles). Take exit 80 toward Roslyn/Suncadia. Turn left onto Bullfrog Rd and follow the signs to Suncadia.

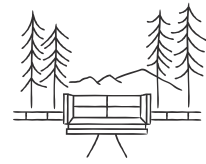
FROM TRI-CITIES

Drive west on I-90 for approximately 140 miles to the Roslyn/Salmon La Sac exit (exit 80). Turn right at the exit onto Bullfrog Road and follow the signs to Suncadia.

SUNCADIA, YOUR WEDDING DESTINATION. COME EXPLORE THE POSSIBILITIES!

Thank you for considering Suncadia as part of your special day! With a backdrop of the Cascade Mountains and soaring spire of pine trees, Suncadia is a true Washington State destination, with a variety of indoor and outdoor wedding venues for parties of all sizes. The following pages will help you start your exploration into our different menu options for rehearsal dinners, wedding receptions, and after wedding brunches. We invite you to review more information about our wedding service in our frequently asked questions and catering guideline section. We are excited to share in your new adventure as a newlywed couple!

Venues



THE LOOKOUT

- 300 GUESTS MAX
- VENUE FEE: \$6,000

THE LOOKOUT

Say "I do" to the perfect mountain wedding with breathtaking views overlooking the Cascade Mountains and the Cle Elum River.





THE LODGE AT SUNCADIA

The Lodge at Suncadia features a variety of venue spaces from ballrooms to clifftop meadows with stunning outdoor views. Tour the Lodge to picture yourself on your big day.

STRAWBERRY LAWN

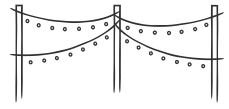
- 120 GUESTS MAX
- VENUE FEE: \$3,000



Venues

AMPHITHEATER

- 300 GUESTS MAX
- VENUE FEE: \$6,000



THE VILLAGE AMPHITHEATER

A tiered amphitheater overlooking a quaint lake lined with lush pine trees—perfect for your big day.





ROSLYN MEADOW

- 200 GUESTS MAX
- VENUE FEE: \$6,000

THE INN

Indoor and outdoor space featuring panoramic window views overlooking a lush meadow and the golf course.



Venues



THE LODGE AT SUNCADIA

The Lodge at Suncadia features a variety of Cle Elum wedding venues to select from, including ballrooms or strawberry fields. Tour the Lodge to find the Washington State wedding venues perfect for your big day.

OWENS BALLROOM

- 200 MAX CEREMONY
- 120 MAX RECEPTION
- VENUE FEE: \$3,500





THE LODGE AT SUNCADIA

The Lodge at Suncadia features a variety of Cle Elum wedding venues to select from, including ballrooms or strawberry fields. Tour the Lodge to find the Washington State wedding venues perfect for your big day.

RIALTO BALLROOM

- 300 GUESTS MAX
- VENUE FEE: \$6,000





HISTORIC NELSON FARM

Once a working dairy farm, this rustic wedding venue includes the original farmhouse, a log cabin, a barn, and stables. It's surrounded by wide, picturesque meadows and stunning views of the mountains.

NELSON FARM

- 300 GUESTS MAX
- VENUE FEE: \$6,000





Meadow Package

BUFFET

\$128 per person | 30 person minimum

APPETIZERS (choice of three, tray passed or stationed)

HOT

Crispy Vegetable Spring Rolls sweet chile and scallion dipping sauce VE

Chicken and Lemongrass Potstickers orange sambal dipping sauce

Portobello Mushroom Arancini grana padano, truffle aioli VE

COLD

Tuna Poke on Wonton avocado, scallion, sesame ginger reduction GFO

Roasted Tomato Bruschetta whipped ricotta, lemon oil, micro basil VE

Antipasto Skewer charcuterie, olives, mozzarella GF

SOUP OR SALAD (choice of one soup or salad)

SOUPS

Tomato and Basil Bisque herbed brioche croutons GFO

Corn Chowder bacon, bay seasoning

Melon and Cucumber Gazpacho lemon oil, herbs VG

SALADS

Classic Caesar Salad grilled lemons, parmesan, herbed brioche croutons GFO

Green Goddess Wedge baby iceberg, bacon, radish, bleu cheese GF

Beet and Arugula chevre, pistachios, shallot vinaigrette VE, GF

SIDES (choice of three)

