

# CRYSTAL MOUNTAIN RESORT

## 2010 WEDDINGS



*If you are planning a wedding for 50-400 people then consider Crystal Mountain. The surrounding alpine lakes and mountains, including neighboring Mount Rainier, are absolutely breathtaking. During the summer wild flowers are as abundant as the hiking trails. Combine that with on-mountain lodging, great catering and a multitude of free-time activities and you have the recipe for success.*

*Please call for rates on weddings for less than 50 guests.*

### **Menus & Catering**

Crystal Mountain Catering welcomes the opportunity to create special menus that are chosen from our printed suggestions. We require a finalized menu at least 3 weeks prior to your special event. The wedding cake will be the only food that is allowed in from an outside caterer. There will be a cake-cutting fee per person attending the wedding. Additional fees for full-service will apply. Prices are subject to change.

#### **Minimum Food and Beverage before taxes and gratuity\***

##### ***June, July, August & September***

Saturdays: \$3,500.00 minimum

Fridays & Sundays: \$3,000.00 minimum

Monday-Thursday: \$2,000.00 minimum

##### ***May and October***

Saturdays: \$2,500 minimum

Fridays and Sundays: \$2,000 minimum

Monday- Thursday: \$1,000 minimum.

\*All prices are subject to a 20% service charge and 7.8% WA State Sales Tax.

### **Beverages**

All alcohol must be purchased through Crystal Mountain in accordance with the Washington State Liquor Laws. Alcoholic beverages will be billed on consumption. Pre-approval is required for all outside beverages. There is a \$15 cork fee per bottle. Crystal Mountain practices responsible hospitality, anyone who appears to be under 35 will be asked for identification. Anyone appearing intoxicated will not be served. Ice water is provided at all functions.

Initial \_\_\_\_\_

### **Food Tasting**

Food tasting, if desired, must be scheduled at least 2 weeks in advance and will be charged to the client's master account or by credit card. Tasting may not be scheduled during winter holidays or the months of December & January. Other blackout dates may apply.

### **Site Tours**

Available by appointment with event coordinator, scheduled 7 days in advance. Black out dates may apply during winter months.

**Deposits and Payment Policies:** A non-refundable 50% site fee deposit is required to reserve rental space upon booking and the remainder will be due 30 days prior to your event along with a non-refundable 50% deposit of the anticipated catering charges. If payment is not received your event may be subject to cancellation. The remaining balance is due at the conclusion of the event. Late payments will be assessed a \$25.00 charge per day.

### **Reception & Event/Ceremony Site Rates**

Site rates includes exclusive use of the location and event coordinator to help assist in venue and catering planning needs within the resort. Site fee for events/receptions with catering includes basic set-up & break-down, tables, basic white table linens, chairs, standard glassware, dinnerware and silverware. Site fee for event/ceremony only includes basic set-up & break-down of chairs (for indoor events).

*A wedding planner is strongly recommended for all the extra details and planning of your wedding day.*

	Max Occupancy w/o tables/with	Event/Reception Only (8 hr max)	Ceremony Only (1.5 hr max)	Ceremony & Event/Reception
Summit (mtn top)	250/ 96	Please call	\$5,000*	Please call
Sundeck	300/220	\$ 750	\$750	\$1,000
D Level	400/300	\$ 1,000	\$750	\$1,500
Bullwheel	175/175	\$ 1,000	\$750	\$1,500
Chapel**	150/ N/A	\$500	\$250	\$600

*\*Includes round-trip transportation on the Chinook & Rainier Express chairlifts.*

*Reception site fee waived if ceremony is held at the Summit. The summit is outdoors and weather must be taken into consideration. It is recommended to have a back-up plan in place. No chairs permitted, standing only.*

*\*\*Alcohol is not allowed in the Chapel.*

### **Amenities and Services**

Standard tables & chairs are included with all indoor rental spaces. The Sundeck includes the use of the outdoor picnic furniture for receptions, or standard chairs for ceremonies. Optional Tables and chairs may be rented for Sundeck receptions. Standard glassware, dinnerware, silverware and basic white table linens are included at no additional charge. An in-house P/A system is available with use of the wireless microphone on "D" level, the Bullwheel and the Sundeck. Please let us know if you have any special requests and we will be happy to assist.

