

Wedding Policies and Procedures

Food and Beverage Minimums

The hotel requires minimum food and beverage revenue for all events. This total excludes state sales tax (currently 9.99%), service charges (currently 22%), and rentals. Food and beverage minimums are based upon date, day, time, and location of the reception. Additional room rental will apply if this minimum is not met.

Pricing

All Food and Beverage prices are subject to state sales tax (currently 9.99%) and service charges (currently 22%). The Beaver Creek Lodge will guarantee prices 90 days prior to your function.

Payment Information

A nonrefundable deposit is required to reserve a function room. Please consult our Sales and Catering Department for appropriate deposit amount. The deposit shall be submitted to the Hotel with the signed agreement. All deposits will be applied to the Group's Master Account. It is expressly agreed and declared that time is of the essence in relation to Group's payment obligations. Failure by Group to meet the agreed deposit schedule will entitle Hotel to immediately terminate this Agreement and without prejudice to any other legal or equitable right of action or remedy for damages or otherwise which Hotel may have against Group. The final balance to be paid **30 days out**. Any additional charges are to be paid upon completion of event.

Cancellation

If the group must cancel for any reason this agreement, the following cancellation penalty will apply:

180 days prior to event	Non-refundable deposit will be charged for cancellation
91-180 days prior to event	45% of expected revenue for blocked rooms and 20% of the estimated food and beverage revenue
31-90 days prior to event	85% of expected revenue for blocked rooms and 50% of the estimated food and beverage revenue
0-30 days prior to event	100% of expected revenue for blocked rooms and 100% of the estimated food and beverage revenue

Menu Selection

The complete menu selection, including both food and beverage items, must be confirmed with the Catering Sales Manager no later than 30 days prior to your function. Requests for changes made to the menu after this time cannot be guaranteed. Entrée choice policy is as follows: Maximum of two (2) entrée choices are permitted for sit down plated meals. Salad selections are the same for all guests. When selecting more than one entrée, client is responsible for providing meal cards denoting each guest's meal choice. The final guaranteed number of guests and counts for each entrée selection must be received no later than seven (7) days prior to your event. If the selected entrees have different prices, the higher-priced menu item will apply to both selections.

Guarantees

Final guarantee count is due 7 days prior to your scheduled event. If your guarantee is not received, your estimated attendance as listed in the contract will become your guarantee number and will be charged accordingly. The exception to this would be if your actual number of guests exceeds your guarantee, in which case you would be charged for the actual number of guests that attended your event.

Function Rooms

The Beaver Creek Lodge is proud to offer several areas that can accommodate a variety of functions. The rental cost per room varies, but begin at \$250.

The Beaver Creek Lodge asks that attendees do not affix any items on function room walls without the assistance of our Engineering Department. The Customer agrees to be responsible and reimburse the Beaver Creek Lodge for any damage done by the Customer or Customer's guests and contractors. See your Catering Manager for details.

	Square Footage	Banquet	Reception
Blue Spruce Room	1,344	100	150
Grand Bohemian Gallery	1,200	-	100
Juniper	1,092	64	100
Larkspur	1,092	64	100
Aspen Room	760	45	65
Side Deck	385	100	65
Kessler Wine Room	310	14	-
Rocks Modern Grill	1300	60	100
Rocks Deck	1300	50	75

Blue Spruce can accommodate up to 100 without a dance floor, 80 with dance floor. All outside events must conclude by 10:00pm and all events must be end by 12:00am.

Alcoholic Beverages

All Federal, State, and Local Laws with regard to beverage purchases and consumption will be strictly adhered to. State Law prohibits any alcoholic beverages to be brought into any public area on the premises. The Beaver Creek Lodge policy does not allow any beverages purchased to be taken out of any public function room on the premises. In accordance with state and local law, it is the Hotel's policy to (a) request proper identification (photo I.D.) of any person of questionable age and refuse alcoholic beverage service if the person is either under the age of 21 or proper identification cannot be produced and (b) refuse alcoholic beverage service to any person who, in the Hotel's sole judgment, appears intoxicated. Shots will not be served from the bar during weddings at the Beaver Creek Lodge.

Food Policy

State law prohibits any food to be brought into any public area on the premises, including function rooms. The Beaver Creek Lodge policy does not allow any food items purchased to be taken out of any public function room on the premises with exceptions to wedding cakes. All final arrangements, including menu selections and guarantees, should be received by the Catering Department at least 7 days prior to the function.