Asparagus with brown butter breadcrumbs VE, GFO

Grilled Broccolini with citrus glaze VG, GF

Beecher's Cheddar Grits GF

Crispy Roasted Baby Potatoes VG, GF

Yukon Gold Mashed Potatoes VE, GF

MAINS (choice of two)

Flat Iron Steak with cognac peppercorn sauce GF

Braised Chicken Gnocchi spinach, tomato, bacon, basil, parmesan

Seared Salmon with saffron aioli GF

Grilled Chicken with olive tapenade, citrus, and fennel GF

Wheatberry Farro Risotto mushrooms, parmesan, tomatoes, pesto VE

Burrata Ravioli with lemon brown butter and arugula VE

Meadow Package

PLATED

\$142 per person | 30 person minimum

*only available for indoor events

APPETIZERS (choice of three, tray passed or stationed)

HOT

Crispy Vegetable Spring Rolls sweet chile and scallion dipping sauce VE

Tandoori Chicken Satay spicy mint yogurt GF

Paella Croquette chorizo and shrimp, saffron aioli

COLD

Cava Poached Shrimp romesco, citrus GF

Roasted Tomato Bruschetta whipped ricotta, lemon oil, micro basil VE

Antipasto Skewer charcuterie, olives, mozzarella GF

SOUP OR SALAD (choice of one soup or salad)

SOUPS

Tomato and Basil Bisque herbed brioche croutons GFO

Corn Chowder bacon, bay seasoning

Melon and Cucumber Gazpacho lemon oil, herbs VG

SALADS

Classic Caesar Salad grilled lemons, parmesan, herbed brioche croutons GFO

Green Goddess Wedge baby iceberg, bacon, radish, bleu cheese GF

Beet and Arugula chevre, pistachios, shallot vinaigrette VE, GF

MAINS (choice of two)

Flat Iron Steak with Cognac Peppercorn Sauce grilled asparagus, crispy baby potatoes GF

Grilled Chicken with Crispy Prosciutto mozzarella, mama lil's peppers, baby potatoes, warm kale salad GF

Fennel Rubbed Pork Chop with Brown Sugar Bourbon BBQ Sauce beecher's cheddar grits, grilled broccolini GF

Braised Chicken Gnocchi spinach, tomato, bacon, basil, parmesan VEO

Seared Salmon with Saffron Aioli roasted cauliflower, baby spinach, pine nuts, raisins GF

Burrata Ravioli with Lemon Brown Butter arugula, roasted squash VE

Forest Package

BUFFET

\$148 per person | 30 person minimum

APPETIZERS (choice of three, tray passed or stationed)

HOT

Crispy Vegetable Spring Rolls sweet chile and scallion dipping sauce VE

Chicken and Lemongrass Potstickers orange sambal dipping sauce

Portobello Mushroom Arancini grana padano, truffle aioli VE

5 Spice Pork Slider hoisin bbq sauce, broccoli slaw

Salmon Rilette Crostini pickled onions, capers GFO

COLD

Tuna Poke on Wonton avocado, scallion, sesame ginger reduction GFO

Roasted Tomato Bruschetta whipped ricotta, lemon oil, micro basil VE

Antipasto Skewer charcuterie, olives, mozzarella GF

Dungeness Crab Tostada Bites fennel, cabbage, lime GFO

Chevre and Prosciutto Crostini micro basil



Forest Package

BUFFET

\$148 per person | 30 person minimum

SOUP OR SALAD (choice of one soup or salad)

SOUPS

Tomato and Basil Bisque herbed brioche croutons GFO

Corn Chowder bacon, bay seasoning

Farmer's Market Creamy Asparagus Soup VE, GFO

Melon and Cucumber Gazpacho lemon oil, herbs VG

SALADS

Classic Caesar Salad grilled lemons, parmesan, herbed brioche croutons GFO

Beet and Arugula chevre, pistachios, shallot vinaigrette VE, GF

Organic Baby Spinach Salad seasonal fruits, almonds, dried cranberries, pickled onions VG, GF

Steakhouse Chop Salad salami, tomatoes, onions, artichoke, bleu cheese vinaigrette GF, VEO

Mediterranean Organic Greens olives, cucumbers, tomatoes, feta, creamy vinaigrette VE, GF

SIDES (choice of three)

