

# THE 1927 LAKE LURE INN & SPA

## WEDDING POLICIES & PROCEDURES

### **Payment Type**

Your wedding account will need to be pre-paid fifteen (15) days prior to your arrival. Personal checks must include address, phone number, and driver's license number. If your event is to be paid by credit card, we will charge the estimated balance to the credit card provided at this time. Any additional balance incurred after this time or during the event is to be paid upon departure via cash or credit card only.

A credit card is required on file for all events held at the inn.

Any expenses incurred by the group from an off-premise venue can be billed to the Master Account. The 1927 Lake Lure Inn & Spa will apply a service fee of 15% to these charges for handling of payment.

### **Billing and Payment**

An Advanced (non-refundable) Payment consisting of the total cost for all selected venue spaces plus tax is required. These fees must be pre-paid prior to your event and with the signing of your contract. Reservations will not be considered firm until this payment has been received. Pre-payments and final payment are payable by cash, check or credit card. All functions require one hundred percent (100%) payment of the estimated cost a minimum of fifteen (15) days prior to the event. If payment will be made by check, a credit card authorization form is also required for guarantee. Ninety-six (96) hours prior to your event date, final payment for any increase or addendum to your event estimate will be required.

### **Guarantees**

A minimum per person guarantee must be submitted thirty (30) days prior to the date of your functions. A final guarantee of attendance at all Food and Beverage functions must be submitted four (4) business days prior to the date of your functions. This final number may be increased but not lowered prior to the function. If no final guarantee is received, we will consider the number indicated on the Banquet Event Order to be the correct guaranteed number. On the day of the event, if fewer people than the guaranteed number are present, the guaranteed number for both food and beverage is charged. Should more guests than the guaranteed number be present, the actual number will be charged. Your guaranteed number must be comprised of all guests, including those over 21 years of age, young adults ages 13-20, children ages 6 to 12, and children 5 and under.

### **Labor Charges**

A \$50.00 labor charge applies when the number of guests at a Wedding function is fewer than 24 (with the exception of our Gardens and Vow Renewal / Elopement Packages). A 15% surcharge of total food and beverage (before service and tax) will apply for off-property parties. One bartender per 75 people is required at a charge of \$50.00 per bartender. Chef, carver, and attendant fees are \$50.00 each for up to two hours. A cake cutting and serving fee of \$50.00 will apply if applicable.

### **Service Charge and Tax**

All Food and Beverage functions are subject to a 20% service charge and a 6.75% state tax. Site fees are subject to a 6.75% state tax. Other services/items may be subject to state tax – your Events & Catering Manager will provide these to you in your estimate. Tax and service charge are subject to change.

### **Agenda, Space, and Location Assignments**

Locations are assigned according to the contracted agenda and anticipated number of guests. However, the Inn reserves the right to change these locations due to construction and/or circumstances beyond the Inn's control. The Inn reserves the right to charge an additional set up fee for events with extraordinary set up requirements or changes to room set-up once the room has been set.

### **Property Damage**

The group will be held responsible for any action and/or damage to the Inn's property by any guest and/or employee of your group.

## **Food and Beverage**

To assure the availability of all chosen items, your menu selections should be submitted to your Lake Lure Inn and Spa Event Manager four weeks prior to the function date. Due to State Liquor Control Board and Department of Health License restrictions, all Food and Beverage must be arranged and purchased through the Inn (with the exception of wedding cakes).

## **Outdoor Events**

If arrangements have been made 30 days prior to your event date, a decision as to whether the function will remain outdoors or be moved to the alternate back-up location must be given to the Inn 24 hours in advance. If the group contacts do not make themselves available for this decision, it will be made at the Inn's discretion. Once the move has been made, whether by the group contact or the Inn, it will be final and irreversible. Should the contact choose to remain outdoors, and inclement weather forces an indoor move to an alternate location, \$3.00 per person (minimum \$300.00) will be charged to the group's master account. Should the rain probability be 50% or greater, the Inn reserves the right to automatically use an alternate location. Music at any outdoor venue must end at 10:00 PM due to County noise ordinance. Certain charges will apply per hour if the event extends past 10:00 pm. All events must end by 11:00pm.

## **In-House Equipment**

The Inn will provide, at no charge, a reasonable amount of event equipment (i.e. chairs and tables, etc.). This does not include special set-ups of an extraordinary format that would exhaust our in-house equipment to the point of having to rent an additional supply to accommodate your or other group's needs. Should this be the case, we will present two alternatives in sufficient time -rental cost to your group for additional equipment, or change to the extraordinary set-up, avoiding the extra rental.

## **Security**

The group contact is responsible for making arrangements to secure exhibits, merchandise, articles set up for display, and/or materials or equipment left in an event room. The Lake Lure Inn & Spa will not be held liable for items left unattended in function rooms (whether locked or unlocked) and public areas. The Lake Lure Inn & Spa strongly recommends arranging security.

## **Decorations**

Any materials or items brought in by you or outside vendors are not the responsibility of the Inn. Vendors/you are required to remove any items immediately after any event (inside or outside the Inn) unless prior arrangements have been made. These arrangements must be made no later than 30 days prior or will not be honored. Storage space will be the sole responsibility of the client or vendor. Nothing can be stored in the Inn or in the Inn coolers. The Inn will make its best effort to secure storage space for the clients once notification is given; however, under no circumstances is the Inn obligated to provide such space.

All vendors are required to carry proper liability insurance. No person, other than a licensed vendor, is allowed to set up any arbor or decorations themselves on Inn property unless prior approval has been given. Approval must be obtained no later than 30 days prior or will not be honored.

## **Package Shipping, Receiving and Storage**

All packages accepted through the Inn's Receiving Department will be assessed a \$5.00 per box charge. Due to limited storage space at the 1927 Lake Lure Inn & Spa, there is a \$2.00 per package per day storage fee for items received more than three (3) days prior to arrival. Please make sure that any packages or materials shipped to the Inn are properly labeled to ensure prompt delivery:

### **THE 1927 LAKE LURE INN & SPA**

2771 Memorial Highway

Lake Lure, NC 28746

ATTN: Name of person the package(s) should be directed

Wedding Name / Date