The Lionscrest Difference

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Privacy	Lionscrest is a beautiful 50 acre mountain estate located in the town of Lyons. Surrounded by Hall Ranch Open Space, Lionscrest provides the ultimate in privacy for your special event.
Superior Service	We are family owned and operated. With over 25 years of experience in the industry, we will assist you in creating the event of your dreams with a personal touch.
Package Flexibility	We have several packages to choose from. This allows our clients to customize the venue to their needs.
Liquor	Lionscrest is one of the few venues that allow clients to purchase their alcohol independently. This is a great savings compared to minimum per person bar packages.
No Service Fees	Unlike other venues we do not impose a service fee. This is a savings of 18-22% for our clients.
No Imposed Noise Ordinance	Since we are located on the top of a mountain, our events are not forced to end early due to noise ordinances.

603 Indian Lookout Rd. Post Office Box 308 Lyons, CO 80540 P/F: (303) 823-5337 www.LionscrestManor.com events@lionscrestmanor.com

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Venue Only Wedding Package 2023-24

This package is available for 25-250 people.

Timing	Event Time- 5 Hours
	Setup/Preparation Time- 2 Hours
	Cleanup Time- 1 Hour
	*Additional time may be added, please check with Lionscrest for availability.
	* With the 8 Hour package, arrival prior to 1:00PM is not guaranteed.
Rehearsal	 One hour to practice the ceremony details & drop-off event items. Guaranteed on the Wednesday Evening or Friday Morning (8am, 9am or 10am) prior. Scheduling is subject to Lionscrest's availability. Rehearsals will not be permitted on the same day as the wedding date.
Details Meeting	 Planning meeting with Caterer, yourself and a Lionscrest Supervisor (approximately <u>8 weeks</u> prior to the event). Details Meetings are held during weekday business hours at Lionscrest. Contact your approved caterer/At Your Service/Event Pros to schedule this appointment.
Staffing	 Rehearsal/Event Supervisor. Event Setup & Parking Staff (<i>not valet</i>).
Basic Guest	Plates- Two plates (dinner & dessert).
Service Package	 Flatware- Knife, two forks & a spoon (spoons available at beverage station). Salt & Pepper shakers at dining tables.
Included	• Glassware- Two preset glasses at the dining tables. Included at the bar- highballs, lowballs, pilsner, champagne flute & wine glasses.
	Ice & Sodas- Unlimited Ice & Sodas (Coke, Diet Coke, 7UP, Diet 7UP, Dr. Pepper, Root Beer and Ginger Ale).
	Chairs- White Folding chairs (indoors & outdoors).
	• Tables- Round dining tables (seat 5-10 guests), head table, buffet, cabaret, bistro, cake, guestbook, gift and all other auxiliary tables.
	• Floor Length Base Linens- Included for all tables. Thirty different linen colors to choose from. See Ala Carte page for colors.
	Napkins- Included for all dining tables. Thirty different linen colors to choose from. See Ala Carte page for colors.
Vendors (Not Included in Package)	 Catering- Clients must hire one of the seven approved caterers. The caterer is responsible for all food and beverage service. They must provide the bartender, waitstaff and all service items. Caterer Options: Greens Point Catering Jubilations Catering A Spice of Life Catering Epicurean Catering Catering by Design The Gourmet Kitchen The Front Range Catering Co.
	Non Approved Catering- Clients must hire At Your Service Event Management or
	 Event Pros by Greens Point to provide the bartender, waitstaff & all service items. Clients can then purchase food through any commercially licensed kitchen. All Other Vendors/Services- Clients may hire or provide the items themselves. Lionscrest does reserve the right to final approval.

Venue Only Wedding Package 2023-24

Pricing below for 100 People.

Peak Season May-October	8 Hour (Between 1PM-1AM)
Weekday	4,000.00
Friday	7,000.00
Saturday	10,000.00
Sunday	6,000.00
• " •	
Off Season	8 Hour

Off Season November-April	8 Hour (Between 1PM-1AM)
Weekday	4,000.00
Friday	4,500.00
Saturday	6,000.00
Sunday	4,000.00

Additional Guests (Beyond Included Count)	Adult Rate (11 years & older)	Child Rate (3-10 years old)
First 1 to 50	\$20 per guest	\$14 per guest
Additional 51 to 150	\$10 per guest	\$7 per guest

Covers basic guest service items with Lionscrest for additional guests.

