



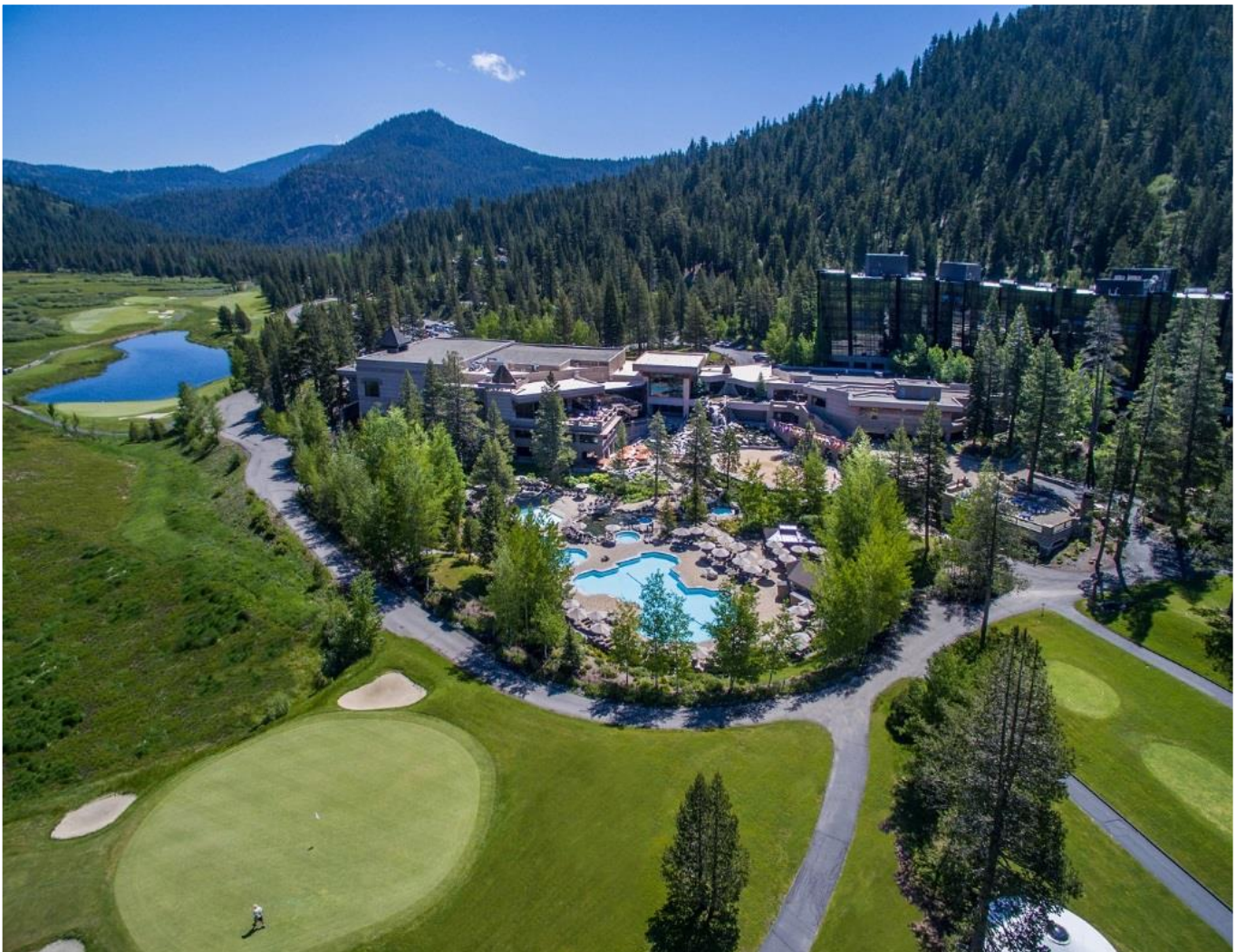
RESORT AT SQUAW CREEK®  
LAKE TAHOE

## LOCATION

As an award-winning, luxury destination resort, we are proud to offer a complete selection of services to meet every possible need for this very special occasion. The Resort at Squaw Creek is located in a majestic mountain valley setting, while the natural wonder of Lake Tahoe is only five miles away.

Nestled in the Sierra Nevada Mountains only minutes from Interstate 80, we offer convenient access to Reno, Sacramento and the San Francisco Bay Area. With California sunshine three out of every four days on average, the climate is accommodating to whatever activities you may have in mind.

Situated on 195 beautiful forested hillside acres in a high-altitude, alpine environment, the resort features 405 luxury guest rooms and suites, 18-hole championship golf course, four delightfully distinctive restaurants, 33,000 square feet of indoor meeting space and 14,750 square feet of outdoor function space, three swimming pools and outdoor hot tubs, a luxury spa and executive fitness center.



