



WEDDING AND SPECIAL EVENT PLANNER



SHORELINE WEDDING PACKAGES

Your beautiful outdoor ceremony and reception are held on the shoreline of Lake Tahoe, with incredible mountain views of the west shore. Included with the site is a unique wedding arbor, aisle runner, chairs for your guests, non-denominational minister, a dance floor, and an on-site ceremony coordinator.

Ceremony Only Site Fee

Monday – Thursday: Ceremonies may begin anytime from 10am to 8pm, based on availability

Friday – Sunday: Ceremonies may begin anytime from 10am to 2pm, based on availability

Sunday-Friday	\$1,200 per hour
Saturday	\$1,500 per hour

Ceremony & Reception Site Fee

May, June, September, October

	9am-3pm	4pm-10pm
Sunday-Thursday	\$400 per hour	\$500 per hour
Friday	\$400 per hour	\$600 per hour
Saturday	\$500 per hour	\$800 per hour

*Saturday evening events must meet a Site Fee and Food & Beverage Minimum of \$8,000 before tax & gratuity

Ceremony & Reception Site Fee

July, August

	9am-3pm	4pm-10pm
Sunday-Thursday	\$400 per hour	\$500 per hour
Friday	\$400 per hour	\$700 per hour
Saturday	\$500 per hour	\$900 per hour

*Friday evening events must meet a Site Fee and Food & Beverage minimum of \$7,000 before tax & gratuity

*Saturday evening events must meet a Site Fee and Food & Beverage minimum of \$10,000 before tax & gratuity

Wedding Rehearsal

One hour ceremony rehearsal with your coordinator - \$100 - \$250

*4 hour minimum for ceremony & reception or reception only required.

*Mid May through mid October only – Ask sales department about available start and end dates.

*Scheduled and based on availability.

*Please note that all food and beverage is to be provided by Zephyr Cove and is not included in the site fee.

*The special events area and reception site fee includes a bridal changing room and bathroom located in the Lodge, a 30' x 70' tent for the reception with side walls that have cathedral windows, standard ZCR/LTC set-up, break-down, as well as clean up before and after.

*The site fee also includes heaters, china, tables, and chairs, white and cream linens.

*Upon request, we may provide you with extra tables and linens for a gift, sign-in table and cake table for no extra charge.

à la carte extras

Chair Covers & Sash	\$13 per cover
Chivari Chairs	\$12 per chair
Sashes	\$3 each
Coordinating Colored Linens	\$Quote
Coordinating Colored Napkins	\$3 per napkin
Extensive Setup/Breakdown Fee	\$Quote
Full Reception Coordination	\$300 - \$500
Fire Pit – Includes Firewood	\$250 each

Additional charges/minimums might apply



SHORELINE INFORMATION, RULES & POLICIES:

Reservations / Deposits/Cancellations

To book an event a non-refundable consultation/booking fee of \$2000 or more is due along with the appropriate paper work and contracts filled out and signed; which include a detailed contract, catering agreement, and a credit card authorization form that is kept on file for over-the-phone deposits and costs incurred during your event.

All deposits will go towards your final balance

14 days prior to your wedding it is your responsibility to call the Special Events Department with the final guaranteed number of guests and the final balance due or we will assume that the number of guests on your contract is your final count and we will charge the credit card on file for the remaining balance if payment is not made at least seven days prior to your event it will be subject to cancellation and all deposits will be forfeited.

Food and Beverage Minimums and Regulations

No outside food or beverages are allowed on the premises. Any outside food/beverage will be confiscated by ZCR staff and subject to a minimum \$1,000 fine. Wine and Champagne are the exception and are subject to a \$15 per 750 ml corkage fee. Minors may not consume alcoholic beverages on resort property and Zephyr Cove will not serve to anyone who appears to be intoxicated. Alcoholic beverage service and sales will cease a half-hour prior to the conclusion of all events. Please understand and cooperate if we exercise this responsibility. If ZCR Rules and Regulations are not met, ZCR reserves the right to terminate the event at anytime. Please contact the Special Events Department for further details on menus and minimums required.

Maximum Reception is 200 people.

\$10,000 minimum for Saturday Night Events in July and August;
\$8,000 minimum for Saturday Night Events in May, June, September and October.

\$7,000 minimum for Friday Night Events in July and August.

All menus are Per Person plus tax and service charge.

Please note that the catering menu and bar prices are subject to change.

A 7.1% Nevada State Sales Tax and a 20% service charge/administrative fee will be added to your final food and beverage bill.