Holidays falling on a Weekday will be billed at the Sunday rate.

11 Hour Package

Available for an additional 1,500.00 4 Setup Hours, 6 Event Hours & 1 Cleanup Hour (Between 8AM-1AM) <u>Not available on Fridays</u>

Simply Elegant Wedding Package 2023-24

This package is available for 25-250 people.

Timing	Event Time- 5 Hours
	Setup/Preparation Time- 2 Hours
	· Cleanup Time- 1 Hour
	*Additional time may be added, please check with Lionscrest for availability
	* With the 8 Hour package, arrival prior to 1:00PM is not guaranteed.
Rehearsal	 One hour to practice the ceremony details & drop-off event items. Guaranteed on the Wednesday Evening or Friday Morning (8am, 9am or 10am) prior. Scheduling is subject to Lionscrest's availability. Rehearsals will not be permitted on the same day as the wedding date.
Details Meeting	 Planning meeting with Caterer, yourself and a Lionscrest Supervisor (approximately <u>8 weeks</u> prior to the event). Details Meetings are held during weekday business hours at Lionscrest. Contact Greens Point Catering to schedule this appointment.
Staffing	• Rehearsal/Event Supervisor and Event Setup/Parking Staff (not valet).
Basic Guest Service Package Included	 Dishes, Flatware & Glassware- Two plates, knife, two forks, a spoon (spoons available at beverage station) two preset glasses at the dining tables, included at the bar highballs, lowballs, pilsner, champagne flute & wine glasses. Salt & Pepper Shakers at each dining table. Ice & Sodas- Unlimited Ice & Sodas (Coke, Diet Coke, 7UP, Diet 7UP, Dr. Diet 7UP, Dr. Dieter Developer Ale).
	Pepper, Root Beer and Ginger Ale).
	 Chairs- White Folding chairs (indoors/outdoors). Tables, Napkins & Floor Length Base Linens- Round dining tables (seat 5-10 guests), head table, buffet, cabaret, bistro, cake, guestbook, gift and all other auxiliary tables. Thirty different linen colors to choose from. See Ala Carte page for colors.
Vendors	• Venue- Includes the use of the venue for Ceremony and/or Reception.
	Catering- Greens Point Catering: Choose from one of three menus (Please see Greens Point for Menus), Event Designer, Bartender and Waitstaff. <u>Tasting available for a fee</u> .
	• Entertainment Equipment- Pure Sounds Productions: Rental of JBL EON ONE (all-in-one <u>sound system</u> with one corded microphone). Rental includes sound system to cover ceremony/reception music (does not include a person to operate the system or any music).
	ot included in the Simply Elegant Wedding package. Please see screst Decor Options and Ala Carte Items for additional cost.
Holid	ays falling on a Weekday will be billed at the Sunday rate.
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Av	11 Hour Package vailable for an additional 1,750.00 (Lionscrest & Greens Point)

Not available on Fridays

Simply Elegant Wedding Package 2023-24

Pricing below for 100 People.

8 Hour (Between 1PM-1AM)	Peak Season May-October	Off Season November-April
Weekday	9,200.00	9,200.00
Friday	12,200.00	9,700.00
Saturday	15,200.00	11,200.00
Sunday	11,200.00	9,200.00
Additional Guests (Beyond Included Count)	Adult Rate (11 years & older)	Child Rate (3-10 years old)
First 1 to 50	\$69 per guest	\$63 per guest
Additional 51 to 150	\$59 per guest	\$56 per guest
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Covers basic guest service items with Lionscrest & Greens Point.

