
The Planning Process

A step-by-step guide to understanding how you boo, plan and pay for your dream wedding at beautiful Chase on the Lake Resort & Spa

FIRST THINGS FIRST GET TO KNOW US

CHECK AVAILABILITY | We book weddings on a first come, first serve basis.

SITE TOUR | Set up a private site tour with your Wedding Planner.

CUSTOM PROPOSAL | includes estimates for lodging, rental fees, food & beverage, state sales tax, liquor tax and service fees applicable to your desired date and space. Ask your Wedding Planner to create yours today!

LOVE THE CHASE? SIGN CONTRACT + PAY DEPOSIT

To secure your desired date and space, we require a signed contract and non-refundable deposit at the time of booking. Your deposit will be applied to your final bill. All other lodging, food, beverage, and activity details will be ironed out and finalized in the months before your wedding. **Deposit Required** | 50% of Room Rental Fee

COURTESY ROOM BLOCK DISCOUNTED RATES AVAILABLE

After contract is signed and deposit received, a Courtesy Room Block will be created with (12) classic hotel rooms for your wedding guests. You will also receive a list of lodging types and discount rates for all available accommodations during wedding weekend; at this time you may select alternative accommodation types and/or increase the number of rooms inside your courtesy room block.

BOOKING INSTRUCTIONS SEND TO GUESTS WITH INVITES

Once you have finalized your room block selection, a Guest Booking Instructions PDF will be sent to you which includes the following information - confirmation #, accommodation types & rates within room block, along with other pertinent resort information. Send this with your save the dates or invites.

WEDDING CHECKLIST HAPPY PLANNING

The document will help your Wedding Planner and Chase on the Lake staff prepare for your wedding weekend. You are encouraged to fill it out as you plan out and finalize vendors, times, activities, and other details. This is due back to your planner 30 days prior to your wedding. A digital copy will be sent for you after booking.

MENU TASTING EXPERIENCE 6-12 MONTHS BEFORE WEDDING

Hosted in our 502 Restaurant, this private tasting allows wedding couples exploration of select menu and drink offerings, all while enjoying views of beautiful Leech Lake. Menu selection will feature (1) salad, (1) entree, (2) sides, select breads, and Chase on the Lake house wines. Wedding couples are complimentary. Additional tasting guests are \$25 per person. A digital menu will be sent for you to make your selections prior to the event.

2ND DEPOSIT 90 DAYS BEFORE WEDDING

50% of estimated costs in proposal required 90 Days prior to Wedding

3RD DEPOSIT 30 DAYS BEFORE WEDDING

50% of estimated costs in proposal required 30 Days prior to Wedding

MENU SELECTIONS 2 WEEKS BEFORE WEDDING

We request that you notify the wedding planner your menu selections and specific details be finalized (2) weeks before your wedding.

ATTENDEE GUARANTEE 10 DAYS BEFORE WEDDING

We request that our guests notify the wedding planner with the exact number of guests attending the function (10) days in advance. If fewer than the guaranteed number of guests attend the function, the guest is charged for the original guarantee.

FINAL BILL 7 DAYS AFTER WEDDING

The final bill will be prepared and emailed 72 hours after wedding. No payment is required on account at time of Wedding unless otherwise instructed. Remaining balance is due within 7 days after final bill is received.



What's Included

Affordable Rates | Space for up to 210 Guests | All-Inclusive Ballroom Amenities (Excluding Décor)
On-Site Catering Service | Lodging Discounts | Menu Tasting | Professional Planning Assistance

SPACE FOR 50-210 GUESTS

DISCOUNTED LODGING RATES FOR BRIDE & GROOM + GUESTS

ALL-INCLUSIVE BALLROOM AMENITIES *(excluding décor)*

- Black Cotton Napkins & White Floor Length Linens
- Black Skirting
- Guest Tables & Chairs
- 9x13' Dance Floor *(Not included during Discount Season)*
- (6) Cocktail Tables* *(Linens not included)*
- Wireless Microphone*
- Bartender* (with \$75 cash bar set-up fee) & Wait Staff
- Complimentary Refrigeration for Floral Arrangements

UPGRADE YOUR LOOK!

Upgrade the color and material of any napkins, linens, skirting, + add chair covers and drapery. Any upgrades are available at an additional fee. Please visit www.werentlinens.com and linenswatches.com for color and material options. Contact your wedding planner for pricing.

CHOICE OF COMPLIMENTARY BOWLING -OR- PONTOON CRUISE

Wedding couples get a choice of 2 hours complimentary bowling, or 1 hour complimentary 12-person pontoon cruise (gas included). Add a private driver at only \$30/hour! *Not included during Discount Season.*

COMPLIMENTARY MENU TASTING EXPERIENCE FOR BRIDE & GROOM

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PROFESSIONAL WEDDING PLANNING ASSISTANCE

When you book your wedding at the Chase you get (3) wedding professionals focused on making your weekend extra special, relaxing, and unforgettable. Our **Wedding Planner** works with you to determine the details – schedule of events, activities, food & beverage needs, and lodging.

Our **Banquet Coordinator** takes over on the day of your wedding and becomes very own Chase on the Lake personal attendant and point of contact – helping communicate with vendors, any needed room set-up & decoration, and in charge of all food & beverage activities throughout the weekend.

Our **Conference Services Manager** is in charge of setting up your function spaces accordingly with tables, chairs, and other AV or equipment needs.

1 YEAR ANNIVERSARY SPECIAL

We offer our wedding couples a special anniversary stay - 40% off a 2 night hotel room, 25% off a couples massage at our Copper Door Spa, plus 25% off any boat, bike, snowmobile or fish house rentals. Your wedding planner will assist you in booking this.

WEDDING SEASONS

Discount Season | November 1 - April 30th *(\$3000 F&B Minimum)*

Off-Season | October 14-31 & May 1 - June 16 *(\$4000 F&B Minimum)*

In-Season | June 17th - October 13 *(\$5000 F&B Minimum)*

*= Not included in Waters Edge Room Rental