Asparagus with brown butter breadcrumbs VE, GFO

Grilled Broccolini with citrus glaze VG, GF

Crispy Roasted Baby Potatoes VG, GF

Truffled Mashed Potatoes cracked pepper and herbs VE, GF

Lemon Risotto with peas, parmesan, and sage VE, GF

Roasted Cauliflower baby spinach, pine nuts, golden raisins VG, GF

Beecher's Cheddar Mac and Cheese VE

MAINS (choice of two)

NY Strip Loin with cognac peppercorn sauce GF

Beef Short Ribs with red wine demi glace and mushrooms GF

Braised Chicken Gnocchi spinach, tomato, bacon, basil, parmesan VEO

Grilled Chicken with olive tapenade, citrus, and fennel GF

Citrus Cured Wild Salmon with sauce verte GF

Cider Brined Pork Loin with port cherries and herbs GF

Spiced Braised Lamb Shoulder with pistachios and fig glaze GF

Grilled Cauliflower and Peppers couscous, roasted tomatoes, chimichurri VG, GFO

Forest Package

PLATED

\$162 per person | 30 person minimum

*only available for indoor events

APPETIZERS (choice of three, tray passed or stationed)

HOT

Crispy Vegetable Spring Rolls sweet chile and scallion dipping sauce VE

Tandoori Chicken Satay spicy mint yogurt GF

Black Bean Empanada cumin crema VE

5 Spice Pork Slider hoisin bbq sauce, broccoli slaw

Mini Beef Wellingtons puff pastry, bleu cheese

COLD

Dungeness Crab Tostada Bites fennel, cabbage, lime GFO

Chevre and Prosciutto Crostini micro basil

Antipasto Skewer charcuterie, olives, mozzarella GF

Tuna Poke on Wonton avocado, scallion, sesame ginger reduction GFO

Mushroom and Walnut Pate Cracker bleu cheese and herbs VE

SOUP OR SALAD (choice of one soup or salad)

SOUPS

Tomato and Basil Bisque herbed brioche croutons GFO

Corn Chowder bacon, bay seasoning

Wild Mushroom Soup with garlic confit VE, GF

Melon and Cucumber Gazpacho lemon oil, herbs VG

SALADS

Classic Caesar Salad grilled lemons, parmesan, herbed brioche croutons GFO

Organic Baby Spinach Salad seasonal fruits, almonds, dried cranberries, pickled onions VG, GF

Butter Lettuce with cultured cream, lemon, pistachios, chives VE

Green Goddess Wedge baby iceberg, bacon, radish, bleu cheese GF

Organic Field Greens with Chevre radish, micro herbs, sunflower seeds VE, GF

Forest Package

PLATED

\$162 per person | 30 person minimum

*only available for indoor events

MAINS (choice of two)

NY Strip Loin with Cognac Peppercorn Sauce grilled asparagus, crispy baby potatoes GF

Beef Short Ribs with Red Wine Demi Glace and Mushrooms truffled mashed potatoes, herbs GF

Grilled Chicken with Olive Tapenade citrus, fennel, lemon, pea risotto GF

Braised Chicken Gnocchi spinach, tomato, bacon, basil, parmesan VEO

Seared Salmon with Saffron Aioli roasted cauliflower, baby spinach, pine nuts, raisins GF

Citrus Cured Wild Salmon with Sauce Verte wheatberries, seasonal vegetables, creamy vinaigrette GFO

Grilled Cauliflower and Peppers couscous, roasted tomatoes, chimichurri GFO

Curried Tofu with Coconut and Lime warm ancient grains salad, garbanzo beans GFO



Mountain Package

BUFFET

\$196 per person | 30 person minimum

APPETIZERS (choice of three, tray passed or stationed)

HOT

Crispy Vegetable Spring Rolls sweet chile and scallion dipping sauce VE

Paella Croquette chorizo and shrimp, saffron aioli

5 Spice Pork Slider hoisin bbq sauce, broccoli slaw

Portobello Mushroom Arancini grana padano, truffle aioli VE

Tandoori Chicken Satay spicy mint yogurt GF

Mini Beef Wellingtons puff pastry, blue cheese

Shrimp and Lobster Melt mascarpone and scallions

COLD

Chevre and Prosciutto Crostini micro basil

Salmon Rilette Crostini pickled onions, capers GFO

Tuna Poke on Wonton avocado, scallion, sesame ginger reduction GFO

Dungeness Crab Tostada Bites fennel, cabbage, lime GFO

Cava Poached Shrimp romesco, citrus GF

Roasted Tomato Bruschetta whipped ricotta, lemon oil, micro basil VE

GOURMET DISPLAYS (choice of two)