Simply Elegant Vendor Add-Ons

Liquor- B Town Wine & Spirits Basic Bar includes beer, wine and champagne for 100 people (please see website for included items and upgrades).	675.00
DJ- Pure Sounds Productions: 5 Hours (8 Hour Pkg. Peak/Off Season) or 6 Hours (11 Hour Pkg.) hours covering ceremony/ reception music and includes one cordless microphone. (Pricing reflects \$300 credit for removing JBL)	750.00 (Off Season Dates & Peak Season Weekdays) 950.00 (Peak Season Fri, Sat & Sun.)
Florist- Two bouquets, two boutonnieres, 10 basic centerpieces and flowers for the cake.	1,000.00
Photography- 4 hours of coverage & photo CD (when booked 60 days prior to the event) \$2,000 (for Saturdays or early bookings) to use towards an approved Lionscrest photographer (see vendor list in brochure or online).	2,000.00
Cake- Colorado Rose Cake Company Cake to serve 100 people (please see website for options). Estimated additional cost per person beyond 100 \$10 per person.	1,000.00
Officiant- Planning & performance of ceremony. Optional attendance at the rehearsal based on availability.	500.00
Photo Booth- Lookout Photobooth Open Air: 3 hours runtime & 1 idle hour (please see website for additional details)	850.00

Colorado Inclusive Wedding Package 2023-24

This package is available for 25-250 people.

Timing	• Event Time- 5 Hours
	Setup/Preparation Time- 2 Hours
	· Cleanup Time- 1 Hour
	*Additional time may be added, please check with Lionscrest for availability.
	* With the 8 Hour package, arrival prior to 1:00PM is not guaranteed.
Rehearsal	 One hour to practice the ceremony details & drop-off event items. Guaranteed on the Wednesday Evening or Friday Morning (8am, 9am or 10am) prior. Scheduling is subject to Lionscrest's availability. Rehearsals will not be permitted on the same day as the wedding date.
Details Meeting	 Planning meeting with Caterer, yourself and a Lionscrest Supervisor (approximately <u>8 weeks</u> prior to the event). Details Meetings are held during weekday business hours at Lionscrest. Contact Greens Point Catering to schedule this appointment.
Staffing	• Rehearsal/Event Supervisor and Event Setup/Parking Staff (not valet).
Basic Guest Service	 Dishes, Flatware & Glassware- Two plates, knife, two forks, a spoon (spoons available at beverage station) two preset glasses at the dining tables, included at the bar highballs, lowballs, pilsner, champagne flute & wine glasses. Salt & Pepper Shakers at each dining table.
Package Included	Ice & Sodas- Unlimited Ice & Sodas (Coke, Diet Coke, 7UP, Diet 7UP, Dr. Pepper, Root Beer and Ginger Ale).
for	Chairs- White Folding chairs (indoors & outdoors).
100 People	 Tables, Napkins & Floor Length Base Linens- Round dining tables (seat 5-10 guests), head table, buffet, cabaret, bistro, cake, guestbook, gift and all other auxiliary tables. Thirty different linen colors to choose from. See Ala Carte page for colors.
Vendors	• Venue- Includes the use of the venue for Ceremony and/or Reception.
	• Catering- Greens Point Catering: Two appetizers & a two entree Buffet menu (see website for options), Event Designer, Bartender and Waitstaff. Includes a tasting for two people.
	 DJ- Pure Sounds Productions: 5 Hours (8 Hour Pkg. Peak/Off Season) or 6 Hours (10 Hour Pkg.) hours covering ceremony/reception music and includes one cordless microphone.
	• Decor- Lionscrest arch and/or shepherd hooks, standard centerpieces & a \$350 decor budget toward lighting & fabric.
	• Upgrade - Includes \$100 toward an Upgrade with Lionscrest (<u>can apply towards</u> Additional Setup Hour, Full Beverage, Full Dish, Overlay/Runners Linens or Lionscrest Decor).
	 Florist- Two bouquets, two boutonnieres, 10 basic centerpieces and flowers for the cake.
	• Photography- 4 hours of coverage & photo CD (when booked 60 days prior to the event) \$2,000 (for Saturdays or early bookings) to use towards an approved Lionscrest photographer (see vendor list in brochure or online).
	• Liquor- B Town Wine & Spirits Basic Bar includes beer, wine and champagne for 100 people (please see website for included items and upgrades).

