

Holding Your Wedding at Clair Tappaan Lodge

Thanks for your interest in booking your wedding at Clair Tappaan Lodge! This document contains some basic information to help guide you through the process of booking an event with us. Please call us at (530) 426-3632 or email sales@clairtappaanlodge.com for updated availability. We prefer to book 2 night weekend events, with a maximum of 145 overnight guests for both nights.

We book weddings up to 12 months ahead of time, and require the following items to secure a date on the calendar:

- Wedding insurance
- 25% non-refundable deposit
- A signed contract

The following rates represent our current calendar and are subject to annual adjustments. Market rates are set based upon custom wedding menus for our reception catering and are available upon request.

2016 Wedding Rates

Facility Fee for Weekend Booking: \$10,000

Includes:

- Exclusive use of Clair Tappaan Lodge from Friday at 2:00 PM – Sunday at 12:00 PM
- Plates, bowls, cups, mugs, and silverware
- Access to activities, including our campfire ring, self-guided nature trail, hot tub, and more
- Trash pick-up and disposal, recycling, and maintenance of grounds for your event
- 2 nights accommodations

Food & Beverage Rates: \$5,000 minimum

Applies Towards:

- 4 meals, beginning with dinner on the night of arrival and ending with brunch on the day of departure
- Reception and/or Rehearsal Dinner

(Meals are priced per head and are picked from our menu with the Chef, and include a tasting session)

Accommodations

Clair Tappaan Lodge offers rustic, bunk-style accommodations with twin-sized beds and shared bathrooms. Room types include large dormitories, private family rooms that sleep between 5-10 people, and private 2-person rooms. Each bed comes with sheets & a blanket. Guests are asked to bring their own comforter or sleeping bag if they feel they may need it.

Food Service

All food and food service is provided on-site through our restaurant. Our healthy ingredients and professional Chef provide a quality of service and flexibility of menu options that will surpass expectations and delight guests. Special event meals such as reception dinners are custom-composed with your vision and budget in mind. We would be glad to offer seasonally-prepared sample menus.

Tastings

Our chef would be happy to schedule a menu tasting for the wedding party. Tastings are scheduled once a contract and deposit are on file. Any guests attending the tasting beyond the wedding couple and their parents will be charged a tasting fee of \$15 per person.

Booking Process

Clair Tappaan Lodge's booking process follows a specific timeline. Once you have received this email, look over your options to estimate your costs, and contact us for current availability. If the Lodge is available for your desired date, write us back with the following information:

- Name of Party (for the contract; generally the financially responsible party)
- Number of total overnight guests
- Arrival Date
- Phone Number
- Email Address
- Billing Address

Once we've received your information, we'll be in touch within a week. If you'd like to schedule a tour of the facility and a meeting with our Wedding Coordinator, tours are available by appointment only, during regular business hours, 7 days a week. A scheduled appointment is required to visit the grounds and tour the property. Email sales@clairtappaanlodge.com for an appointment. Please see the FAQs below for more detailed information about site visits beyond your initial tour.

If you decide to book with us, we will issue a contract. Review it and if the terms are agreeable, sign it and return it to us via mail (PO Box 36, Soda Springs, CA 95728) along with the deposit check and proof of event insurance and we will lock in your date. **Note:** Deposits are *non-refundable*.

Cancellations

Once a signed contract is on file with insurance and deposit, Clair Tappaan Lodge will maintain availability for your event in good faith. Should you need to cancel or change your date, contact us to let us know. Your group will be financially liable for the cost of the minimum booking if we cannot re-book your reserved date.

Frequently Asked Questions

What is included in the facility fee?

- *Exclusive* use of Clair Tappaan Lodge from Friday at 2:00 PM – Sunday at 12:00 PM
- Plates, bowls, cups, mugs, and silverware
- Access to activities, including our campfire ring, self-guided nature trail, hot tub, and more
- Trash pick-up and disposal, recycling, and maintenance of grounds for your event

Can we bring our family to tour the site?

- Of course! Your booking process consists of an initial site visit/guided tour and one follow-up site visit with staff to discuss food and details.
- These visits will run approximately 60 - 90 minutes.
- You are welcome to bring family members or friends on any of your visits. As a courtesy, please let us know how many people we can be expecting.

What does your availability look like?

- At this time, we are unable to provide availability information on our website. Please call our front office at (530) 426-3632 or email info@clairtappaanlodge.com for availability questions.

What is the alcoholic beverage policy?

- Clair Tappaan Lodge does not possess a liquor license, and does not vend alcoholic beverages. You may provide alcoholic beverages to your guests if your group or event insurance includes an alcoholic beverage clause.
- Lodge staff will not vend, transport, serve or setup the alcohol/bar area.
- There are no corkage or usage fees.
- Clair Tappaan Lodge recommends hiring a bartending service to help with all transportation, setup, and service of alcohol.

Can we bring our own food or caterer?

- Yes, but they may not utilize our kitchen, and the F&B minimum charges still apply.
- You may bring pre-packaged snacks for your group.
- There are refrigerators and microwaves in the dining room and lounge for guests' needs and to store personal items.

How do meals work?

