



A Limited Liability Company  
100 Marmot Drive Unit One  
Red Feather Lakes, Colorado 80545  
970-881-2450

## 2010 Wedding Services Agreement

\*Upon booking, a signed copy of the '2010 Wedding Services Agreement' must be turned in to Beaver Meadows Resort Ranch.

### Contact Information

Contact #1

Name: \_\_\_\_\_

Contact

Address: \_\_\_\_\_

Telephone (home/cell): (\_\_\_\_\_) \_\_\_\_\_ Telephone (work): (\_\_\_\_\_) \_\_\_\_\_

\_\_\_\_\_  
Email: \_\_\_\_\_

Contact #2

Name: \_\_\_\_\_

Contact

Address: \_\_\_\_\_

Telephone (home/cell): (\_\_\_\_\_) \_\_\_\_\_ Telephone (work): (\_\_\_\_\_) \_\_\_\_\_

\_\_\_\_\_  
Email: \_\_\_\_\_

### Event Information

Estimated Number of Guests: \_\_\_\_\_ Date of Function: \_\_\_\_\_

### Payment Information

Party #1 Responsible for

Payment: \_\_\_\_\_

Address (if different from  
above): \_\_\_\_\_

Telephone (home/cell): (\_\_\_\_\_) \_\_\_\_\_ Telephone (work): (\_\_\_\_\_) \_\_\_\_\_

\_\_\_\_\_  
Email: \_\_\_\_\_

Relationship: \_\_\_\_\_

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### Party #2 Responsible for

Payment: \_\_\_\_\_

Address (if different from above): \_\_\_\_\_

Telephone (home/cell): ( \_\_\_\_\_ ) \_\_\_\_\_ Telephone (work): ( \_\_\_\_\_ )

\_\_\_\_\_

Email: \_\_\_\_\_

Relationship: \_\_\_\_\_

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### Facility Information...

Please refer to the Beaver Meadows wedding package for wedding facility pricing, or consult Beaver Meadows Events Manager for a quote. In order to secure the facility rental, a deposit equal to the facility fee is due at the time of booking. Facility reservation deposits are non-refundable. This deposit will be subtracted from the final bill. Final event balance will be due two weeks prior to the event. Overnight guests may take care of final event payment at the time of check-out. Accepted forms of payment are cash, check, MasterCard, or Visa. Payments not received on time will incur a 20% finance charge.

### Lodging...

It is the responsibility of the party making a lodging reservation, either on an individual basis or for a group, to be present at the time of check-in. At that time, the responsible party will be required to sign Beaver Meadows 'Guest Registration' form, and provide the license plate number of his/her vehicle. Check-in time is 4:00 p.m. on the day of arrival. Check-out time is 11:00 a.m. on the day of departure. Late check-outs will be charged \$25 per hour.

Guests are welcome to charge resort services, such as restaurant services or activities, to their lodging unit. Any charges incurred while staying at the resort will be due at the time of check-out. By signing Beaver Meadows 'Guest Registration' form, guest approves Beaver Meadows to charge any services provided, late check-out fees, and/or remaining lodging balance to his/her credit card, if guest does not provide payment before departure. In this instance, Beaver Meadows will notify guest, via phone call, of charges applied to credit card and will mail credit card receipt to guest.

If possible at the time of booking, Beaver Meadows will place a courtesy lodging hold on available lodging for your guests. This courtesy hold will remain in effect up until four months prior to the event. At that time, Beaver Meadows will release any units not booked by guests of the wedding to be open for reservation by the general public.

All deposits made on behalf of your guests will be transferred to your final bill once the individual guest has confirmed their reservation.

Beaver Meadows reserves the right to make reasonable substitutions to lodging units held for a wedding under a courtesy hold. Beaver Meadows will notify guest of any substitutions made.

### **Catered Food Services...**

A food and beverage deposit will be due 30 days prior to the event, along with confirmation of the details of these services. An 18% service charge will be added to all food and beverage services. Final guest count, payment for facilities, services and a damage deposit is due one week prior to the event. Additions to the guest count may be added up to two days prior to the event. Added guest count and any additional services and/or fees will be deducted from the damage deposit. Accepted forms of payment are cash, check, MasterCard and Visa.

Approved off-site caterers can also provide your food services. Beaver Meadows will provide the Event Manager and appropriate Support Service Staff. When your food services are provided by an off-site caterer there is a \$400 surcharge.

### **Bar Services...**

Under Colorado State law all liquor, wine, beer and bartending services for Beaver Meadows Resort Ranch licensed facilities and lawns must be arranged through Beaver Meadows. Guests may enjoy their own libations in their lodging units.