Colorado Inclusive Wedding Package 2023-24

Pricing below for 100 People.

8 Hour (Between 1PM-1AM)	Peak Season May-October	Off Season November-April
Weekday	16,075.00	16,075.00
Friday	19,275.00	16,575.00
Saturday	22,275.00	18,075.00
Sunday	18,275.00	16,075.00
Additional Guests (Beyond Included Count)	Adult Rate (11 years & older)	Child Rate (3-10 years old)
First 1 to 50	\$94 per guest	\$65 per guest
Additional 51 to 150	\$80 per guest	\$58 per guest
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Covers basic guest service items with Lionscrest, Greens Point, Florist & Liquor for additional guests.

Holidays falling on a Weekday will be billed at the Sunday rate.

11 Hour Package

Available for an additional 2,000.00 (Lionscrest, Greens Point & Pure Sounds) 4 Setup Hours, 6 Event Hours & 1 Cleanup Hour (Between 8AM-1AM) Not available on Fridays

Colorado Inclusive Vendor Add-Ons

Colorado Rose Cake Company

Cake to serve 100 people (please see website for options). Estimated additional cost per person beyond 100 \$10 per person.	1,000.00
Officiant Planning & performance of ceremony. Optional attendance at the rehearsal based on availability.	500.00
Lookout Photobooth Open Air: 3 hours runtime & 1 idle hour (please see website for additional details)	850.00

Deluxe Inclusive Wedding Upgrade 2023-24

This package is available for 25-250 people.

Timing	 Event Time- 6 Hours (Included with Lionscrest, Greens Point & Pure Sounds). Setup/Preparation Time- 4 Hours (Includes 4 hours with Lionscrest, 2 Hours with Greens Point, Pure Sounds & Florist). Cleanup Time- 1 Hour *Additional time may be added, please check with Lionscrest for availability. * With this package, arrival prior to 1:00PM is not guaranteed.
Rehearsal	 One hour to practice the ceremony details & drop-off event items. Guaranteed on the Wednesday Evening or Friday Morning (8am, 9am or 10am) prior. Scheduling is subject to Lionscrest's availability. Rehearsals will not be permitted on the same day as the wedding date.
Details Meeting	 Planning meeting with Caterer, yourself and a Lionscrest Supervisor (approximately <u>8 weeks</u> prior to the event). Details Meetings are held during weekday business hours at Lionscrest. Contact Greens Point Catering to schedule this appointment.
Staffing	Rehearsal/Event Supervisor and Event Setup/Parking Staff (not valet).
Lionscrest Included for <u>100 People</u>	 Venue- Includes the use of the venue for Ceremony and/or Reception. Full Dish upgrade: (See Ala Carte pages for detailed description). Full Beverage upgrade: (See Ala Carte pages for detailed description). Chairs: Gold Cane Chiavari chair indoors and White Folding chair outdoors Linens: Overlay linens/Runners for all guest dining tables (based on selections carried by Lionscrest). Round dining tables (seat 5-10 guests), head table, buffet, cabaret, bistro, cake, guestbook, gift, all other auxiliary tables and napkins. Thirty different linen colors to choose from. (See Ala Carte page for colors).
Vendors	 Catering- Greens Point Catering: 6 Hours, Appetizers for Cocktail Time, Plated Dinner with a choice of entree or Upgraded Buffet, sides, salad & bread. Includes an Event Designer, Bartender and Waitstaff. Includes a tasting for two people.
	 DJ- Pure Sounds Productions: 6 Hours covering ceremony/reception music and includes one cordless microphone. \$300 Value towards upgrades such as: Dance Floor Lighting, Live sound for ceremony, Slide show equipment (LCD TV or Projector & Screen), Extra Speaker or Subwoofer, Uplighting.
	 Decor- Lionscrest arch and/or shepherd hooks, centerpieces & a \$600 decor budget toward lighting & fabric. Upgrade - Includes \$100 toward an Upgrade with Lionscrest (can apply towards Additional Setup Hour, Full Beverage, Full Dish, Overlay/Runners Linens or Lionscrest Decor). Florist- \$1,750 to use an approved inclusive florist. Photography- 4 hours of coverage & photo CD (when booked 60 days prior to the event) \$2,000 (for Saturdays or early bookings) to use towards an approved Lionscrest photographer (see vendor list in brochure or online).
	 Liquor- \$925 towards beer, wine, champagne and spirits with B Town Wine & Spirits (see website for included items and upgrades).

