

Wedding, Reunion, Retreat Guide Handbook for The High Country Inn

We specialize in providing a complete package for hosting your wedding or other special occasion on-site at the High Country Inn, including lodging for your immediate family and closest friends or companions, space and activities for visiting and enjoying one another, as well as meals and snacks. We will help with planning your ceremony as well as the party afterwards, which is what will always be remembered! Following is a list of accommodations and pricing, as well as policies for use of our facilities.

Cost for the inn and facilities for weddings: If our accommodations are used for the wedding weekend, there will be no extra charge for use of the inn and grounds. If just one room is booked for the night of the wedding, use of the inn is free for three hours, thereafter a charge of \$50 hour is made. If no rooms are booked, a charge of \$200 is made for the use of the inn and facilities, up to five hours.

Cost of accommodations: Overnight lodging at the inn includes a full home-cooked breakfast. The inn will accommodate up to 32 guests.

Gone Fishin' Cabin, sleeps up to 11 (8 beds)	\$450 per night
Texas Cabin (Yellow Rose and Lone Star Rooms)	\$139 each
Both Cabins include: Two queens, two twins	\$260 per night

Inside the inn:

Moose Room	* \$109 per night
Fish Room	* \$99 per night

***Or use of entire inn's beds, includes**

Two queen sofa beds, one recliner, sleeps 9	\$300 per night
Catawampus Room, 2 futons, sleeps 2-4	\$100 per night
Silver Room at hosts' house, private entrance, queen	\$95 per night
Rose Room at hosts' house	\$95 per night

Special Discount Rate for all beds: \$1200 one night, \$1950 two nights

Pets

Well-behaved pets are allowed, with a crate or their own bed, for a charge of \$25. Owners are responsible for cleaning up after their pets, and for any damage done to property or otherwise. An extra fee may be charged if there is unusual soiling shedding, or damage of furnishings or inn property.

Policies for use of the High Country Inn

Catering of all food and beverages will be done by the staff at the High Country Inn. Price of food and beverages includes set-up and clean-up after the meal. State tax of 6%

applies, and a gratuity of 20% is added to the total cost. Linens and special serving ware are rented through the inn, at less charge than retail. A custom food and beverage package will be designed for the celebration, offering a discount on the total. A variety of fine beers and wines is available, including kegs and beverages by the case. In certain instances wedding parties may supply their own particular brand of beverage, but a decanting or serving fee will be added of \$5 per bottle of wine, \$20 per case of beer. No-host bar is also allowed if guests prefer.

If service is needed during set-up, or just visiting before or after the celebration, a charge of \$25 hour includes waitstaff and beverage service.

Logistics and Housekeeping

- Parties are free to move around furniture, décor, etc., as long as everything is replaced to original position when celebration is ended.
- Guests are responsible for picking up any trash, such as wrappings, bottles, cans, cigarette butts. They are to be placed in the green dumpster. **For events which entail the disposal of large cartons, boxes, etc., guests are requested to take along such large items, as the inn's dumpster is not large enough to handle more than regular trash.**
- **No** foil or plastic confetti is allowed as decorations, because it is not bio-degradable, and very difficult to dispose of.
- Caution guests not to drop cigarette butts or pop tops from cans on the grounds, but to place them into containers.
- Porta-potties will be ordered for parties which are more than 50 in number, and the charge for each is \$70.

Cleaning Deposit: A refundable deposit of \$250 will be made in advance of the event, to cover any extra work entailed following guests' departure. (Includes grounds, plants, furniture, all cabins.) If balloons or signs are posted along the route to the inn as a guide for guests, it is important that these be removed following the event, as a courtesy to the inn. Otherwise, we have to come along and take everything down ourselves. If that is the case, a charge of \$50 will be made from the Damage Deposit.

Use of Recreation Facilities

Overnight guests are welcome to use any of the inn's recreation facilities, including the hot tub, horseshoe pit, and the Catawampus Room.

Hot Tub: Cover is to be replaced after use, no children are allowed unless accompanied by an adult, and please make sure no trash is allowed into the tub, keeping it clean for the next users. Daily treatment is made by the inn, but guests are asked to remove excess make-up, deodorant, sprays, etc., before entering tub.

Horseshoe Pit: Please replace horseshoes back into pit when finished playing. A rake is available to smooth the sand if needed. A list of rules to play the game is also available.

Catawampus Room: Children under 13 must be accompanied by adults, and all must be aware of “pool etiquette,” that is to take care that no stabbing of the felt, or bouncing of the balls is done. Pool cues can be checked out from the inn. A library of DVD’s is available inside the inn for check-out. Please put away games in proper order when done, and pick up any trash. Light refreshments are provided for our guests, please clean up afterwards. **There are no facilities for general cooking, other than warm-ups with the microwave.** Drinks are not to be set on pool table, window sills or furniture. Please turn off all electricity, including air/heat conditioners, when leaving the Catawampus Room or any of the cabins. Laundry facilities are available, for \$4 per load, which includes detergent, etc. Please report use of laundry facilities when paying bill.

Cabins: Coffee pots and complimentary coffee, chocolate, and tea are placed in the cabins for our guests’ enjoyment. We do ask that leftover beverages not be poured down the lavatories, but rather outside, as these beverages do stain the finish of the fixtures over time.

Hot water is supplied to the cabins with a tankless system, which means that only hot water is to be turned on at first, allowing about a minute to activate the system. Once hot water is running, it may be mixed and the system will keep making hot water as long as it is needed.

Meals for the Weekend

Breakfast is included in the room rates, which will be served at a set time agreed on in advance. We will be happy to provide other meals on request, or guests may choose to dine elsewhere in the community. There are no facilities in the cabins for cooking. If “take-out” is brought in, guests are requested to clean up and dispose of leftovers in the large trash can outside.

The policies in this handbook will be included in the agreement/contract when any group event is booked, along with the catering. We will do everything possible to make your special occasion one of many happy memories!