A food and beverage deposit will be due 30 days prior to the event, along with confirmation of the details of these services. An 18% service charge will be added to all food and beverage services. Final guest count, payment for facilities and services is due one week prior to the event. Additions to guest count may be added up to two days prior to the event. Added guest count and any additional fees will be deducted from the damage deposit.

The legal age to consume liquor is 21. Beaver Meadows Resort Ranch bartenders are required to request a picture ID and reserve the right to refuse service to anyone. We ask that you drink responsibly and encourage your guests to do the same. Please make advance reservations for designated drivers.

### **Outdoor Ceremony Sites...**

Please refer to Beaver Meadows wedding package for outdoor ceremony site pricing and descriptions. Outdoor ceremony sites do not include chairs. Chairs may be rented through Beaver Meadows or an outside rental company. If chairs are rented through Beaver Meadows, the Beaver Meadows staff will set-up, clean, and tear-down chairs. If chairs, chair covers and/or other ceremony enhancements are rented through an outside rental company, Beaver Meadows will coordinate with the guest and the outside rental company for ordering, picking up, setting up, cleaning, tearing down and returning rented items.

Decorations may be put up at the outdoor ceremony site on the day of the event. Decorations at the ceremony site will be the guest's responsibility to remove, the same day. Music is allowed at the outdoor sites; however, the only sites that have available electricity are the sites that sit just outside the Big Bear Pavilion on Little Bear Island, and The Crossing. Acoustic music works well at all of the sites. Generators, if

desired, may be rented by the guest through an outside rental company to provide power at any of the sites. If generators are rented by guests, guests will be responsible for ordering, picking up, setting up, and returning generator.

All outdoor ceremony sites require a minimal amount of walking from the parking area to the site. Arrangements will need to be made in advance for anyone who has restricted mobility. Beaver Meadows recommends that an alternate ceremony site be arranged in case of inclement weather. Guests should be informed of this possibility. Please consult Beaver Meadows Events Coordinator to discuss inclement weather plans.

## Rentals...

Event enhancements for equipment not owned by Beaver Meadows will be may rented by Beaver Meadows through a outside event rental company. Guest will be responsible for paying for these items and the delivery fee. Beaver Meadows will also apply a 10% surcharge to these items. Beaver Meadows will coordinate with the guest and the outside rental company for ordering, picking up, setting up, cleaning, tearing down and returning rented items.

## Decorations...

Guest is responsible for notifying all members of decorating group of the following regulations... Any decorations that are set up by the guest must be taken down by the guest the same day. Beaver Meadows events staff may be able to help with this task. All decorations and time requirements for removal should be discussed with Beaver Meadows Events Coordinator. Floral wire may be used to hang decorations. Push pins, thumbtacks, staples or nails may not be used! Frosted window decoration is allowed, but must be cleaned by the customer. Candles are allowed if they have a holder that can catch all wax or if they are self contained in a votive type holder, Guest will be charged for any wax damage to tables, linens or equipment. Any candles that will be used outside should have a hurricane cover or they will not stay lit or become a fire hazard. Use of candles outside will only be allowed if there is not a fire ban in effect. Candles cannot ever be used in locations where they will be left unattended while lit.

Advance arrangements will need to be made for customers wishing to set up decorations. At the end of the allotted decorating time, all trash will need to be placed in receptacles and the floor swept or vacuumed if necessary. The customer can leave their packing boxes with Beaver Meadows staff, and Beaver Meadows staff can re-pack the items when bussing and tearing down after the event occurs. Even though Beaver Meadows staff will be extremely careful in repacking the items, Beaver Meadows will not be responsible for any lost or damaged items. Pick-up time shall be immediately following the event.

## Cake & Flowers...

Beaver Meadows does not have refrigeration storage space available for wedding cakes or flowers. Beaver Meadows can, however, provide storage for flowers that do not require refrigeration. Customer can order cakes through Beaver Meadows, or through an outside baker. Beaver Meadows can accept the customer's floral and/or cake deliveries with advance notice. Deliveries need to occur during normal working hours. A plan should be put into place for dispersion of flowers and to keep track of any

containers that need to be returned to the florist. A plan should also be put into place for any cake decorating items or cake display accessories that need to be returned to the baker.

## Gifts, Cards, and Personal Items...

Beaver Meadows staff will be happy to help receive gifts from guests to the gift table. Gifts, Cards and Personal Items must be removed from any facilities immediately following the event. Beaver Meadows will not be responsible for lost, stolen, or damaged gifts or cards. Beaver Meadows staff will try to keep track of the customer's personal reception items, such as the cake cutting set, toasting glasses and guest book. However, Beaver Meadows will not be responsible for any lost, stolen or damaged items. It is suggested that a box with a slot is used to collect gift cards from guests to minimize occurrence of loss.