Security

The Beaver Creek Lodge reserves the right to inspect and control all private parties, meetings, receptions, etc., being held on the premises, and to limit the noise volume in the function rooms for consideration of others. The Hotel will not assume responsibility for the damage or loss of any merchandise or articles left in the hotel prior to or following any banquet or meeting. Arrangements may be made for security prior to your planned event through your Catering Sales Manager.

Group Representative Guarantee

Patron is required to conduct the function in an orderly manner, in full compliance with applicable laws, regulations and hotel rules. Patron assumes full responsibility for the conduct of all persons in attendance and for any damage done to persons or property on or about any part of the hotel premises or theft of property. Under no circumstances will the Hotel be held liable for the criminal acts of third parties.

Shipping and Storage

Any materials shipped to the Beaver Creek Lodge must have prior approval by the Catering Sales Manager. Materials shipped may arrive no earlier than two days prior to your function and may not remain on the premises longer than two days after the function date. All materials must bear the name of your group, be addressed to the attention of the Catering Sales Department, and shipping charges paid by you or your company. If any major handling is required on the part of the Beaver Creek Lodge, a handling charge will apply. The Beaver Creek Lodge accepts no responsibility for items stored or left on property.

Vendors

The Beaver Creek Lodge must approve all vendor agreements 60 days prior to your wedding reception. These vendors must be licensed and insured. All vendors are guaranteed access to the function room approximately 1 hour prior to the start of the event. Vendors are required to break down and clean up all of their supplies and accessories at the conclusion of the event. No storage will be provided for left items, and the Beaver Creek Lodge accepts no responsibility for lost or misplaced items. In the event that supplies, accessories or decorations have been left on Hotel property after the event has concluded, a \$500.00 clean-up charge will be administered to the wedding master account.

Valet Parking

Valet parking is available at an additional charge. Overnight guests will be assessed \$20.00 per day and guests who attend your function only will be assessed the daily rate of \$10.00 per vehicle. You have the option to post the parking charges to your master account or allow your guests to pay individually. Prices are subject to change without notice.

Guest Amenities

A \$4.00 charge will apply for each guest amenity delivery. This charge will apply regardless of whether the amenity is presented to the guest upon check-in or personally delivered to the guest room.

The Beaver Creek Lodge will assist in the details of your complete reception package. All of the amenities featured below are included with your menu packages.

- œ Wooden dance floor (for indoor spaces)
- œ Champagne tables linens (tablecloth, matching overlay, and napkin)
- œ Place settings to include china, glassware, & flatware
- œ Tables and chairs
- œ Cake table & cutting services at no additional fee
- œ Gift table
- œ Guest sign-in table
- œ Special Events Coordinator to assist with hotel related reception details.
- œ Complete set-up & tear-down of above noted amenities

We are pleased to offer a collection of some of the finest wedding professionals in Colorado.

Churches & Affiliations

B'Nai Vail, Jewish Services	970-477-2992
Calvary Chapel Vail Valley	970-748-1103
Chapel at Beaver Creek	970-845-9449
Church of Jesus Christ of the Latter Day Saints	970-949-0393
Eagle River Presbyterian Church	970-748-0040
Edwards Congregation of Jehovah's Witness	970-926-3797
Episcopal Church of the Transfiguration	970-476-0618
New Life Assembly of God	970-827-4102
Mount of the Holy Cross Lutheran Church	970-476-6610
Saint Patrick's Parish	970-827-5784
The Sanctuary International	970-476-1010
Vail Interfaith Chapel	970-476-3347
Vail Bible Church	970-845-0783

Civil Ceremonies

Tara van Dernoot	970-471-4711
Pastor Gary Wingo	970-926-0220
Rev. Don Bissett	970-390-7377

Florists & Décor

Bouquets	970-949-5900
Cedars Flower Shop	800-813-4110
Seasonal Thymes	970-328-6936
Sweet Pea Designs	970-949-6617

Event Entertainment

A Great Time DJ's	970-845-8566
Harry Baxter Band	970-845-7673
Justin Allison Jazz Trio	970-926-3536
Moments Notice	800-973-1006
Resort Entertainment	970-926-7770
Ad Hoc Entertainment	303-282-6460

