



## Holding Your Wedding at Clair Tappaan Lodge

Congratulations on your engagement and 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 your wedding with us. Please call us at (530) 426-3632 or email [reservations@clairtappaanlodge.com](mailto:reservations@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:

- \$3,000 non-refundable deposit
- A signed contract

### 2018 Wedding Rates

#### **Facility Fee for Weekend Booking: \$12,000 + 10% (Transient Occupancy Tax)**

Includes:

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

#### **Food & Beverage Rates: \$5,000 minimum + 7.625% (Sales Tax)**

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 or approved by our 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 5-12 guests, and private 2-person rooms. Each bed comes with a top sheet and pillow. Guests are asked to bring their own sleeping bag or comparable bedding, towel and toiletries (linen sets are available for an additional fee).

## Food Service

All food and food service is provided on-site by our professional chef and kitchen staff. 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 received. Any guests attending the tasting beyond the wedding couple and their parents will be charged a tasting fee of \$15 per person.

## Booking Process

Begin by scheduling a tour of the facility and a meeting with a Lodge Manager. Tours are available during regular business hours, 7 days a week. A scheduled appointment is required to visit the grounds and tour the property. Email [reservations@clairtappaanlodge.com](mailto:reservations@clairtappaanlodge.com) for an appointment.

If you decide to book with us, we will issue a contract and request a deposit. Once we receive the signed contract and deposit 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, 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 [reservations@clairtappaanlodge.com](mailto:reservations@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.
- Dietary restrictions and allergen-free food service can often be provided by the kitchen if they are aware of your needs well ahead of time.

**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 an 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 faucets throughout the Lodge provide potable water. 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.
- All decorations must be removed by your party prior to departure.