



2009 Wedding Terms & Conditions

Confirmation of Agreement

- ❖ Signed agreement and room rental fee below is required **within 21 days** from initial request or space is released.

Reception Details

Room Arrangements

- A **\$1000.00** rental fee - \$200.00 of which is non-refundable - is charged for the use of the Skyland Conference Building or Big Meadows Lodge Massanutten Room. The fee includes step-up of tables & chairs and use of linens we have available.
- Linens - white, green and black tablecloths and green or black table skirting are included in above fee. 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.
- The Skyland Conference Building will accommodate up to 80 people. The Massanutten Room at Big Meadows accommodates up to 35 people. For larger wedding parties, a tent can be rented and set up on a designated lawn area at Skyland. Tent rental fees are in addition to ARAMARK rental fees quoted.
- Room decorations are the responsibility of the wedding party. All decorations must be removed within 24 hours at the conclusion of the event or less if required by the property.
- Room set-up arrangements - every effort will be made to accommodate the requests of the wedding planner. However, due to space limitations, final room set-up will be at the discretion of the Event Manager.
- Conclusion of any event is **10:00pm**. No exceptions will be made.

Food & Beverage Arrangements

- Final food details (reception, bar & menu selections) are required **four weeks** prior to the event date. If final details are not received as required, we cannot guarantee all items requested will be available.
- A **75%** deposit of the anticipated banquet cost is required **60 days prior** to the event date.
- Final head count is required **14 days** prior to the event date.
- Special dietary requests are required **14 days** prior to the event date.
- Wedding Cake - the wedding party is permitted to bring in a wedding cake since ARAMARK does not supply this service. Coordinating with the sales manager, the wedding party must handle arrangements to have the cake brought in and set-up in the banquet area.
- With the exception of the wedding cake, no outside food or drink items are allowed to be brought into the banquet rooms.
- A maximum of **three (3)** changes in arrangements will be allowed. If additional changes are made, a 10% service fee will be assessed based on the total reception costs or minimum of \$50 per revision, 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.
- Food tastings - upon request we can arrange for a food tasting for a maximum of 2p. A fee is charged based on the items requested.

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 days prior to the event.

Payments & Cancellations

- Final payment for costs of pre-arranged details (with exception of open bar tabs) are required 30 days prior to event. Payment for any additional expenses is required at the conclusion of the event or prior to departure.
- Total banquet cancellation notice is required **60-days prior** to the event date for a refund of the initial deposit (\$200.00 of room rental fee is non-refundable).
- NO refunds given if under 60 days advance notice received.
- Individual lodging cancellations required 72-hours prior to arrival or 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.