Salon / Spa

Allegria Spa	970-748-7500
Posh Hair Salon	970-748-0567
Bliss Hair Studio	970-926-8688
Spa Struck	970-845-2225

Rentals

Alpine Party Rentals	970-328-6707
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Airport Transportation

CME (Colorado Mountain Express)

800-525-6363

Photographers

Mark Ridenour Photography

970-390-8500

Robin Proctor Photography

800-488-4005

Hudetz Photography

877-490-5997

Broxton Art Photography

303-475-3456

Grant Oakes Photography

877-367-2050

ELC Photography

303-926-0297

Weddings by Kokoro

www.kokorophotography.com**Videography**

EEF Productions

970-479-6333

Lynda Hanshaw

303-674-6526

Creative Mountain Images

970-479-0994

Private Vehicle Rental

CME Premier VIP Transportation

800-525-6363

High Country Transportation

970-376-6318

All Mountain Transportation

970-949-4900

B-Line Express

800-423-0929

Elite Limousine

888-216-7328

Tuxedo Rental

Vail Tux Shop

970-748-1133

Frisco Fun & Formal

970-668-5732

Wedding Cakes

Mountain Flour

970-328-0312

Columbine Bakery

970-949-1400

Celestial Cakes

970-328-6869

Wedding Consultants

Gemini Events

970-376-3315

Mountains & Meadows

970-926-2177

I Do Wedding Services

970-471-4413

Custom Weddings of Colorado

303-946-4442

Horse Drawn Carriages

Bearcat Stables

970-926-1578

Vail Carriage Company

970-476-2600

Ice Carvings

Aspen Vail Ice Sculpture

949-374-3472

Fear No Ice

970-949-0458

Marriage License Requirements

Marriage licenses are issued to couples whose ceremony will take place in Colorado. Colorado licenses are not valid outside the State of Colorado, although the marriage certificate is. Blood tests are not required in the State of Colorado. The license may be used immediately or within 30 days of the date it was obtained, and it may be used anywhere in the State of Colorado only. There is no waiting period to use the license after it is issued to the couple. The fee for a license is \$10.00, and for certified copies is \$3.00. Licenses should be returned to the Clerk & Recorder's office within 60 days after the ceremony. Failure to return within 60 days is subject to a fine.

County of Eagle
Office of Clerk & Recorder
100 W. Beaver Creek Blvd (Avon Center)
P.O. Box 3559
Avon, CO 81620
Phone: (970) 748-2000
Fax: (970) 949-8120

Application

- Both parties must be present to apply for a marriage license and both must sign the application.
- Date of birth
- Current address
- Place of birth
- Your social security number (if you have no social security number, then you must complete an affidavit at the time of application)
- You do not have to be a US citizen to obtain a marriage license
- Names and addresses of parents
- Marital status
 - if divorced, the date and the court where the final decree was issued must be provided
 - If widowed, then the date you were widowed.
- See the [Marriage Application. http://www.sctc.state.co.us/](http://www.sctc.state.co.us/)

Ceremony

A marriage can be solemnized by

- Judges or retired judges
- Magistrates
- Indian tribe officials
- Clergy (out-of-state clergy need not be registered in Colorado)
- Couples may solemnize their own ceremony
- Only the above list can solemnize a couple's vows
- Witnesses are not required in the State of Colorado

Beaver Creek Wedding

Beaver Creek Chapel (must be booked a year in advance) 970-845-9449

Seats 200

Wedding time slots:

Saturday 9:00am-11:00am

11:00am-1:00pm

1:00pm-4:00pm

6:00pm-8:00pm

8:00pm-10:00pm

Sunday 12:30pm-2:30pm

2:30pm-4:30pm

Contact your preferred denomination for availability and booking of the Chapel

For rules and regulations please visit www.vailchapel.com/wedinfo.com

Beaver Creek Creekside Pavilion

Outside Gazebo

Can be tented to accommodate more guests

For rules and regulations contact Jean A. Dennison at the
Beaver Creek Resort Company of Colorado 970-845-5896

