



Wedding Package Details

SteamPlant Ballroom, Riverside Plaza & Bride Ready Room

Dates	Days	Rate
High Season: May – September	Saturday	\$4995
High Season: May – September	Sunday – Friday	\$4500
Low Season: October – April	Monday – Sunday	\$4500

Scout Hut in Riverside Park

Dates	Days	Rate
High Season: May – September	Saturday	\$3495
High Season: May – September	Sunday – Friday	\$3000
Low Season: October – April	Monday – Sunday	\$3000

Eight consecutive hours. Additional hour(s) available at \$100.00/hr.

Our event policy is that we are unable to make reservations by the hour for weddings. Please call our office to speak to an Event Coordinator for more details.

Facility Price Includes:

Ceremony Amenities: On-site Event Coordinator, ceremony tables and chairs, musician tables and chairs, and set-up and breakdown of ceremony tables and chairs by SteamPlant/Scout Hut staff. Ceremony rehearsals one day prior to specified ceremony date are included, unless the presence of an Event Coordinator is requested. If an Event Coordinator is requested, rehearsal site will be available at \$35/hour.

Cocktail Hour & Reception Amenities: On-site Event Coordinator; banquet, cocktail, guestbook, cake, DJ, and gift/card tables; dining chairs; water goblets, champagne flutes, and coffee cups and saucers; water stations; water service on tables; cafe lighting in ballroom; one full service bar and one bartender; ability to craft one (1) signature reception cocktail; set-up and break-down of all tables and chairs by SteamPlant/Scout Hut staff; Catering Company's use of commercial kitchen (Caterers are charged 10% of their gross revenues to cater at the Scout Hut. This is for use of the kitchen, equipment and cleanup associated with the food preparation for the event. Caterers normally add the 10% to Wedding Party's invoice to cover the cost).

Additional Add-Ons:

For an additional fee, the SteamPlant/Scout Hut can also provide the following: Arbor for ceremony, table linens, basic flatware and dishware, audio-visual equipment (including but not limited to wedding and reception sound systems, video screens, LCD projectors, light and sound board), hosted bar, additional hourly bartender, outdoor tents, heat lamps, non-alcoholic beverage selection, and additional rental hours.



Dish/Linen/Ceremony Rentals

Dinner Plates	\$0.45/piece
Dessert/Salad Plates	\$0.35/piece
Silverware (fork, spoon, butter/steak knife)	\$0.35/piece
Table Linens (various sizes, price varies by size)	\$15.00+/linen
Wooden Ceremony Arbor	\$100.00
Heat Lamp	\$75.00/each
Coffee Mugs and Saucers	Complimentary
Water Goblets	Complimentary
Champagne Glasses	Complimentary

Non-Alcoholic Beverage Selection

Lemonade	\$16.00/3 gallons
Iced Tea	\$16.00/3 gallons
Mountain Phoenix Coffee (Regular & Decaf)	\$26.00/Coffee carafe
Hot Tea	\$16.00/hot water carafe
Soda/Sparkling Water (Coke, Diet Coke, 7-Up, Ginger Ale, Ginger Beer, LaCroix)	\$2.00/can
Water Station	Complimentary

Unlimited non-alcoholic beverages can be provided at a cost of \$5.00 per person.



Audio/Visual Equipment

Reception Sound System	
One microphone, two speakers, mixer, and mp3 plug-in	\$150.00
Podium Sound System	
One microphone (wired or wireless), one speaker, mixer and podium	\$75.00
Additional Microphone (wired or wireless)	\$25.00
Portable Video Screen (80")	\$15.00
LCDProjector/Screen	\$75.00
Conference Phone	\$25.00
Wireless Internet Access	Complimentary



Payment and Booking Schedule

To Reserve The SteamPlant/Scout Hut:

1. Call or e-mail the SteamPlant/Scout Hut and speak with an Event Coordinator to schedule a tour of the venue, or to tentatively book your date.
2. Once your date is reserved as Tentative, an Event Coordinator will work with you on the initial details of your wedding and build your contract.
3. You will have one week (7 business days) to read through, sign, and return the contract to the SteamPlant/Scout Hut via email, fax, or mail (post-marked by date). Your signed contract must include a 50% deposit of your total wedding package. You may pay by check or by credit card in person or over the phone.
4. Once SteamPlant has received your signed contract and deposit, your date will change from Tentative to Reserved.
5. The remaining balance of the wedding package is due thirty (30) days prior to the re-served wedding date.
6. A damage deposit of \$300 is due thirty (30) days prior to the reserved wedding date. This damage deposit is applied against your final balance after your wedding date, provided nothing is damaged and it has not been used to pay for any other outstanding costs. If there are no outstanding charges after your wedding or if the outstanding charges are less than \$300, a refund check for your damage deposit will be issued 3 weeks after the wedding date.

Cancellation Procedures

To Cancel an Event at the Scout Hut:

1. Cancellations made more than one hundred and twenty (120) days in advance of the re-served wedding date will receive a full refund of their deposit, less a \$500.00 non-refundable portion.
2. Cancellations made less than one hundred and twenty (120) days, but more than thirty (30) days in advance of the reserved wedding date will incur 50% of the total wedding package, if greater than the deposit amount.
3. Cancellations made less than thirty (30) days in advance of the reserved wedding date will incur 100% of the wedding package cost and no refund will be given.