Antipasto prosciutto, salami, roasted balsamic vegetables, cilengene, parmesan, marinated olives, spicy chickpea salad, pepperoncini, crackers and toast GFO

Mediterranean pepper hummus, quinoa tabbouleh, tzatziki, roasted vegetables, feta, olives VE

Sliced Fruit & Berries melon, pineapple, citrus, grapes, berries, honey yogurt dipping sauce VE, GF

Mini Dessert Assortment something for everyone—bars, tarts, chocolates, petit fours, macarons VE

SOUP OR SALAD (choice of one soup or salad)

SOUPS

Tomato and Basil Bisque herbed brioche croutons GFO

Clam Chowder with potatoes, thyme, and bacon

Wild Mushroom Soup with garlic confit VE, GFO

Melon and Cucumber Gazpacho lemon oil, herbs VG

Curried Butternut Squash and Coconut VG, GF

Mountain Package

BUFFET

\$196 per person | 30 person minimum

SALADS

- Classic Caesar Salad** grilled lemon, parmesan, herbed broiche croutons GFO
- Organic Baby Spinach Salad** seasonal fruits, almonds, dried cranberries, pickled onions VG, GF
- Butter Lettuce** with cultured cream, lemon, pistachios, chives VE, GF
- Organic Field Greens with Chevre** radish, micro herbs, sunflower seeds VE, GF
- Steakhouse Chop Salad** salami, tomatoes, onions, artichokes, bleu cheese vinaigrette GF, VEO
- Mediterranean Organic Greens** olives, cucumbers, tomatoes, feta, creamy vinaigrette VE, GF

SIDES (choice of three)

- Asparagus** with brown butter breadcrumbs VE, GFO
- Grilled Broccolini** with citrus glaze VG, GF
- Duck Fat Roasted Baby Potatoes** GF
- Crispy Brussels Sprouts and Bacon** GF
- Beecher's Cheddar Mac and Cheese** VE
- Truffled Mashed Potatoes** cracked pepper and herbs VE, GF
- Lemon Risotto** with peas, parmesan, and sage VE, GF
- Roasted Cauliflower** baby spinach, pine nuts, golden raisins VG, GF

MAINS (choice of three)

- Beef Tenderloin** with cognac peppercorn sauce GF
- Beef Short Ribs** with red wine demi glaze and mushrooms GF
- Braised Chicken Gnocchi** spinach, tomato, bacon, basil, parmesan VEO
- Grilled Chicken** with olive tapenade, citrus, and fennel GF
- Citrus Cured Wild Salmon** with sauce verte GF
- Cider Glazed Salmon Creek Pork Tenderloin** GF
- Spiced Braised Lamb Shoulder** with pistachios and fig glaze GF
- Grilled Cauliflower and Peppers** couscous, roasted tomatoes, chimichurri VG, GFO
- Curried Tofu and Ancient Grains** VG, GFO

Mountain Package

PLATED

\$210 per person | 30 person minimum

*only available for indoor events

APPETIZERS (choice of three, tray passed or stationed)

HOT

Crispy Vegetable Spring Rolls sweet chile and scallion dipping sauce VE

Paella Croquette chorizo and shrimp, saffron aioli

Chicken and Lemongrass Potstickers orange sambal dipping sauce

Black Bean Empanada cumin crema VE

Mini Beef Wellingtons puff pastry, blue cheese

Wagyu Beef Sliders cheddar, bacon jam, tomato aioli

Shrimp and Lobster Melt mascarpone and scallions

COLD

Cava Poached Shrimp romesco, citrus GF

Roasted Tomato Bruschetta whipped ricotta, lemon oil, micro basil VE

Antipasto Skewer charcuterie, olives, mozzarella GF

Tuna Poke on Wonton avocado, scallion, sesame ginger reduction GFO

Dungeness Crab Tostada Bites fennel, cabbage, lime GFO

Smoked Salmon on Everything Bagel Crostini whipped mascarpone, lemon

GOURMET DISPLAYS (choice of two)