Deluxe Inclusive Wedding Package 2023-24

Pricing below for 100 People.

11 Hour (Between 1PM-1AM)	Peak Season May-October	Off Season November-April	
Weekday	19,575.00	19,575.00	
Friday	22,775.00	20,075.00	
Saturday	25,775.00	21,575.00	
Sunday	21,775.00	19,575.00	
Additional Guests (Beyond Included Count)	Adult Rate (11 years & older)	Child Rate (3-10 years old)	
First 1 to 50 \$130 per guest		\$99 per guest	
Additional 51 to 150	\$116 per guest	\$92 per guest	
Covers deluxe package items with Lionscrest, Greens Point, Florist & Liquor			

Covers deluxe package items with Lionscrest, Greens Point, Florist & Liquor for additional guests.

Holidays falling on a Weekday will be billed at the Sunday rate.

14 Hour Package

Available for an additional 2,500.00 (Lionscrest, Greens Point & Pure Sounds) 6 Setup Hours, 7 Event Hours & 1 Cleanup Hour (Between 8AM-1AM) <u>Not available on Fridays</u>

Colorado Inclusive Vendor Add-Ons

Colorado Rose Cake Company Cake to serve 100 people (please see website for options). Estimated additional cost per person beyond 100 \$10 per person.	1,000.00
Officiant Planning & performance of ceremony. Optional attendance at the rehearsal based on availability.	500.00
Lookout Photobooth Open Air: 3 hours runtime & 1 idle hour (please see website for additional details)	850.00

Ceremony Only Package This package is available for 25-250 people. Pricing below for <u>100 People.</u> (Between 1PM-1AM)			
Availability	 This package is offered for Weekdays (Mondays, Tuesdays & Thursdays ONLY). If booking 120 days in advance or less, this package is available for any remaining date. 		
Timing	 Arrival/Ceremony/Photo Time- 2 Hours Departure/Cleanup Time- 1 Hour *Additional time may be added, please check with Lionscrest for availability 		
Rehearsal	 One hour to practice the ceremony details & drop-off event items. Guaranteed on the Wednesday Evening or Friday Morning (8am, 9am or 10am) prior. Scheduling is subject to Lionscrest's availability. 		
Staffing	 Rehearsal/Event Supervisor. Setup & Parking Staff (<i>not valet</i>).		
Included for <u>100 People</u>	 Chairs- White Folding chairs (indoors/outdoors). Tables- 3 tables for guestbook, gift, ceremony, etc Floor Length Base Linens- Included for all tables. Thirty different linen colors to choose from. See Ala Carte page for colors. Arch- Client may use one of the provided Lionscrest arches. 		
Ceremony Only Package 100 People		Adult Rate (11 years & older)	Child Rate (3-10 years old)
2,000.00		\$10 per guest	\$5 per guest
Additional person cost covers ceremony package items with Lionscrest for additional guests.			

