**Wedding or Reception Information**

Name of Event (please include full names): **­­­­­­­­­­­­­­­­­­**

Date of Event:

Number of Guests: Starting Time:

Name of Authorized Representative: Email & Phone:

Do you have a wedding planner? Name:

If not, would you like Salmon Run staff to help facilitate your event?

**Pavilion Rental**: How long is your event? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 3-5 carts provided for wedding party or engagement pictures – How many in the bridal party? \_\_\_\_\_\_\_\_\_\_\_\_

Please note that carts are put away after photos and not available for wedding guests to use or rent.

 Picture prior to the wedding by arrangement with carts available.

 PA System with speakers + CD/Tape player – Will you need?

**Ceremony location?**

**DJ or band?**

**Food:** Catering? Who?

Do you need plates? Silverware? Plastic glasses?

 Do you need table linens? \_\_\_\_\_\_\_ Color?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Linen Napkins?\_\_\_\_\_\_\_\_\_\_\_\_\_

Cake? Name of baker:

**Beverage Service**: Bar? Bartender fee $100

 Is this hosted or non-hosted bar?

 Beer? Wine? Hard Alcohol?

 Do you need other beverages (additional cost)?

Water, lemonade, ice tea, soda, coffee?

(please circle those desired)

Other: Cleanup of personal items completed ½ hour after agreed upon ending time.

Salmon Run will provide cleanup of the pavilion, tables, chairs.

Refrigeration is very limited in the occasion hall. Please plan accordingly.

**NOTE: Salmon Run Kitchen and the attached refrigeration is not available to outside caterers. Self-catering is allowed but no use of the Salmon Run Kitchen or refrigeration is available.**

Children under 12 at the event will need to be supervised due to the amount of water surrounding the Occasion Hall and course. Will you have a designated supervisor? \_\_\_\_\_\_ If so, Who? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

No candles, no glass, no decorations attached to the frame of the building without zip-tie or approved attachment.

Outside area available for band or dancing.

EVENT COORDINATOR IS RESPONSIBLE TO MAKE SURE NO OUTSIDE ALCHOLIC BEVERAGES ARE BROUGHT TO THE FACILITY WITH THE EXCEPTION OF WINE. WINE MUST BE CHECKED IN WITH BARTENDER.

Event Coordinator is responsible for contacting Salmon Run at least 10 days prior to the event with the exact

number of guests. The balance of all fees are due and payable within 24 hours after Wedding.