



Wedding Fast Facts

Cedarbrook's commitment is to provide exceptional service and gracious hospitality. The following information is offered to ensure the fine quality of your event.

GAURANTEE

For the various Cedarbrook Lodge departments to properly prepare for your successful event(s), a final attendance number must be determined and communicated to your Wedding Coordinator by 12pm five business days prior to your event date. This number will be considered a guarantee not subject to reduction. Charges will be assessed accordingly. Cedarbrook Lodge will set 5% over the guarantee. Cedarbrook Lodge will not be responsible for identical service more than 5% over the guarantee.

Menu selections are due a minimum of 30 days prior to your event date; we will gladly accommodate special dietary requests.

Based on a minimum of twenty-five (25) guests, we respectfully request to limit the main course selections to two (2), a vegetarian option will be available as the third selection. A \$10 per person charge will be added for additional selections above the two (2). For smooth Service, please accept the responsibility to identify the main course selections at the time of service as well as for providing the count for each main course selection no later than 5 days prior to your event.

Children's menus are available off our regular banquet menus. Prices are years 0-2 free, 4-12 60% off, and 13 & older, full price.

FOOD & BEVERAGE

All food and beverage must be supplied by Cedarbrook Lodge with the exception of the wedding cake or wedding desserts which must be provided by a licensed vendor. All food and beverage prices are guaranteed ninety (90) days prior to the date of the function. Your Wedding Coordinator will be happy to customize specialty menus at your request. You will receive an advanced copy of our Banquet Event Orders to which you may review.

ALCOHOLIC BEVERAGE

The Washington State Liquor Control Board regulates the sale and service of all alcoholic beverages in the State of Washington. Cedarbrook is responsible for the administration of those regulations. It is the policy of Cedarbrook that no alcoholic beverages may be brought into the Cedarbrook function. All persons consuming liquor at Cedarbrook Lodge events must be 21 years old.

EVENT ROOM SET CHANGES

Should you require an on-site set change, which differs from that which is outlined on the banquet event orders, a reset charge will be assessed at a rate of \$50/hour per team member.

ROOM RENTAL FEES

Room rental fees are assessed for all events. These fees are based on several factors, including size of room, type of event, number of guests, food & beverage guarantees and/or guestrooms utilized.

BARTENDER SERVICES

One (1) Portable Bar and Bartender are included with your wedding package. An additional portable bar is available for a setup fee of \$125 and bartender fee of \$60 per hour with a minimum of 2 hours.

AUDIO VISUAL EQUIPMENT & ELECTRICAL The Cedarbrook Lodge audio-visual department is equipped to handle all your audio-visual needs and offers a broad range of state-of-the-art audio-visual equipment and services. You may bring your own A/V equipment, however, should you require an audiovisual technician, we will gladly make arrangements for a technician to be available to you for \$55 per hour. AV fees are charged for equipment rental, setup-strike labor, service charge, plus tax. Additional electrical power is available for most function rooms. Charges, through Cedarbrook's Engineering Department, will be assessed on labor and per amp, per phase per day basis. Arrangements must be made in advance with your Wedding Coordinator

DECORATION / SIGNAGE / LITERATURE

To ensure the success of your event, please notify your Wedding Coordinator of any decorations or displays you are planning to use. In order to prevent damage to the fixtures and furnishings, please do not attach any items to the wall, floor or ceiling. Cedarbrook Lodge staff will happily assist you with setting up your items for \$50 per hour. The host will assume all responsibility for any damages to Cedarbrook Lodge premises from such items. Signage is not permitted in the lobby or public areas of Cedarbrook Lodge without prior approval. Please talk with the wedding coordinator about special requests that you may have.

ENTERTAINMENT

A wide variety of entertainment referrals are available to meet your event needs. We will gladly assist you in making those arrangements. See Preferred Vendor List.

EXCLUSIVITY

Cedarbrook Lodge is the exclusive caterer for all catering needs and lodge guests. No food or beverage may be brought into banquet rooms with the exception of wedding cake or wedding desserts which must be provided by a licensed vendor. No food or beverage may be removed from the premises at the conclusion of the event.

MISCELLANEOUS

We kindly request that you begin your event promptly at the scheduled time and that you vacate the designated function area at the closing hour as indicated.

SECURITY

Cedarbrook Lodge will not assume responsibility for damage or loss of any gifts or articles left at Cedarbrook before, during, or following any event.

SHIPMENTS & STORAGE

Should it be necessary for you to ship materials to Cedarbrook Lodge prior to your event, please contact your Wedding Coordinator prior to the shipment. We have limited storage facilities. We kindly request that shipments arrive no sooner than 72 hours in advance of the event. You may anticipate storage and handling charges of \$.25 per pound, per day for storage prior to 72 hours before the event. We also re-