

Wedding Receptions



BANQUET ROOMS

Our lodge offers two banquet rooms that are appropriate for wedding receptions. **The Teepee Ballroom** with dance floor will accommodate a maximum of 200 guests with a rental fee of \$2,000. Sheers and Lights - \$250. **The Fireside Room** will accommodate a maximum of 100 guests with a rental fee of \$1,000. Sheers and Lights - \$150.

CAKE ARRANGEMENTS

Arrange for your own wedding cake through any licensed baker of your choice. Please provide us with your baker's name, phone number, and time of delivery. It will be your responsibility to collect and return all plastics and fountain accompanying your cake. Your cake will be displayed on a round or square table and will be skirted in white linen. A \$50 minimum cake-cutting fee is applicable.

DECORATIONS

White chair covers are available at \$3.50 per chair. Our tables are decorated with white linen napkins and table covers. You may provide your own candles and use our holders or you may purchase our 15" ivory tapers at the cost of 75¢ each. Hurricane globes are available for a \$2.50 per globe rental fee. A decorating fee is charged if we arrange and place your cut flowers and candles. Fresh cut flowers and centerpieces should be delivered to our Sales Office by noon on your wedding day for evening receptions. If you are planning to have available rice, birdseed or confetti for your guests to throw, we ask that you please wait until you are outside the building before it is thrown. A \$50 clean-up fee will be charged if it is thrown indoors.

MEAL ARRANGEMENTS

A catered meal is required in order to reserve one of our ballrooms. The type of meal selected should be based on the time of the wedding. We can offer an elegant hors d'oeuvre assortment, hot buffet, or a formal sit-down meal. A service charge of 20% plus state sales tax will be added to your food cost. All

food and beverage consumed in our banquet rooms must be purchased through our Sales and Catering Office.

All of our catering menus are on our website:
www.HoustonWoodsLodge.com.

BAR ARRANGEMENTS

All alcoholic beverages must be purchased through the Lodge. A party and cocktail sheet is available with complete information on ordering a private banquet bar. A bartender fee applies on each bar option and for each bar. Fees are \$25 per hour for a minimum of three hours. A minimum of one hour is required on all bars. Champagne fountain \$6 per person for 1 hour.

BILLING

A deposit of \$2,000 and your signed booking contract are due 10 working days from your contract date. Cancellation without penalty is up to 6 months prior to the reception date. If cancellation is less than 6 months, the deposit will not be refunded. Advance payment of your estimated cost is due 15 days prior to your reception date with a certified check, bank check or cash. In partnership with Ohio Department of Natural Resources, U.S. Hotel and Resort Management, Inc. will assess a three percent beautification fee on all purchases at the lodge. The monies collected are designated to be used for the continual improvement of the overall lodge and cabin accommodations, and recreation amenities only.