Corresponding and Vendors

Please state the name, date, and time of event on all correspondence: e-mail, voice mail, deposit checks and mail.

The wedding coordinator will communicate with one contact person; this contact person will make all payments and sign all contracts.

Find enclosed our recommended vendor list. If you decide to bring your own cake there is a \$3 per person cake service fee, an outside fee of \$75 for cupcakes or other dessert, a \$150 outside musician fee. If you book with a recommended baker, your fee is \$1 per person for cake service.

Vendors are to be paid directly.

If you decide to use vendors other than the ones we provide for you, you must inform The Special Events Department of all plans, musicians and outside vendors performing at your event. Musicians must supply all their own equipment and lighting. Musicians may have up to two hours for set-up and are responsible for their own equipment. Music levels must be kept at a reasonable level, in consideration of other guests and neighbors. All music must be turned off at 10:00pm due to strict area noise regulations. If music is not turned off by 10:00pm, a \$1000 charge + any legal fees will be assessed. We will not be responsible for any vendors that we did not hire. If your outside vendors need the support of our staff, a \$200.00 per staff personnel fee will be charged for each occasion they are needed.

If the vendors (photographers, musicians, etc.) are invited to the catered meal, the price of that meal will be charged to the party host. All vendors invited to the meal will go through the buffet line after all the other guests have eaten.

Our recommended vendors are responsible for guaranteeing quality and performance. After the event is over please conduct business with the vendor directly. Zephyr Cove is not directly responsible for any outside services.

Zephyr Cove Resort provides ceremony coordination for no extra fee; this service provides the client with consultation from the day of booking up to the day of the event and throughout the wedding ceremony. If you schedule to have the wedding coordinator present throughout the reception, there is a coordination fee of \$300.00 - \$500.00. You may hire an outside wedding planner although Zephyr Cove Resort will not provide coordinating staff for the day of the wedding. Please be respectful

of our coordinators, they reserve the right to refuse service to anyone that is deemed unreasonable.

Ceremony / Reception

Due to very tight scheduling constraints, the ceremony must start on time. If the wedding is late we may have to reschedule or charge a fee. Events that start late will not be extended and no refund can be given for late arrivals or no shows.

You must have a Nevada State Marriage License when you arrive for the ceremony. Call Douglas County at (775) 586-7270 for more information.

To acknowledge the departure of the Bride and Groom you may throw flower petals or blow bubbles. No confetti, rice, birdseed, glitter, fake flower petals or balloons. If you are unsure, please contact the wedding dept. These regulations are in place to protect the fragile natural environment of Lake Tahoe. If any items are used, you may be subject to a cleaning fee.

Your ceremony coordinator will stay through the ceremony. When the coordinator leaves the site he/she will introduce the "wedding/group contact person" to the catering supervisor for an on-site contact, or you may hire the coordinator to remain for the reception for a coordinating fee of \$300-\$500. Our coordinators are the venue coordinators and your contact. If you wish to hire a wedding planner, please ask your coordinator for recommendations.

Set up time for the Wedding Party is one hour before the time of the event. Any additional time required can be scheduled no earlier than two weeks prior to the event and is subject to availability.

There will be a customized fee for extensive set-up depending upon amount, required effort, and time deemed necessary to create the desired atmosphere. This must be set well in advance

and is based upon availability. Please designate a person/persons from your party for favor placement and decoration.

Parking

Zephyr Cove Resort has a park entry fee, due to the fact we reside on Forest Service land. (prices subject to change)

We can arrange for you to pay for your group or each car can pay individually as they enter. A shuttle is additional but preferred for large groups; please ask your sales associate for shuttle recommendations.

Rehearsal Fees

Ceremony Rehearsal Fees are \$100.00 - \$250.00 with the ceremony coordinator. Rehearsals are available on a first come, first booked basis and are based upon availability and event schedules. Rehearsals at the ceremony site are not confirmed until two weeks prior to your event.

Bridal Room

ZCR has a bridal room located above the Main Lodge and is available on a first come first booked basis. All personal belongings must be removed before the start of the ceremony. Please be respectful for other events that are possibly scheduled after yours. Please ask the wedding department for more details.

All personal belongings must be removed from the event site at the conclusion of the event. Zephyr Cove Resort is not responsible for any lost or misplaced personal items.

Prices are subject to change without notice, unless you have a confirmed booking.

Confirmed bookings require full deposit and all signed contracts returned.

