

## Wedding, Reunion, Retreat Guide Handbook for The High Country Inn 2009-2010

We specialize in providing a complete package for hosting your 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. For weddings, we will help with planning your ceremony as well as the party afterwards, which is what will always be remembered! For other family gatherings or retreats, we also offer the following list of accommodations and pricing, as well as policies for use of our facilities.

**Cost for the inn and facilities for events:** If all our accommodations are used for the event weekend, there will be no extra charge for use of the inn and grounds. This does not include the use of the kitchen. 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 30 guests.**

Gone Fishin' Cabin, sleeps up to 11 (8 beds) \$350 per night

Texas Cabin (Yellow Rose and Lone Star Rooms)

Two queens, two twins, plus 2 children's sleeping bags \$250 per night

**Inside the inn:**

Moose Room \* 95 per night

Fish Room \*85 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 \$85 per night

Use of all the inn's facilities for lodging: \$1085 per night

**Special Discount Rate for all beds: \$1000 one night, \$1850 two nights**

**Added to all lodging prices will be 8% B&B tax, plus gratuity.**

### Pets

**Well-behaved pets are allowed, with a crate or their own bed, for a charge of \$25 per night. 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 evidence of animals being on the beds or furniture, 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. Meals are not to be brought in. 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 wait staff and beverage service.

A proposal will be submitted for arrangements for the event, and a confirmation deposit of at least \$200, to be applied to the final cost of the event, will be made to confirm the booking of the inn. In the case of cancellation of the event, notice must be made at least 30 days prior to the event for a refund, minus \$50 for first consultation fee. There is no charge for consultation fees if the event is completed as planned.

### **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. This includes everything which is moved, also when borrowing such items as extension cords, etc., they are to be returned to their previous location.

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 biodegradable, 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 \$65.

**Cleaning/Damage 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 Cleaning/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. Ideally, guests would take a short shower beforehand.

**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 16 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. 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. This is done on the honor system, 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. Let us know if there is a problem with your hot water supply.

**Portable Fire Pit**

A portable fire pit is available for adult use, located between the two cabins. Firewood is available from your hosts. Please let us know if you will be making a fire, keep it contained, and put totally out when done.

**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.

Agreement

The above list of policies has been read and I agree to abide by these rules.

\_\_\_\_\_ Date \_\_\_\_\_

The damage/clean-up deposit will be returned within ten days following the date of the event, minus any charges for non-observance of the policies.