



2012 Skyland Resort and Big Meadows Lodge Wedding Policies

Wedding Celebrations

Thank you for considering Skyland Resort and Big Meadows Lodge for your wedding ceremony and reception. Our natural setting in Shenandoah National Park provides you with the perfect location to create the wedding of your dreams. Personal attention to detail, regional cuisine and charming accommodations make your wedding here truly an event of a lifetime.

Picture your wedding on a bluff overlooking the Shenandoah Valley or walk to your chosen spot where you exchange your wedding vows. Our wedding rental fee includes the use of tables, chairs, full in-house tableware, table linens, skirting and napkins.

Ceremony and Reception

During our season Skyland Resort is a popular and romantic location for ceremonies with its picturesque view of the Shenandoah Valley to the west or the lush mountains as the backdrop. Our historic conference building can accommodate up to 100 people or, if your group is smaller, the charming Massanutten Room at Big Meadows Lodge can accommodate up to 35 people.

Ceremony Rehearsal and Rehearsal Dinner

A mutually convenient ceremony rehearsal time may be scheduled at either lodge. Should you wish to book your rehearsal dinner with us, we would be happy to accommodate your group. Please contact our Wedding Coordinator regarding food and beverage minimums and availability of space for your rehearsal dinner.

Reservations and Deposit Information

In order to reserve your event date, a booking fee (50% of which is non-refundable), a valid credit card number and a signed agreement and room banquet rental fee is required within 21 days of booking the date. The booking fee will be applied to your final Master Bill.

❖ Skyland Site / Weekend Rental Fees

\$ 500.00	April and November
\$1,000.00	May through September
\$1,500.00	Holiday Weekends and October

❖ Big Meadows Lodge Site / Rental Fees

\$ 500.00	May through September
\$ 750.00	Holiday Weekends and October

Sunday thru Thursday rental fees are available. Call to get rates.

The fee includes step-up of tables & chairs, china, silverware, glasses and linens. The fee is due within 21 days from date of confirmation.

White tablecloths and napkins are available. We will provide a local contact number for rental of special linen colors upon request. All fees incurred for rental/delivery & pick-up are the responsibility of the wedding party.



- ❖ With the booking of a party, you are allotted a 6 hour block in which your ceremony and the start of the reception is to be held.
- ❖ A Food and Beverage minimum is required in order to book our facility. This figure varies based on date and season of your event.
- ❖ **Minimum Stay Requirements** – a **2 night** minimum stay is required on all holiday weekends (Memorial Day, July 4, Labor Day). A **3 night** minimum stay is required on Columbus Day weekend (Fri/Sat/Sun).
- ❖ The Skyland Conference Building will accommodate up to 96 people depending on room set-up. The Massanutten Room at Big Meadows accommodates up to 30 people.
- ❖ A storage fee is charged for rental chairs, linens, arch, etc. The cost is determined based on items and days of storage required.
- ❖ Every effort will be made to accommodate the requests of the wedding party for their room set-up. However, due to space limitations, final room set-up will be at the discretion of the Catering management.
- ❖ In compliance with local fire codes, our maximum room occupancy may not exceed the posted room limitation. These load limits are strictly enforced. The Lodges reserve the right to inspect and regulate all private parties, meetings and receptions.
- ❖ In consideration of other guests, the event must conclude by 10:00pm. This policy stands firm. All music volumes will be monitored and controlled at the discretion of Hotel management.

Catering Arrangements

The lodges are the sole purveyor of all food and beverages for on-site events. It is also the lodge's policy that all alcoholic beverages are provided by the resorts only. To assist you with your budget and planning, an average bar estimate is \$15 - \$25 per guest, depending upon the selection of beverages to be served.

Prices quoted are subject to reasonable increases to meet increased cost of goods, suppliers and operating expenses. The patron agrees to pay for such increases. As an alternative the Lodge may, at its sole option, make reasonable menu substitution and the patron agrees to accept such substitutions in lieu of increased prices. Prices for all meal functions will be guaranteed by the Lodges **90 days prior** to the function.

Due to local health code ordinances, Skyland Resort and Big Meadows Lodge do not allow the removal of food from our banquet sites.

Final food details (reception, bar & menu selections, estimated head counts) are required 30 days prior to the event date. Guaranteed head counts will be considered the final count for service and will be used for billings, even though the actual allowance may be lower. IF the guarantee is not given to the Lodge two weeks in advance, then the Lodges will prepare and set for ten percent (10%) above the estimated number of guests. Management must give their approval before any increases in this number will be set up or served.

If more than one entrée is chosen, place cards must be provided by the wedding party indicating the guest name and entrée requested.



Should you have guests with special dietary needs, our Chef will be more than happy to prepare a special entrée. Please provide these requests at least 21 days prior to the event date.

On all food and beverage sales, a 20% service charge and all applicable State sales and utility taxes will be added.

The wedding party is permitted to bring in a wedding cake as the Lodges do not supply this service. The wedding party is responsible for coordinating the delivery and set up of the cake with their contractor and our Wedding Coordinator. A \$25.00 fee is charged if our staff is requested to cut the wedding cake.