Sit Down Dinner Package

**Four-Hour Open Bar Including
Premium Brand Liquor, Imported & Domestic Beer, House Wine
And Non-Alcoholic Selections**

**Butler Passed Hors D'oeuvres
(Select Three)**

*Assorted Bruschetta Roasted Eggplant Capponata, Heirloom Tomato, Olive Tapenade
Blackened Ahi Tuna, Wonton Crisp, Pineapple Relish
Peppered Beef Tenderloin Carpaccio, Three Onion Jam, Crostini
Haystack Mountain Goat Cheese Tart, Tomato Confit, Basil Aioli
Roulade of Eggplant, Boursin Cheese, Sunflower Sprout, Roasted Pepper
Fresh Mozzarella Pinwheel, Toasted Crostini
Atlantic Smoked Salmon, Pumpernickel and Dill Cream*

**SOUP or SALAD
(Select One)**

Chef's Choice of Seasonal Soup

*Red and Yellow Tomato Gazpacho
Rock Shrimp, Avocado*

*Mixed Baby Greens
Roasted Pears, Spiced Pecans, Strawberry-Hibiscus Vinaigrette*

*Petite Hearts of Romaine
Grana Padano Cheese, Moroccan Anchovies, Wonton crisps, Sun dried Tomato, Creamy Garlic
Dressing*

*Organic Baby Greens
Vella Jack Cheese, Tart Cherries, Candied Sunflower Seeds*

*Boston Bib Lettuce
Applewood Bacon, Stilton, Roma Tomato, Asparagus, Buttermilk Dressing*

Customary 22% Service Charge and 9.99% Sales Tax Will Apply

ENTREES

(Select Up To Two)

*Haystack Mountain Goat Cheese and Herb Crusted Colorado Lamb
Yukon Gold Cracked Pepper Mashers, Port Wine Reduction*

*Grilled Coleman Ranch Beef Tenderloin
Caramelized Onion and Oyster Mushroom Ragout, Summer Squash Ratatouille, Roasted
Potatoes*

*Organic Free Range Chicken Breast
Lemongrass and Green Tea Reduction, Shitake Mushroom Risotto, Baby Bok Choy*

*Chickpea and Herb Croquettes,
Roasted Pepper Hummus, Quinoa Tabouleh, Flatbread*

*Basil Pesto Crusted Alaskan King Salmon
Roasted Eggplant Capponata, Balsamic Grilled Vegetables*

*Yakima Bay Dungeness Crab Cakes
White Cheddar Grits, Alligator Pear Relish, Sweet Corn Coulis
\$126++ per person
\$78++ per person without bar*

Customary 22% Service Charge and 9.99% Sales Tax Will Apply

Buffet Dinner Package

**Four-Hour Open Bar Including
Premium Brand Liquor, Imported & Domestic Beer, House Wine
And Non-Alcoholic Selections**

**Butler Passed Hors D'oeuvres
(Select Three)**

*Assorted Bruschetta Roasted Eggplant Capponata, Heirloom Tomato, Olive Tapenade
Blackened Ahi Tuna, Wonton Crisp, Pineapple Relish
Peppered Beef Tenderloin Carpaccio, Three Onion Jam, Crostini
Haystack Mountain Goat Cheese Tart, Tomato Confit, Basil Aioli
Roulade of Eggplant, Boursin Cheese, Sunflower Sprout, Roasted Pepper
Fresh Mozzarella Pinwheel, Toasted Crostini
Atlantic Smoked Salmon, Pumpernickel and Dill Cream*

Rocky Mountain Buffet

*Potato Leek Soup
Baby Greens Salad with a Roasted Shallot Vinaigrette
Seven Grain and Roasted Vegetable Salad
Penne Pasta with Gorgonzola and Bacon Cream Sauce
Baked Halibut, with Tarragon and Whole Grain Mustard Sauce
Roasted Chicken Breast with Sun-Dried Cherry Butter
Carved Rib-Eye Roast with Natural Jus
Horseradish Mashed Potatoes
Grilled Seasonal Vegetables
Assorted Gourmet Rolls with Butter*

\$126++ per person

\$78++ per person without open bar

Customary 22% Service Charge and 9.99% Sales Tax Will Apply

Heavy Hors d'oeuvres Package

**Four-Hour Open Bar Including
Premium Brand Liquor, Imported & Domestic Beer, House Wine
And Non-Alcoholic Selections**

Butler Passed Hors D'oeuvres (Select Three)