Ala Carte Items

Lionscrest Decor Options

Dish	Full Dish: \$1 per person			
Upgrades	Plates: Salad, dinner & dessert (3 total).			
	Flatware: Knife, spoon, forks (salad, dinner & dessert).			
	 Glasses: Additional preset glass at each place setting (wine/coffee cup, etc). 			
	Elegant Dish: \$5 per person			
	 Plates: Appetizer, salad, soup bowl, bread, charger, dinner and dessert (7 total). 			
	 Flatware: Knife, spoons (coffee & soup) and forks (salad, dinner & dessert). 			
	 Glasses: Wine (red & white), champagne and water all preset. Coffee cup preset or at station. 			
Beverage	Full Beverage: \$2 per person			
Upgrades	 Glasses: Highballs, lowballs, pilsner, champagne flute and wine and coffee cups. 			
	 Ice & Sodas: Unlimited Ice & Sodas (Coke, Diet Coke, 7UP, Diet 7UP, Dr. Pepper, Root Beer and Ginger Ale). 			
	 Mixers: Margarita, Bloody Mary, Collins/Sweet & Sour, Grenadine, Tonic & Club Soda. 			
	Juices: Orange, Cranberry, Apple, Pineapple & Grapefruit.			
	 Garnishes: Margarita Salt, Cherries, Olives, Lemons*, Limes* & Oranges*. *Garnish Only, Not Juice 			
Chair Upgrade	Gold Cane Chiavari chairs indoor use: \$6 per person			
Additional	Extra Setup Time with Lionscrest: \$100 per hour.			
Time	Extra Event Time for Venue Only Package: \$200 (2023) or \$250 (2024) per hour.			
	• Extra Event Time for Inclusive Packages (Lionscrest, Caterer & DJ):			
	\$670 (2023) or \$750 (2024) per hour (half hour hour is half the price).			
	*No refunds on added extra time if it goes unused.			
Base	One base linen is included per table and a napkin for each place setting at			
Linens	dining tables. There are 30 colors to choose from.			
	 Colors: White, Ivory, Black, Pewter, Khaki, Chocolate Brown, Maize, Lemon, Sage, Celadon, Hunter Green, Light Pink, Peach, Terra Cotta, Cherry Red, Ruby, Raspberry, Burgundy, Light Blue, Periwinkle, Royal Blue, Navy Blue, Purple, Lilac, Claret, Bright Plum, Ocean, Olive, Eggplant and Burnt Orange. 			
Overlay Linens	• Our specialty linen overlay/runner selection changes with current trends, please inquire with Lionscrest for available options. \$10-\$15 per table			
Center-	Lionscrest centerpieces vary between \$5-\$20. See website for specifics.			

Lionscrest Decor Options						
Solid Fabric Draping		• Traditional:				
		Head Table:				
Colors - White,		Single Color: \$70				
Black, Gold,		Two Colors:	\$100			
Pewter, Chocola Navy, Red, Purp	-	Cocktail Doors:				
Eggplant, Teal	ne,	 Single Color 	: \$70			
		Two Colors: \$100				
		Columns: \$15 per	column			
		· Gatsby: Colors:				
		Head Table: \$100				
		Cocktail Doors: \$	100			
		• Cake: \$50				
Sheer Twinkle w	vith	Head Table: \$100				
Lights		· Cake Area: \$50				
Colors - Colors - White, Ivory, Blush, Lavender,		• Columns: \$20 per column				
Navy & Burgund	ły					
Party Lanterns		\$350				
Garden Lantern	s	\$100				
Holiday Decor		\$350				
Burlap Fabric		· Cake Area: \$50				
		Columns: \$20 per column				
Splash	De	ecor Options	Reale Events De	cor Options		
Cafe Lights		allroom: \$350	Tulle & Lights	\$500		
• Ca \$1 • Al		ountain Courtyard: \$150				
		ocktail Back Patio:	Tulle & Lights with the	\$700		
		I Three Areas: \$600	Starry Night			
		· · · · · · · · · · · · · · · · · · ·				
Up Lights	· \$2	25 per light	Birch Lights	\$350		
Chair Sashes	•6	Inches Wide: \$3	Capiz Shell Strands	\$350		
Table Runners	 * 6 Inches Wide: \$3 * 12 Inches Wide: \$6 		Starry Night	\$300		
	1		Green Woodland Hoops	\$350		

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Garland with Fairy Lights \$350