Pacific Northwest Cheese & Charcuterie assortment of the best local cheeses, salami, prosciutto, olives, local honey, dried fruit GFO

Mediterranean pepper hummus, quinoa tabbouleh, tzatziki, roasted vegetables, feta, olives, flatbreads, crackers VE

NW Salmon Display cold smoked lox and hot cherrywood smoked salmon with horseradish cream, hard cooked egg, crostini, everything bagels, whipped mascarpone and accoutrement GFO

Sliced Fruit & Berries melon, pineapple, citrus, grapes, and berries with honey yogurt dipping sauce VE, GF

Macarons with chocolate and fruit dipping sauces VE

Mountain Package

PLATED

\$210 per person | 30 person minimum

*only available for indoor events

SOUP OR SALAD (choice of one soup or salad)

SOUPS

Tomato and Basil Bisque herbed brioche croutons GFO

Corn Chowder bacon, bay seasoning

Wild Mushroom Soup with garlic confit VE, GFO

Curried Butternut Squash and Coconut VG, GF

Melon and Cucumber Gazpacho lemon oil, herbs VG

SALADS

Classic Caesar Salad grilled lemon, parmesan, herbed brioche croutons GFO

Organic Baby Spinach Salad seasonal fruits, almonds, dried cranberries, pickled onions VG, GF

Butter Lettuce with cultured cream, lemon, pistachios, chives VE, GF

Green Goddess Wedge baby iceberg, bacon, radish, bleu cheese GF

Organic Field Greens with Chevre radish, micro herbs, sunflower seeds VE, GF

Beet and Arugula chevre, pistachios, shallot vinaigrette VE, GF

MAINS (choice of three mains or one main and one duet)

Beef Tenderloin with Cognac Peppercorn Sauce crispy bacon brussels sprouts, duck fat potatoes GF

Beef Short Ribs with Red Wine Demi Glace and Mushrooms truffled mashed potatoes, herbs GF

Hard Cider Glazed Salmon Creek Pork Tenderloin butter poached fingerlings and corn succotash GF

Grilled Chicken with Olive Tapenade Citrus, and Fennel lemon pea risotto GF

Braised Chicken Gnocchi spinach, tomato, bacon, basil, parmesan

Citrus Cured Wild Salmon with Sauce Verte wheatberries, seasonal vegetables, creamy vinaigrette GFO

Seared Sea Bass with Couscous lemon chive beurre blanc, oil cured tomatoes and olives GFO

Grilled Cauliflower and Peppers couscous, roasted tomatoes, chimichurri VG

Curried Tofu with Coconut and Lime warm ancient grains salad, garbanzo beans VG, GFO

Burrata Ravioli with Lemon Brown Butter arugula, roasted squash VE

Mountain Package

PLATED

\$210 per person | 30 person minimum

*only available for indoor events

DUETS (choice of three mains or one main and one duet)

Beef Tenderloin + Grilled Prawns roasted cauliflower, baby potatoes, demi glace, grilled shrimp, hazelnut romesco GF

Red Wine Short Ribs + Grilled Organic Chicken yukon gold mashers, seasonal vegetables, herb jus GF

Citrus Glazed Salmon + Scallops saffron aioli, lemon pea and mushroom risotto GF

Ling Cod + Jumbo Shrimp lemon butter, olive, tomato couscous GFO

Childrens Options

BUFFET

\$25 per child

Main menu as selected, at a Kids price

PLATED

\$32 per child

*only available for indoor events

SIDES (choose one)

Fruit Cup VG, GF

Mini Broccoli Bites VG, GF

Carrot Sticks VG, GF

MAINS (choose one)

Crispy Chicken Strips with ranch and ketchup

Macaroni and Cheese VE

Spaghetti and Meatballs



Bar

BEER + WINE

DOMESTIC BEER · \$7 EACH

Bud Light
Coors Light

REGIONAL CRAFTS · \$8 EACH

Dru Bru Windy Shot
Local Seasonal Microbrew
Local Seasonal Hard Cider

HARD SELTZER · \$8 EACH

San Juan

WINE

House Preferred Wine · \$14 per glass
House Preferred Sparkling Wine · \$15 per glass