*Assorted Bruschetta Roasted Eggplant Capponata, Heirloom Tomato, Olive Tapenade
Blackened Ahi Tuna, Wonton Crisp, Pineapple Relish
Peppered Beef Tenderloin Carpaccio, Three Onion Jam, Crostini
Haystack Mountain Goat Cheese Tart, Tomato Confit, Basil Aioli
Roulade of Eggplant, Boursin Cheese, Sunflower Sprout, Roasted Pepper
Fresh Mozzarella Pinwheel, Toasted Crostini
Atlantic Smoked Salmon, Pumpernickel and Dill Cream*

Displays

(Select Two)

Imported and Domestic Cheeses with Baguettes and Crackers

Fresh Seasonal Fruits and Berries

Smoked Seafood

Salmon, Trout, Oysters, and Mussels, Toast Points, Cream Cheese, Capers, Chopped Egg

Antipasto

Vegetables, Dips, Cheeses, Salami, Olives and Assorted Breads

Hot Hors d'oeuvres

(Pre-select Three)

*Tandori Spiced Lamb, Falafel Crisp, Quinoa Tabouleh
Wild Mushroom Wontons, Boursin Cheese, Cranberry Citron Glaze
Macadamia-Coconut Shrimp, Guava and Pineapple Marmalade
Flat Iron Beef Satay, Ginger-Pineapple Glaze, Benne Seeds
Free Range Chicken Satay, Spicy Peanut Sauce
Kurobuta Pork Tenderloin, Apricot-Shallot Glaze, Mango Mojo
Butter Poached Sea Scallop, Papaya, Fresh Lime
Mini Chicken Quesadillas, Cheddar Cheese Pico de Gallo
Roasted Corn Crab Cake, Cilantro Lime Aioli*

Chef Action Station

(Select One)

*Shrimp and White Cheddar Grits served in Martini Glasses
Sautéed Shrimp with Garlic, Chives and Bacon*

*Garlic Mashed Potatoes served in Martini Glasses
Whipped Yukon Gold Potatoes, Applewood Smoked Bacon, Cheddar, Sundried Tomatoes, Chives,
Butter, Herbed Sour Cream*

Pasta

*Cheese Tortellini with Basil Cream Sauce and Penne with Olive Oil, Garlic, Fresh Herbs and
Roasted Vegetables, Asiago Cheese and Garlic Breadsticks*

Hand-Tossed Caesar Salad Station

*Petite Hearts of Romaine, Grana Padano Cheese, Moroccan Anchovies, Wonton Crisps, Sundried
Tomato, Creamy Garlic Dressing, Homemade Croutons*

Chef Carving Station

(Select One)

*Pepper Crusted Coleman Ranch Beef Tenderloin
Horseradish Cream, Chimichuri, Silver Dollar Rolls*

*Chile Infused Honey Glazed Pit Ham, Pineapple-Guave Chutney
Whole Grain Mustard, Silver Dollar Rolls*

Herb Roasted Turkey Breast

Cranberry-Orange Relish, Spicy Dijon Honey Mustard, Silver Dollar Rolls

*Chipotle and Lime Rubbed Buffalo Rib Eye
Cilantro Pesto, Grilled Chayote-Pablano Aioli, Silver Dollar Rolls*

\$126++ per person

\$78++ per person without open bar

(2) Chef Attendants at \$100.00 each

Customary 22% Service Charge and 9.99% Sales Tax Will Apply

Bar Packages

A fully stocked bar featuring our premium or deluxe selection of liquors, red and white wine, assorted domestic and imported beer, soft drinks, juices and mixers. Bars are priced per person for a specified period of time.

Premium Brands

(Absolut, Tangueray, Captain Morgan, Bacardi, Cuervo Gold, Jack Daniels, Seagrams 7, Dewars, Johnny Walker Black)

1 Hour	\$18
2 Hours	\$28
3 Hours	\$38
4 Hours	\$48
5 Hours	\$58

Deluxe Brands

(Grey Goose, Ketel One Citron, Bombay Sapphire, Bacardi, Patron, Makers Mark, Jameson, Crown Royal, Johnny Walker Black)

1 Hour	\$20
2 Hours	\$32
3 Hours	\$44
4 Hours	\$56
5 Hours	\$68

Beer, Wine & Soft Drinks

(Miller Light, Budweiser, Bud Light, Coors Light, Corona, Heineken, Amstel Light)

1 Hour	\$12
2 Hours	\$18
3 Hours	\$24
4 Hours	\$30
5 Hours	\$36

Customary 22% Service Charge And 9.99% Sales Tax Will Apply