With the exception of the wedding cake, no outside food or drink items are allowed to be brought into the Lodges banquet rooms or any organized function area. Should any guest be found to have alcohol in his/her possession or consumed by minors, the Lodge management reserves the right to close the bar immediately or to terminate the function at the patrons expense.

A maximum of three (3) changes in arrangements will be allowed. If 4 or more changes are made, a 10% service fee will be assessed based on the total reception costs or minimum of \$150, whichever is greater.

A minimum of 50 paid adults is required for a reception. If the minimum is not met, a surcharge will be assessed.

Site Visits and Tastings

As our Wedding Event Coordinator's office is not physically on site, we ask that you please call ahead and schedule a time for your site visit. Site visits are expected and we are happy to set up by appointment only.

If you wish to schedule a menu tasting you must contact our wedding coordinator at least 2 weeks prior to set up a mutually convenient time. A fee is charged based on the number of people at the tasting and items selected.

Lodging Arrangements

A deposit of one night's room plus tax & surcharges is required at the time of booking. If a block of rooms are requested to be held under the wedding parties' name, any unreserved rooms will be released 45-60 days prior to the event depending on season. (No discounts for Friday or Saturday nights.) Check in time is 3:00pm on day of arrival. Check-out time is 11:00am on day of departure.

We are happy to set up a room block for your guests; however we must have a signed contract and deposit prior to setting up. Reservations in the form of a rooming list or individual reservations must be received 45 – 60 days prior to the event, depending on the season.

Minimum Stay Requirements – a 3 night minimum stay is required on all holiday weekends (Memorial Day, July 4, Labor Day, Columbus Day).

Decorations

Flowers and large rental items may be delivered to the lodges the day of your function. Smaller items such as place cards and favors may be delivered to our Wedding Events Coordinator at an agreed upon time.

Room decorations are the responsibility of the wedding party. All decorations and personal items must be removed immediately at the conclusion of the event. The lodges and its staff will not be responsible for any items left behind. No decorations may be hung from the beams or lights by guests due to safety regulations. Skyland staff would be assigned to handle this and a labor fee would be charged based on time incurred.



No glitter, confetti, bird seed or rice is allowed inside the banquet room or outside on the parking lot and lawn areas. No nails may be used.

Set Up

We offer two hours of set up time prior to all wedding ceremonies and receptions. It will be your responsibility to direct your contracted suppliers such as florists, DJ's, bands and cake providers to us prior to the event day to coordinate delivery / pick-up of the items they are providing.

For all outdoor events, Skyland reserves the right to make inclement weather decisions in the best interest of our guests. Final determination of location will be made at least 4 hours prior to the event.

Wedding Planners

If you are contracting with a professional wedding planner to coordinate your wedding details, the Wedding Planner **is required** to contact our Sales Department as soon as they begin working with you. The Wedding Planner is required to coordinate and supply ARAMARK with all details no later than **21 days prior** for review and approval. ARAMARK has the on-site authority to change any detail that may adversely impact the quality of service. If the Wedding Planner does not adhere to the above requirements, ARAMARK has the right to refuse the Planner access of their facilities.

Photography

Photography is a welcome part of wedding ceremonies and receptions. You are welcome to begin photo sessions up to two hours prior to your event. We do ask that you please be sensitive to our other guests by not blocking walkways. Public areas must remain open and free of obstacles for all hotel guests.

Entertainment

We hope that your wedding is a truly joyous and memorable occasion. So that we may provide this courtesy to all our guests, all outdoor entertainment must be non-amplified and end at 6:00pm. Type of music and details must be provided to our wedding coordinator at least 60 days prior to the event. All outside entertainment must be approved by Park Service and right to refuse is at their discretion.

In consideration of other guests, all indoor events must conclude by 10:00pm. This policy stands firm. All music volumes will be monitored and controlled at the discretion of Lodge management.

Payments, Cancellations & Head Counts

Deposits Schedule

Signed Contract

90 Days Prior to Event

30 Days Prior to Event

Conclusion of Event

Cancellation Schedule

120 days prior

Payment Due

The booking fee is due 21 days following the booking. 50% of the fee is non-refundable if cancelled. Fee is applied to final balance.

50% of Estimated Food & Beverage Minimum

100% or Full Payment of Food and Beverage Guaranteed
Final Menu Selections

Open bar tabs or any additional expenses incurred during event.

Due Date

Total banquet cancellation notice required for a refund of the initial deposit less 50% non-refundable fee..



90 days	100% room rental fee is non-refundable plus 50% of estimated food & beverage and lodging expenses.
72 hours prior	Individual lodging cancellations required. \$15.00 cancellation fee will apply.
Less than 72 hours prior	First night's deposit is non-refundable.

Miscellaneous

Special Use Permits are required for special events such as weddings and other ceremonies. To apply for a Special Use Permit contact the Superintendent, Shenandoah National Park, 3655 US HWY 211 East, Luray, VA 22835.

A \$15.00 fee for private vehicles entering the Park is required which provides seven day access into Shenandoah.

**Call Lori at 1-800-778-2871, Option #2
To Reserve Your Date or For More Information**



Skyland Resort and Big Meadows Lodge are managed by ARAMARK, an authorized concessioner of the National Park Service.