SPIRITS

BY THE DRINK

Superior · \$18 each

Grey Goose Vodka
Hendrick's Gin
Glenfiddich Scotch
Jameson Irish Whiskey
Pendleton Whiskey
Basil Hayden's Bourbon
Mount Gay Rum
Casamigos Reposado Tequila

Premium · \$16 each

Tito's Vodka
Tanqueray Gin
Dewar's White Label Scotch
Jack Daniel's Whiskey
Maker's Mark Bourbon
Bacardi Silver Rum
Cuervo Gold Tequila
Kahlua Coffee Liqueur
Bailey's Irish Cream

House · \$14 each

Heritage Batch 12
Heritage Gin
Heritage Whiskey
Heritage Rum
Sauza Gold Tequila

OPEN BAR

	Superior	Premium	House
One Hour	\$40 per person	\$36 per person	\$32 per person
Two Hours	\$68 per person	\$48 per person	\$44 per person
Three hours	\$80 per person	\$60 per person	\$56 per person
Four Hours	\$90 per person	\$70 per person	\$66 per person
Five Hours	\$100 per person	\$80 per person	\$76 per person

Specialty Bars

PACIFIC NORTHWEST WHISKEY BAR · \$20 per person, per drink

Enjoy our selection of crafted, innovative Northwest Whiskeys

SPARKLE EVENINGS · \$15 per person, per drink

A selection of Sparkling Wines featuring Champagne, Prosecco, Cava and California Sparkling

AFTER HOURS CORDIALS · \$18 per person, per drink

Enjoy Brandy, Grand Marnier, Kahalua, Baileys, and Tia Maria

HERITAGE TASTINGS · \$20 per person, per drink

Our Neighbors in Roslyn will bring their best for you to taste

CRAFT BEER TASTING BAR · \$10 per person, per drink

A selection of Northwest brews, with tasters and full pours

SUMMER ROSES · \$13 per person, per drink

Enjoy the Summer's best Rose selections, featuring different varietals

BLOODY MARY BAR · \$15 per person, per drink

A variety of fun items for your best "Mary" featuring Smirnoff Red, Titos and Grey Goose

Add a Maria for an additional \$5 a person!

MIMOSA BAR feat. Sparkling Wines · \$14 per person, per drink

The best, and will make your morning brighter. Orange, Grapefruit, and Raspberry juice

ADDITIONAL OPTIONS

Domestic Keg \$400 per keg

Craft Keg \$500 per keg

Specialty Toasts priced per bottle

Passed Wine Service priced per bottle

Passed Wine Servers

Table-side Wine Service

Suncadia Resort requires one bartender per every 100 guests. There is a service charge of \$200 per bartender for three hours and \$50 each additional hour per bartender for each hosted or non-hosted bar. If additional bartenders are requested, there is an additional charge of \$200 per bartender. There is a \$300 minimum for all bars (not including bartender charge). Package bars don't include passed or table-side wine service, champagne or specialty cocktails. A service charge of \$200 per bartender fee for three hours and \$50 each additional hour. Package bar arrangements include mixed drinks, house wines by the glass, house sparkling wine by the glass, imported and domestic beer, soft drinks and mineral water. The resort has the right to determine whether a signature cocktail can be included in bar packages or if additional fees will apply. The resort does not allow alcoholic shots for the safety and well-being of our guests. Please consult your services manager for any further details.

Questions ...AND ANSWERS AND KEYS TO SUCCESS

WEDDING COORDINATORS AND SPECIALISTS

A professional wedding coordinator is required to assist you with your special day. Suncadia will provide you with an Event Planning Manager to assist you with setup, food and beverage details.

WHAT IS THE RESPONSIBILITY OF AN EVENT PLANNING MANAGER?

- Act as the on-site liaison between your wedding coordinator and Resort operations staff.
- Establish your guest room block and monitor the status of reservations.
- Personally oversee the details of the bride and groom's room reservations.
- Act as menu consultant for all food and beverage selections.
- Detail your Banquet Event Order and Wedding "Resume" outlining all of your event specifics and overnight accommodations to ensure that all information is communicated successfully to the Resort's team.
- Create an estimate of charges outlining your financial commitments and deposit schedule.
- Create a floor plan of your function space in order for you to plan and provide the Resort with your seating arrangements.
- Oversee the ceremony and reception room(s) set-up, food preparation and other Resort operations.
- Ensure a seamless transition to the Banquet Captain on the day of your event.
- Review your banquet checks for accuracy, prior to the completion of your final bill.