Policies & Guidelines

Decorating	 Allowed items: Bubbles, butterflies, bells, dried lavender, Wilton brand pop-out streamers or doves for outdoor use. Items that are not permitted: Glitter, confetti, crepe paper, open flames, dark colored rose petals (sprinkled indoor/outdoor), loose polymer items, wire, tape, nails or staples. Rice, birdseed, sparklers or fireworks. Pyrotechnics, Fog Machines, and Smoke Bombs. Requirements: All centerpiece & decoration plans must be submitted at the Details Meeting. Lionscrest reserves the right to final approval of these items. Damages, extra cleanup & failure to comply will be billed to the client(s).
Liquor	 Liquor is purchased by the client and served by the caterer/event staffing company. We recommend "host liquor liability insurance" for our clients. No self-service, cash bars, shots or underage drinking is allowed. Two drinks may be served per person at a time. At last call one drink per person may be served. Arrangements must be made to pickup leftover alcohol; no alcohol is allowed to leave at the conclusion of the event.
Smoking & Drugs	 Cigarette smoking and Tobacco Vape Pens are permitted in our designated smoking areas by the fountain or at Maison de Lion (barn). Cigars & Tobacco Pipes are permitted in our designated smoking area at Maison de Lion (barn). Marijuana & any other forms of drugs are prohibited.
Items Left After An Event	Items left at an event will only be held for up to 30 days if found. Lionscrest is not responsible for any items. Clients are responsible for returning to retrieve any left items within 30 days.
Security Deposit	At this time Lionscrest does not require a security deposit. However, we do require a credit card to be placed on file with authorization to charge any damages or unpaid fees. This information is due the week of the event.
Tax & Gratuity	The listed package prices do not reflect tax and gratuities.
Cancellation Policy	 If the event is canceled the retainer is forfeited. Cancellation terms based on date of release: Canceled more than twelve months out the paid-in facility charge (minus the retainer fee) will be refunded, Canceled less than twelve but more than nine months prior to the event date 50% of the paid-in facility charge (minus the retainer fee) will be refunded. Canceled less than nine but more than three months prior to the event date 50% of the paid-in facility charge will be refunded only after the date is re-sold (current face value discounts may apply, also minus the retainer fee). Canceled less than three months prior no refund will be given. Please note that for reimbursements to apply the clients payments must be current based on the payment schedule. If facility payments are not kept current then clients will be in default and no refund will be issued. For the Colorado & Deluxe Inclusive Contracts this additional stipulation applies: Clients are responsible for notifying their Inclusive vendors should the need arise for cancellation. Paid in deposits or contractual obligations with each individual vendor

Planning Your Event

Aisle Planner	 Online planning site. Site includes:. Documents: Event planning checklist, timeline, vendor list, linen & decor selections, wedding party & family lists, etc Ability to track and organize reception seating with an interactive floor plan. Event website.
Details Meeting	 Planning meeting with Caterer, At Your Service or Event Pros, yourself and a Lionscrest Supervisor (approximately <u>8 weeks</u> prior to the event). Details Meetings are held during weekday business hours at Lionscrest. Contact your caterer, At Your Service or Event Pros to schedule this appointment. From this meeting Lionscrest will collect the information needed to draft event documents (floor plan, timeline, linens, tables, decor, etc). If a professional coordinator has been hired, they are invited to attend this meeting. All other vendors will need to meet with you at a separate time and will not be part of the Details Meeting. One Details Meeting is included per event. If a second meeting is requested or the first meeting is missed by the client, then the additional meetings are billed at \$100 per hour for Lionscrest. Please check with you caterer to see if they will have additional fees.
Final Decisions/ Details	 All decor decisions (lighting, fabric, centerpieces, etc) must be finalized no less than <u>30 days</u> prior to the event. Final count (including the couple, family, wedding party, guests & vendors) is due Thursday the week prior to the event. At this time documents will be adjusted to reflect the given final count. Any additional guest fees or selected upgrades fees are due by the Rehearsal/Drop-off the week of the wedding. Final floorpan will be created after your final count is submitted the week of the wedding.
Rehearsal/ Drop-off	 One hour to practice the ceremony details & drop-off event items. Guaranteed on the Wednesday Evening or Friday Morning (8am, 9am or 10am) prior. Scheduling outside of these options is not guaranteed. Any special exceptions will not be offered until 60 days prior to the event date. Scheduling is subject to Lionscrest's availability. Rehearsals will not be permitted on the same day as the wedding date. Items dropped off shall not exceed 4 large boxes/tubs of personal items. All boxes/tubs should be sealed/closed. This does not apply to the liquor delivery.