## CEREMONY OPTIONS

Ceremony fee includes location for two hours, ceremony arch, white folding chairs or house chiavari chairs, altar table, water station, and AVMS sound system.

**The Spa Deck:** Accommodates up to 200 guests

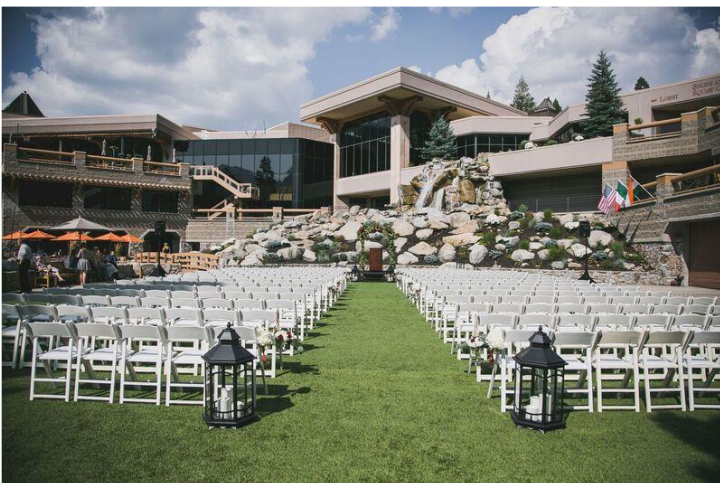


**The Golf Course:** Accommodates up to 200 guests

\*Subject to seasonal availability and time restrictions.



**The Pavilion:** Accommodates up to 400 guests



Resort's Special Events Team: 530-584-4018

## RECEPTION OPTIONS

A facility fee applies to all venues and includes the set up and teardown of resort's banquet equipment (chairs for both ceremony and reception, tables, china settings, silverware, stemware, and dance floor, the assistance of an onsite event manager and personal banquet captain, and various concessions. A venue specific food and beverage minimum will apply based on the date and season. Each location is available for 5-hours. Additional hours are \$500 per hour, with a 2:00 AM limit indoors, 10 pm outdoors.



**Six Peaks Grille**  
**(Monday and Tuesday only)**  
(private deck included)  
Accommodates 110 guests

**Spa Deck**  
Accommodates 180 guests

**Pavilion**  
(outdoor and subject to 10:00 PM noise curfew)  
Accommodates 300 guests

**Grand Sierra Ballroom**  
Full ballroom accommodates, 600 guests

**Alpine Ballroom**  
Full ballroom accommodates, 300 guests

**Cascades**  
Accommodates, 180 guests

# WEDDING COORDINATORS AND SPECIALISTS

A professional wedding coordinator is required to assist you with your special day.

Resort at Squaw Creek will provide you with a special events manager to assist you with setup, food and beverage details.

## What is the responsibility of a Events Manager?

- Act as the on-site liaison between your wedding coordinator and Resort operations staff.
- Establish your guest room block and monitor the status of reservations (if applicable).
- Personally oversee the details of the bride and groom's room reservations (if applicable).
- Recommend Special Event Professionals to provide wedding coordination, music, floral, photography, ceremony officiant, invitations and amenities.
- Act as menu consultant for all food and beverage selections.
- Detail your Banquet Event Order and Wedding "Resume" outlining all of your event specifics and overnight accommodations to ensure that all information is communicated successfully to the Resort's team.
- Create an estimate of charges outlining your financial commitments and deposit schedule.
- Create a floor plan of your function space in order for you to plan and provide the Resort with your seating arrangements.
- Oversee the ceremony and reception room(s) set-up, food preparation and other Resort operations.
- Ensure a seamless transition to the Banquet Captain on the day of your event.
- Review your banquet checks for accuracy, prior to the completion of your final bill.

## What are the responsibilities of an independent, professional Wedding Coordinator?

- Assist with etiquette and protocol for invitations, family matters, ceremony and toasts.
- Create a timeline for your entire wedding day, including the ceremony and reception to supply to the Special Events Manager.
- Organize and coordinate your ceremony rehearsal. Remind bridal party of all pertinent "call times" and "don't forgets" on the wedding day.
- Confirm call times and details with all vendors several days prior to the wedding day.
- Be the liaison with your family, bridal party and all vendors.
- Assist the bride and bridal party with dressing.
- Ensure the ladies have their corsages and bouquets, etc., and assist with pinning of the gentlemen's boutonnieres.
- Deliver and arrange ceremony programs, escort cards, place cards, favors and any personal items.
- Coordinate your actual ceremony (i.e. line up bride party, assist bride with dress, etc.)
- Coordinate your reception (i.e. grand entrance, first dance, toasts, cake cutting, etc.)
- Coordinate with vendors and the Resort Banquet Captain to ensure timeliness of your events.
- Collect any personal items you may have brought at the conclusion of the reception.
- Count and collect all wedding gifts and deliver them to the appropriate location at the conclusion of your event.
- Assist you with full-service coordinating from your engagement to your honeymoon, should you select a full-service package.