- We offer family-style meals in our 140 person dining room. You select the times & menu.
- Food is served in pre-designated areas ONLY. We will not transport food to undesignated areas as it violates health codes.
- Dietary restrictions and allergen-free food service can often be provided by the kitchen. Communicate your needs to our Wedding Coordinator via email.

Is Coffee/Tea available 24 hours a day?

- Coffee and tea are provided during meal times
- Any needs beyond that will be considered on a case by case basis at additional cost.

Do you have water or cold beverages available throughout the day?

- Water dispensers are available in the dining room 24 hours a day and all of the sinks in the Lodge pull from the same water source and are quite drinkable. Please encourage your group to bring water bottles for use during non-meal times.

Can we set up and decorate?

- Yes, your party is responsible for all decorating.
- Candles are allowed, but must be enclosed.
- Decorations must be approved in advance by Clair Tappaan Lodge.

- No nails, staples, painting, or gluing is allowed for decorative purposes. The Lodge does not provide materials for decoration.

Can we have campfires?

- Yes, and we encourage you to do so in our designated campfire areas.
- Firewood is provided.

What about audio/visual equipment?

- You may bring your own audio/visual equipment.
- We can also support your audio/visual needs.
- We have several power outlets available around the venue for smaller power needs.
- For larger power needs, we recommend renting a generator to avoid issues.

What accommodations are available?

- We can accommodate up to 140 guests in our main lodge + 25 more at our neighboring Hutchinson Lodge.
- All guest rooms at Clair Tappaan Lodge come with bunk beds and twin-sized mattresses.
- Our smaller private rooms can accommodate 2 people. Our private group rooms can accommodate between 5 and 10 people. We also have a 10 and 23 person dorm room, each of which offers lockers for personal belongings.
- Our recently remodeled showers and restrooms are communal and separated by gender.
- Hutchinson Lodge has two sleeping lofts, a kitchen, a sauna, and a large living room with 2 wood-burning stoves. Hutchinson is a short drive or a 10 minute walk from Clair Tappaan Lodge.
- We can provide linen sets for \$20 per person.
- Specific room assignments are up to the wedding party.
- Our overnight minimum is 60 guests for two nights.
- The contract holder is typically responsible for all individual guest bookings. We recommended setting up a PayPal account to help with that process.

Is my group able to stay past contracted departure time on Sunday?

- Unfortunately not. In order for our staff to clean and get ready for the upcoming week, everyone needs to be off-site by the contracted departure time. An additional fee of \$100 per each half hour will be charged to the contract holder if guests stay beyond the contracted departure time.

Do I need insurance?

- Yes, you must name Clair Tappaan Lodge as an additional insured for a minimum of \$1,000,000. You may obtain the event insurance through your homeowner's policy or from www.wedsafe.com.

What is the deposit policy?

- You will be responsible for 25% of your minimum booking in order to reserve your date on our calendar. The remaining balance is due 30 days after your event.
- All deposits are non-refundable and in the event of a cancellation, we will retain all deposits.

What is your pet policy?

- With the exception of certified service/guide dogs, no animals are allowed.

Who are your preferred vendors for table linens, plates, glasses, etc?

- Clair Tappaan Lodge prefers to work with Event Masters based out of Truckee, CA
- Clair Tappaan Lodge does not allow outside food vendors or program facilitation.

How late? How loud? Are there restrictions on amplified sound?

- A municipal ordinance specifically states that quiet hours are between 10:00 PM and 8:00 AM, seven days a week. During these hours, we do not allow amplified sound outside of the Lodge. Indoor amplification is okay, as long as the noise is not excessive. The Lodge will be shutdown at midnight, which means guests must return to their rooms or leave the Lodge if they are not staying the night. Guests are liable for any/all fines or complaints filed while on site. Please ask our Wedding Coordinator for more information regarding Clair Tappaan Lodge's noise policy.

Is tent camping or RV parking available on site?

- No. Clair Tappaan Lodge is not a KOA or other public camping ground. We are a private lodging facility and are not insured for or set up to support tent camping.

Is there a store?

- Yes! Our gift shop located at the front office is fully stocked with essential travel items like drug store items and batteries and also has awesome Clair Tappaan Lodge apparel available.
- The gift shop is typically open 9:00 AM – 5:00 PM. Please communicate with the on-site staff if you would like it open additional hours.
- The Soda Springs General Store is located a mile or so down the road and has a complete selection of necessities should our gift shop not have what you're looking for.

Are there different rates for children?

- Children under 5 years old are free.
- Children 6– 12 years old are eligible for a discounted rate.

Who is responsible for what while we are at the Lodge?

- You are directly responsible for on-site supervision of your group for the duration of your stay.

- Please be prepared to be the primary contact for any guests who may need to contact you.
- A member of the Clair Tappaan Lodge management will be available for emergency contact for the duration of your stay.
- Should your group anticipate the need for medical staff, please provide the necessary people and equipment for the duration of your stay. Clair Tappaan Lodge does not employ on-site medical staff for guest bookings, nor are we liable for emergency medical needs on-site for guests.
- In the event of an emergency, any EMS, evacuation or transport, medical, or law enforcement personnel and services required by a guest group will be the client's responsibility.
- The Lodge provides program and food service staff to run activities and meals.