Package Comparisons

Inclusions	Venue Only	Simple Wedding	Colorado Inclusive	Deluxe Inclusive	Ceremony Only	
Setup Hours	2	2	2	4	2	
Event Hours	5	5	5	6		
Cleanup Hours	1	1	1	1	1	
Tables	Y	Y	Y	Y	Limited	
Chairs	White Folding	White Folding	White Folding	Outdoor: White Folding Indoor: Gold Cane	White Folding	
Linens	Base Linen	Base Linen	Base Linen	Base Linen + Overlays/ Runners	Limited	
Non-Alcoholic Drinks	Basic Beverage	Basic Beverage	Basic Beverage	Full Beverage	Mason Jar Ice Water	
Dishes, Glassware & Flatware	Basic Dish	Basic Dish	Basic Dish	Full Dish	-	
Catering	-	Simple Menu	Colorado Inclusive Menu	Deluxe Upgraded Menu	-	
Entertainment	-	Sound Equipment	DJ	DJ + Upgrade(s)	-	
Liquor	-	Add-on	Basic Bar	Basic Bar + Premium	-	
Florist	-	Add-on	\$1,000 Budget	\$1,750 Budget	-	
Photographer	-	Add-on	\$2,000 Budget	\$2,000 Budget	-	
Decor	-	Ala Carte	\$350 Budget	\$600 Budget	-	
Cake	-	Add-on	Add-on	Add-on	-	
Officiant	-	Add-on	Add-on	Add-on	-	
Photo Booth	-	Add-on	Add-on	Add-on	-	

Booking Details

How to hold a date	• Free courtesy hold (up to two weeks). A hold can be established in person, via email or over the phone. Basic contact information for client(s) is required.
	 You will receive your username/password to view the proposed contract(s) online through our ForTheEvent site.
	*Should another client wish to book the held date during your courtesy hold, we will give you 48 hours to decide.
How to book a date	 To secure your desired date, sign and return the contract with the corresponding retainer payment. (The retainer is applied to the total contracted amount). Retainer of \$2,000 is due for the Ceremony Only, Venue Only, Simply Elegant & Colorado Inclusive Packages. Retainer of \$3,000 is due for the Deluxe Inclusive contract.
Payment Details	After the retainer is paid the remaining portion will be split into three separate payments. The final balance is due four months prior to your event date (or as specified by the contract). When booking the Colorado and/or Deluxe Inclusive packages you may be asked to breakdown the invoiced total into a few payments (paying some vendors their portion directly). Your invoices will include the necessary details for any payments required.
Booking Options	• Clients have 60 days from booking to switch their booked package. Changes that can be requested include changing packages or adjusting the included guest count (base count of either 50, 75 or 100 people). Subject to current pricing and vendor availability.
	 Once booked should Clients need to change the Event Date <u>after 60 Days</u> have passed, there is a new retainer required for re-booking and the new date will be subject to the current pricing as of the re-booking date. Once the new contract is signed any previously paid in funds minus the First Retainer will be transferred. Funds can only be transferred one time. The new retainer will be waived for any Service Members facing a verified deployment. These terms do not apply under a ForceMajeure (see Force Majeure section of the contract).
Colorado Inclusive Vendors	When booking an inclusive package, clients may opt to remove any of the vendors with the exception of Greens Point Catering. Clients have 90 days after signing their contract to make any vendor removals. Any vendor (with the exception of Greens Point Catering) can be removed. Removal of a vendor will reduce the total package price by the vendors allotted portion. Once a vendor is removed they cannot be added. We require that all vendor changes be submitted via an online form. This form may be submitted one time only. Deleting a vendor from your ForTheEvent vendor list will not officially remove the vendor.
Additional Guests & Lionscrest Upgrades	These charges, if applicable, are due the week of the event. Please see package details for amounts. If guest count (day of event) exceeds the provided final count clients will be charged the additional guest fee X 1.5.



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