



(707) 489-1388 (office)

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Special events at Leonard Lake Reserve: 2017/2018

Event Fee:	<i>Peak season</i>	<i>Non-peak</i>
Less than 45 persons	\$5,000 (May 22 nd -Oct. 10 th)	\$4,000 (Oct. 11 th - May 21 st)
Up to 75 persons	\$6,500 (May 22 nd -Sept 5 th)	\$5,500 (September 18 th to October 15 th)
76-95 persons	\$13,500 (May 22 nd -Sept 5 th)	not available

What does it cover?

We only allow 8 special events on our property per year, so the event fee reflects the market value of securing that weekend for your event.

Before your event:

- **Wedding Planner on Staff:** we will make sure that your event goes smoothly by reviewing your event plan, communicating with vendors and making sure the facility is ready to meet the needs of your event. Each event has special requirements and we make sure those requirements are met prior to your arrival.
- **Communication:** Your event fee covers site visits and correspondence with our staff before your event. You are welcome to e-mail LLR Site Coordinator and call us at any time to make sure that you and your vendors have all the site-specific information.

During your event:

- **On call facilities manager and staff:** The event fee includes a site coordinator on site during your event to deal with any facilities related issues that come up. We work behind the scenes to make sure that your vendors have what they need to execute your event plan flawlessly.
- **No noise restrictions:** Our site is 3 miles from our nearest neighbor so your group can enjoy complete privacy.

Do I have to pay an event fee?

Your group qualifies as an event if you meet one or more of the following criteria:

- More than 50 guests
- Use of off-site vendors
- Guests coming for the day only
- Weddings and events

What is not included in your base event fee?

Exclusive use lodging: You are required to reserve our guesthouses during your special event. Normal lodging rates apply.

A la carte items:

- **Tent rental surcharge (\$250):** These surcharges includes on site staff during tent setup, delivery, and take down as well as coordination of tent lighting and power with on-site facilities.
- **Additional staffing (\$25/hr.):** Depending on the complexity of your event, we may determine that we need to hire additional staff to assist with parking, vendor setup, and facilities management.
- **Rehearsal Dinner or Brunch (\$500)** Applied if there are day guests, vendors, or extra staff needed
- **Tent rental surcharge (\$250):** These surcharges includes on site staff during tent setup, delivery, and take down as well as coordination of tent lighting and power with on-site facilities.
- **Patio Heaters (\$75 each):** We have 3 patio heaters available for rent. Includes set up and break down

Other Information

Required vendors

- **We require you to work with a caterer and rental company from our preferred vendor list. The rest are suggestions from our local area**
- **Day of event planner (included in event fee):** In charge of the order of operations on the day of your event.
- **Caterer:** You must use a caterer, no self-catered events for groups larger than 50 persons
- **Shuttle Service:** Due to our remote location we require that events with more than 75 people use a shuttle service for day guests if they are staying off site.

Payments and deposits:

- **Reservation deposit:** A nonrefundable deposit equal to 25% of the total estimated event fee is due to reserve your special event
- **6 Month Payment:** A 50% payment is due 6 months prior to your event.
- **Final Payment:** Your final payment is due 2 weeks prior to your event (pricing is subject to change depending on if you add guests or services).

The following products & services are also included in your event fee:

- Up to 20 hours of planning & consulting which includes meetings, preparations, rehearsal and day of coordination.
- Unlimited phone calls, texts & email communication.
- Vendor referrals; professional wedding vendors in the area; along with suggestions and guidance making final decisions
- Schedule site visits with clients & vendors
- Review all vendor contracts (to make sure no discrepancies with venue policies/rules)
- Assist with transportation schedule.
- Assist with making event timeline, distributing timeline, carrying out timeline on your special day.
- Coordinate wedding rehearsal with officiant, family members and other important role takers.
- Be present for loading and unloading of rental items check off and make sure everything arrives.
- Day of coordination; oversee décor placement for ceremony, reception and cocktail hour, coordinate with vendors.
- (9) six foot custom redwood tables (rectangle) and benches, (4) eight foot tables (rectangle) and benches (enough seating for 86 guests). One set up and breakdown included.
- Ceremony benches, set up (these benches will need to be moved up to reception area after ceremony either by your guests or you will need to hire extra staff from us).
- Custom built bathroom trailer for day of guests and campers. 2 bathrooms, 2 outdoor showers (no hot water).
- Lighting over main patio set up and breakdown.
- PA System set up and breakdown.
- Custom built wooden 6 foot mobile bar.
- Plates, salad plates, bowls, mugs, silverware, water glasses, wine glasses, champagne glasses (FOR EVENTS WITH UNDER 60 GUESTS ONLY).