WHAT ARE THE RESPONSIBILITIES OF AN INDEPENDENT, PROFESSIONAL WEDDING COORDINATOR?

- Assist with etiquette and protocol for invitations, family matters, ceremony and toasts.
- Create a timeline for your entire wedding day, including the ceremony and reception to supply to the Special Events Manager.
- Organize and coordinate your ceremony rehearsal. Remind bridal party of all pertinent "call times" and "don't forgets" on the wedding day.
- Confirm call times and details with all vendors several days prior to the wedding day.
- Be the liaison with your family, bridal party and all vendors.
- Assist the bride and bridal party with dressing.
- Ensure the ladies have their corsages and bouquets, etc., and assist with pinning of the gentlemen's boutonnieres.
- Deliver and arrange ceremony programs, escort cards, place cards, favors and any personal items.
- Coordinate your actual ceremony (i.e. line up bride party, assist bride with dress, etc.)
- Coordinate your reception (i.e. grand entrance, first dance, toasts, cake cutting, etc.)
- Coordinate with vendors and the Resort Banquet Captain to ensure timeliness of your events.

- Collect any personal items you may have brought at the conclusion of the reception.
- Count and collect all wedding gifts and deliver them to the appropriate location at the conclusion of your event.
- Assist you with full-service coordinating from your engagement to your honeymoon, should you select a full-service package.

HOW DO I SECURE A WEDDING RECEPTION DATE?

In order to secure space, Suncadia requires a signed contract, a credit-card guarantee form, and a non-refundable deposit (initial deposit-25% of the food & beverage estimate and venue fee). Until the full deposit is received, all space reservations are considered tentative and are subject to release.

WHAT IS INCLUDED IN THE VENUE FEE?

Venue space for ceremony and reception/wedding, this includes set up and take down of resort's banquet equipment (chairs for both ceremony and reception, tables, classic bone China settings, silverware, glassware, white linens, and dance floor. You will have the assistance of an on-site event manager, professional full-service bartenders and servers, including cake cutting service. In addition to, Wedding tasting for 4 (four).

FOOD AND BEVERAGE

Suncadia is the sole purveyor for all food and beverage for on-site events with the exception of wedding cakes. Our culinary team provides an extensive selection of menus to satisfy any taste and we are happy to provide special accommodations to guests with dietary considerations. Please be aware that our menu items and pricing are subject to change and your final expenditure will depend on your final guest attendance, menu selection and food and beverage financial commitment.

The food and beverage minimum is the least amount of money that you are required to spend in a combination of food and beverage, excluding service charge and Sales tax based on the venue you are utilizing for your event.

The following are examples of items that would apply towards the food and beverage minimum:

- passed and displayed appetizers
- specialty cocktail bars
- champagne toast and non-alcoholic beverage items

The following are examples of items that would not apply toward the food and beverage minimum:

- bartender and/or chef fees
- guestroom accommodations and in-room dining

Split menu choices are limited to two plated entrees. For three entrée choices there will be an additional \$5 per person. A split choice menu is priced at the more expensive of the chosen items. An identifier place card, provided by client, will be needed for every guest for a split menu.

Questions ...AND ANSWERS AND KEYS TO SUCCESS (CONT.)

MEAL IDENTIFIER REQUIREMENT

If you have selected a plated menu with multiple entrée choices, you must supply place cards indicating the guest's name and entrée choice. Place the entrée selection on the outside front of the card to be clearly visible to the guest and our banquet staff.

MENU TASTINGS

After finalized wedding contract for at least 50 guests, a complimentary menu tasting is available to a total of 4 guests. Tastings are by appointments only. Additional guests are at an additional cost of \$50.00 per person.

DUE DATES:

- Food and beverage menu selections are due 30 days prior to the event
- Estimated guest count, with amount of meal choices, are due 18 days prior to event
- Final estimated balance along with a 20% contingency for all food and beverage is required 7 days prior to the event date
- All deposits are non-refundable and non-transferable

CURRENT TAXES & SERVICE CHARGES

All menu prices outlined herein are subject to service charge and tax

- Food & Beverage Service Charge: 25%
- Food & Beverage Tax: 8%
- Room Tax: 10%
- Room Resort Fee: 15% fee with 8% tax

Food & Beverage minimum is the minimum spend prior to service charge and tax. The sales and service charges are subject to current Sales Tax (or current tax by law). Prices are subject to change without notice. Product availability is dependent on market conditions.