## Music and Wedding Service Providers

The Bride or Groom will need to contact Beaver Meadows at least 30 days in advance to coordinate wedding service providers' needs and agenda.

## Campfires...

Please consult Beaver Meadows wedding package for campfire pricing. Availability of campfires is subject to weather conditions and fire restrictions. Campfires should be scheduled a minimum of 30 days in advance; however, Beaver Meadows will accommodate last minute requests whenever possible.

Beaver Meadows staff will supply all campfire wood and will start the fire for the group. All additional wood added to fire must be taken from a woodpile designated by Beaver Meadows. Campfires may be lit as early as 5:00 p.m., and no later than 8:00 p.m. Guest will be responsible for attending to and putting out campfire using a minimum of three 5 gallon buckets of water taken from a designated water source.

Any alcoholic beverages consumed at a campfire held on resort property must be provided by Beaver Meadows Resort Ranch. Guests are welcome to purchase drinks at the Restaurant and bring out to campfire, or Beaver Meadows will be happy to provide ice tubs of bottle water, soda pop, beer, wine coolers or other beverages. Campfire bar service should be arranged in advance.

Beaver Meadows is not responsible for any injury acquired by a guest that is present at a campfire on resort property. Attendance of campfire requires guest to take responsibility for his/her personal safety. Campfires are not always supervised by Beaver Meadows staff. It is responsibility of guest hosting campfire to supervise all guests and maintain a safe environment throughout the event.

## Guarantee...

Final guest count for food services is required at least two weeks prior to the event, and final bill will be based upon this guest count as a minimum. Additions to guest count can be made up to 2 days before

the event; however, some restrictions may apply. The room will have seating for only the final number of guests confirmed. All children, including infants, will need to be accounted for in this number. High chair and booster availability is limited.

Guest must coordinate with Beaver Meadows if some or all tables are reserved or assigned for seating.

### **Cancellations...**

Advance deposits required are non-refundable. Food and beverage deposits received 30 days or less prior to the event are non-refundable. Lodging confirmation letters will include information for lodging cancellations.

### **Prices Quoted...**

Prices are subject to proportionate increase to meet cost of foods, beverages and other costs of operation existing at the time of the event. Beaver Meadows reserves the right to raise prices quoted and to make reasonable substitutions on the menu. Beaver Meadows will give reasonable notice to the customer in the event of an unavoidable price increase or substitution.

### **Release & Indemnify...**

The undersigned hereby specifically releases, indemnifies, and holds harmless Beaver Meadows, their employees, officers, or agents from any liability, claims, actions, demands, and judgments resulting from loss of life, or damage or injury to person or property, which may be sustained by any person, organization, or entity, while participating in the use of the facilities at Beaver Meadows. This provision will include the reimbursement for any and all expenses incurred by those whom it is to protect as a result of such injuries, including, but not limited to, attorneys' fees and any cost associated therewith. My signature below indicates that I have read and understand the '2010 Wedding Services Agreement' and agree to abide and comply with the guidelines and requirements set forth.

**NAME of CONTACT #1 (Please Print):** \_\_\_\_\_

By signing below, I indicate that I have read the '2010 Wedding Services Agreement' provided to me by Beaver Meadows, and do accept the terms and conditions of said agreement.

Signature: \_\_\_\_\_

Today's Date: \_\_\_\_\_

**NAME of CONTACT #1 (Please Print):** \_\_\_\_\_

By signing below, I indicate that I have read the '2010 Wedding Services Agreement' provided to me by Beaver Meadows, and do accept the terms and conditions of said agreement.

Signature: \_\_\_\_\_

Today's Date: \_\_\_\_\_

**NAME of PARTY #1 RESPONSIBLE FOR PAYMENT (Please Print):** \_\_\_\_\_

By signing below, I indicate that I have read the '2010 Wedding Services Agreement' provided to me by Beaver Meadows, and do accept the terms and conditions of said agreement. I also agree to allow Beaver Meadows to charge my credit card for any charges if not paid for by final event payment due date. I understand that final event payment is due two weeks before my event at Beaver Meadows

Credit Card # \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Today's Date: \_\_\_\_\_

**NAME of PARTY #2 RESPONSIBLE FOR PAYMENT (Please Print):** \_\_\_\_\_

By signing below, I indicate that I have read the '2010 Wedding Services Agreement' provided to me by Beaver Meadows, and do accept the terms and conditions of said agreement. I also agree to allow Beaver Meadows to charge my credit card for any charges if not paid for by final event payment due date. I understand that final event payment is due two weeks before my event at Beaver Meadows.

Credit Card # \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Today's Date: \_\_\_\_\_

**Beaver Meadows Representative Name (Please Print):** \_\_\_\_\_

Signature: \_\_\_\_\_

Today's Date: \_\_\_\_\_