## Food & Beverage

The Resort does not permit outside food or beverage. Our culinary team provides an extensive selection of menus to satisfy any taste or ethnic background. Should you prefer to design your own menu or provide recipes our Chef is happy to work with you. Please also note we do not allow any food or beverage to be taken from the premises after the function. Please be aware that our menu items and pricing are subject to change and your final expenditure will depend on your final guest attendance, menu selections and food and beverage financial commitment.

The food and beverage minimum is the least amount of money that you are required to spend in a combination of food and beverage, excluding service charge and sales tax based on the venue you are utilizing for your event. Please keep in mind that is not all you can anticipate to spend. The food and beverage minimum is reached by selecting individually priced, a la carte menu items or applicable wedding package with optional enhancements to equal or exceed the required dollar figure.

The following are examples of items that would apply towards the food and beverage minimum:  
Passed and displayed hors d'oeuvres, carving stations, plated or buffet meal, dessert stations, specialty cocktail bars, champagne toast, bar service and non-alcoholic beverage items.

The following are examples of items that would not apply towards the food and beverage minimum: upgraded linens, china, silverware, specialty lighting and décor, bartender and/or chef fees, parking, guestroom accommodations and in-room dining.

### Meal Identifier Requirement

If you have selected a plated menu with multiple entrée choices, you must supply place cards indicating the guest name and entrée choice. Place the entrée selection on the outside front of the card to be clearly visible to the guest and our banquet staff.

### Due Dates

Food and Beverage menu selections and estimated guest count are due 30 days prior to the event.  
Final guest count, with amount of meal choices, and estimated balance is due 10 business days prior to event.

### Current Taxes & Service Charges

All menu prices outlined herein are subject to service charge and tax.

Food & Beverage Service Charge	24%
Food & Beverage Tax	8.3475%
Room Tax with Civic Fee	12.695%

### Menu Tasting

After a finalized wedding contract for at least 50 guests, a complimentary menu tasting is available to the couple only. Tastings are by appointment only and scheduled by Resort. Additional guests are at an additional cost of \$200.00 per person.

### **Outside Vendors**

We are pleased to provide an extensive list of the finest special event professionals in the area. These individuals have provided impeccable service and products to our guests in the past, and we are delighted to assist you in contacting them and obtaining any necessary information.

### **Event Timing**

Although we do not have 'set' start and end times, we plan start times according to the season and size of your party to ensure a smooth flow for the event. Outdoor events have a noise restriction of 10:00pm.

### **Guest Rooms**

Group room block contracts are available. Rates and policies are based on double occupancy and vary by season. No guest rooms are held or blocked for your wedding without a signed contract. There is a Resort Fee applied to each guest room, per day.

### **Event Deposit**

Deposits depend upon how far in advance your arrangements are made and range from 25% - 100% of the combined food and beverage minimum and rental fees for the event space reserved. A deposit schedule will be provided as part of your contract. Deposits are non-refundable and non-date transferable. Resort at Squaw Creek requires full pre-payment and a credit card on file for all events.

### **Additional Services**

Any services that would incur additional costs (i.e. power/electrical charges, audio visual needs, furniture removal, additional labor, outdoor heat, décor, etc.) will be discussed with you by your Events Manager.

### **Rehearsal**

Rehearsal times are confirmed 30 days prior to your wedding and set at a time that does not interfere with other booked events. Ceremony rehearsals are normally one hour in length and must be facilitated by your officiant or wedding coordinator.

### **Get Ready Room**

Many of our brides choose to stay with us the evening before their wedding and therefore have the use of their room for changing. Your florist, bridesmaids and family members may bring any flowers, dresses and makeup into your room.

*\*The listed catering policies and fees are a summary of items that are most commonly requested during the booking and planning process. Please inquire with your Events Manager for additional details. Policies and fees are subject to change.*

### **LET US GET STARTED!**

Our wedding specialists will be delighted to guide you in making your vision a reality. Next, we recommend that you have an idea of your desired dates (or season) and an estimated number of guests.

You are always welcome to visit the resort at any time; however, we highly recommend that you contact our Special Events Team in advance to set up a personal appointment. This will assist us in making prior arrangements so that we may meet with you on site and better anticipate your needs.