

# Venue Fees

## BALLROOM RENTAL & COORDINATION FEE / \$2,995

### Ballroom Rental Inclusions

5 hours of space rental

Tables, Chairs, Hardwood dance floor, Linens, China, Glassware & Flatware

### Coordination Inclusions

Unlimited email & scheduled phone calls with wedding specialist

2 month in-person or virtual final detail meeting

Scheduled decor drop-off and review

Coordination of ballroom & vendor setup

Ceremony & reception decor setup & breakdown by the coordination team

Overnight storage of decor

## CEREMONY FEE / \$2,695

### 30 Minute Space Rental

Ceremony Chairs & Wedding Arbor

### 30 Minute Rehearsal

Complimentary rehearsal dinner or welcome reception space

(Exemptions apply, Food & Beverage additional)

### Coordination Services

Guest seating

Music changes with DJ

Ceremony coordination from processional to recessional

Moving of decor into ballroom following ceremony

Indoor backup location for inclement weather

(decision must be made up to 3 hours prior to ceremony)



## FOOD & BEVERAGE MINIMUM

Each ballroom has a food and beverage minimum based on seasonality and day of the week.

The guaranteed food and beverage minimum does not include tax, service charge, ballroom rental & coordination fee, or ceremony fee.

## SERVICE FEE & TAX

25% service charge is applied to all food, beverage, and room rental.

6% sales tax applies to all items, with the exception of alcohol.

Pricing is per person, unless otherwise specified

Menus, taxes, & pricing are subject to change.

## PAYMENT INFORMATION

- An initial deposit of 20% of your food and beverage minimum is due at the time of signing your contract.
- A second deposit of 50% of your food and beverage minimum will be due a minimum of 6 months prior to your event.
- All deposits are non-refundable and non-transferable.
- Final payment is due in the form of a cashier's check or ACH payment no later than 14-days prior to your event.
- Credit cards are not accepted for final payment.
- Credit Card transactions are subject to a 3% surcharge.

# Wedding Price Worksheet

Wedding Name \_\_\_\_\_

Date \_\_\_\_\_

Ballroom \_\_\_\_\_

Ceremony \_\_\_\_\_

Food & Beverage Minimum \_\_\_\_\_

## MINIMUM SPEND CALCULATION

Ballroom & Ceremony Fee \_\_\_\_\_

Estimated F&B Total \_\_\_\_\_

- F&B applied to minimum,  
then estimated total beyond

Subtotal \_\_\_\_\_

- Plus 25% Service Fee & 6% Tax

## ESTIMATED INVESTMENT

\_\_\_\_\_

Notes:

### How Your Minimum is Met

Package Selected \_\_\_\_\_

Package Price \_\_\_\_\_

Enhancements \_\_\_\_\_

Guest Count \_\_\_\_\_

\*Estimated F&B Total \_\_\_\_\_

*Your food & beverage selections  
contribute toward your minimum*

\*Please note: This worksheet is provided as a planning estimate. Final pricing is confirmed based on final guest count, selections, and your signed agreement.

# Additional Information

## CATERING

Bear Creek provides all food and beverage.

Outside food or beverage is not permitted in function rooms with the exception of the wedding cake or bakery display. Wedding cake or desserts must be delivered and set up by an insured baker on the same day of the event. Bear Creek Mountain Resort will not move the cake once it has been delivered, except to slice and serve the cake to your guests.

Bear Creek Mountain Resort is unable to refrigerate your wedding cake or cupcakes for you once they have been delivered.

Food and beverage favors must be approved by your wedding sales manager.

Wedding tastings are held quarterly for weddings that are booked with a signed contract and deposit.

Final guest count is due 21-days prior to your event.

Vendors receive discounted pricing for their dinners. These meals do not include bar service. Vendors must pre-select their meals.

## DECORATIONS & PROFESSIONAL DECOR SETUP

The wedding couple is responsible for providing all centerpieces and decor.

Bear Creek is unable to offer refrigeration of any floral centerpieces or bouquets.

All lighting & draping must be installed by an experienced, licensed, & insured company.

All real candles must be in a glass holder and the height of the candle cannot exceed the height of the container.

Fog machines, taper candles, wall or ceiling hangings, & confetti are not permitted.

Fireworks, cold sparklers, & paper lanterns are not permitted anywhere on the property.

Additional fees may apply for extensive decor setup. Please discuss oversized items with your wedding specialist.

Bear Creek is not responsible for lost or stolen items or items left after the conclusion of the reception

## VENDORS

The wedding couple is responsible for booking outside vendors (i.e. bakery, florist, photographer, videographer, entertainment, & ceremony officiant)

All vendors must provide a Certificate of Insurance no later than 2 weeks prior to the wedding date.

Bear Creek will contact your vendors the week of the wedding to coordinate the day-of timeline for the event.

Bear Creek requires same-day setup and same-day pickup for all rental items.

## DRONE POLICY

Drones are prohibited unless the following criteria are met:

\*\*Pilot must submit a current commercial pilots license.

\*\*Company must provide COI naming Bear Creek Mountain Resort for the specific times of flight.

We ask that you please respect the privacy of our hotel guests.