GUARANTEE

It is necessary that the Wedding Sales Manager be informed of the final number of guests who will attend the event must be determined at least 5 (Five) full business days prior to the event. This number will be a guaranteed minimum, not subject to reduction, and charges will be made accordingly.

Should we not receive the updated guaranteed guest count; the expected number of people shown on your event order will become the guarantee. If your actual count should exceed the guarantee, we do not guarantee what the specific extra entrees will be. Cancellation of any catered function within the guarantee period is subject to full charge. There will be a surcharge if your group attendance falls under the menu per person minimum.

If the count drops below the contractual guest count, Suncadia reserves the right to renegotiate the room rental charges and/or assign an alternate event space.

CAN WE BRING OUR OWN CAKE?

You are welcome to use an outside vendor for cakes, this vendor must be licensed. You are required to arrange for day of delivery with the selected vendor.

CAN WE BRING OUR OWN BEER AND WINE?

We do not allow any outside food or beverage (except the wedding cake). Don't fret, we have great options available for the beer and wine, but if you require that "special" beverage just ask, we can serve it for a corkage of (\$25 per .750ml bottle of wine and \$250 per keg).

CAN I USE OUTSIDE VENDORS?

We are pleased to provide an extensive list of the finest special event professionals in the area. Although it is not required to book a preferred vendor, we highly recommend working with these professional as these individuals have provided impeccable service and products to our guests in the past.

HOW EARLY CAN WE SET UP?

We will confirm your set-up time one month prior to the wedding date.

AUDIO VISUAL & SPECIALTY LIGHTING

Encore is on property and quotes are available upon request.

WHAT IF IT RAINS?

We do provide one indoor weather back up space for any wedding events outside in case of weather changes. If you have both the ceremony and reception outside the back-up space will be for both events. Decision must be made 24 hours prior to the event start time. There is no additional fee for moving your event before this deadline.

REHEARSAL

Rehearsal times are confirmed 30 days prior to your wedding at a mutually agreed upon time that does not interfere with other booked events. We cannot guarantee rehearsal space to be in the same areas as the ceremony but will do our best to accommodate this request. Ceremony rehearsals are normally one hour in length and must be facilitated by your officiant or wedding coordinator.

INSURANCE

We require that you carry a million-dollar insurance policy naming us additionally insured for your big day.

HOW DO I RESERVE GUESTROOMS?

We offer a discounted rate on guestrooms to our bridal parties. We request a minimum of 15 guestrooms booked. We do require a room block to be booked with each wedding at Suncadia. There will be a minimum room guarantee set based on group event needs and date. All weekend stays require a two-night minimum, and holidays require a three-night minimum.

WHAT TIME CAN WE CHECK INTO OUR ROOMS?

Check-in is at 4:00pm. We do not guarantee early check-in, so we encourage you to inform your guests of this time so they can plan accordingly. For bridal parties, we recommend staying the night before the wedding and the night of the wedding. This is so you can have your room the whole day of your wedding. Check out is at 11:00 am, so sleep in!

Questions ...AND ANSWERS AND KEYS TO SUCCESS (CONT.)

ENHANCEMENTS

We would love to create a wedding weekend for you and your guests. Let us help you schedule spa treatments and golf tee times or kick off your events with a rehearsal dinner, followed by s'mores around a fire pit. The morning after we can prepare a farewell brunch for you and your guests.

WHAT ABOUT MY DOG, CAN HE COME?

We love dogs! We have a select number of pet-friendly rooms and homes. Please note, pet-friendly rooms carry a \$75 non-refundable pet fee per night, and the pet-friendly homes carry a \$150 non-refundable pet fee per night.

OTHER DETAILS

Outdoor music and noise at events must cease at 10:00 PM due to community regulations. Events that extend beyond the contracted schedule of events will be calculated at \$150 per hour.

It is the resort's discretion to charge for any damages. Confetti cannons, all forms of glitter, smoke/fog machines and similar appliances are not allowed. It is the resort's discretion to charge labor for cleanup of excessive trash or leftover decorations remaining at the end of an event.