**Other fees:**

Linen: Price Varies, basic white linen is included, if needed.

Tent: Price Varies (sundeck can accommodate a 40 X 60 or 50 X 60 event tent)

Chairs: Price Varies (for outdoor functions)

Chef Attendant/ Carving Station: \$125 per chef

Cake Cutting Fee: \$100 per first 100 guests, \$2 per each additional

Remote Bar Set-up Fee: \$150

Heat trees on sundeck: \$100/hr

Excessive Furniture moving: \$100 per hour

Dance Floor (15 x 15) including set up & tear down: \$350

Clean-up Fee for excessive decorations (if left up): \$100 an hour

Extra Staff to assist with set-up or break-down fee: \$50 per hour

**Guarantees**

Number of attendees needs to be confirmed for catering purposes two weeks in advance. This number will be considered your minimum guarantee and is not subject to reduction for billing. If there are more attendees than the guaranteed number you will be charged for the actual number of attendees.

**Outdoor Functions**

Crystal Mountain offers guests the opportunity to plan outdoor functions. The resort reserves the right to make the decision to move any outdoor function inside in the event of inclement weather or predicted inclement weather. The decision to move a function indoors will be made at least 4 hours in advance of the function. Any set up required for an outdoor function may be subject to additional set up and site fees.

**Security**

Loss or damage to a display, decoration or other personal property brought into the premises will be the sole responsibility of the group. Crystal Mountain will not assume liability or responsibility for damage or loss of personal items.

**Group Shipment**

All boxes sent before your function must be labeled to the attention of Crystal Mountain Events Coordinator, Attention Food & Beverage with the recipient's name, affiliation and event date. Please work with Event Coordinator for additional shipment requirements.

**Limits and Restrictions** (please initial next to each item)

\_\_\_ Crystal Mountain reserves the right to inspect and regulate all private parties, meetings, ceremonies and receptions. Crystal also reserves the right to approve and regulate all banners, decorations and entertainment at functions being held on the premise. Decorations: i.e.; confetti, birdseed, nails, tape, paint spray and bubbles are not allowed. Please ask in advance for approval of questionable items. All candles will need to be approved in advance.

\_\_\_ A non-refundable 50% deposit of the site fee along with a signed contract is required in order to confirm the event booking. The host agrees to pay the remaining balance no later than 30 days prior to the event. Crystal Mountain reserves the right to cancel an event if payment terms are not met. A credit card number will be held on file to ensure payment of any unpaid balance owing after the event. Final owed will automatically be charged to this credit card unless other arrangements have been made. Your signature on this contract will serve as authorization for this charge.

\_\_\_ Groups must delegate and identify one individual who has charging authority. All items to be included by the host on the day of the event must be signed for by that individual. Note that only one invoice will be prepared for each event.

\_\_\_ Time frame for event: 8 hours, over by 1 am. Set up allowance: 3 hours on day of event. Tear down and clean up must be done at the end of the event: 2 hrs allowed.

\_\_\_ Crystal Mountain reserves the right to book more than one event for the same day with caution that there is no interference between the events.

\_\_\_ Crystal Mountain reserves the right to inspect and monitor your event and discontinue services to guests and hosts in the case of any violations. You will be held responsible for any damage to property or equipment caused by either yourself or your guests. Should Crystal Mountain discontinue services to any or all of your guests, you shall remain liable for all amounts owed to Crystal Mountain. Crystal Mountain assumes no responsibility for any loss or damage to goods, property, and/or equipment brought to the resort by the organizer/guests/sponsors/vendors.

\_\_\_ Room allocation and set up is at the discretion of the banquet department. Re-assignment of a venue may be required due to unforeseen circumstance or weather conditions.

\_\_\_ Smoking is prohibited inside all buildings as well as within 25 feet of any building entrance.

\_\_\_ All vendors must be agreed upon by Crystal Mountain and all necessary permits must be obtained. All vendors are subject to a 5% US Forest Service Fee.

\_\_\_ No open fires or camping allowed without prior approval from Crystal Mountain and/or the US Forest Service. RV parking is available in "B" lot for a hookup charge of \$20 per night.

\_\_\_ If your event is cancelled or changed by Crystal Mountain due to weather or other unforeseen circumstances, your deposit will be reapplied to another date or fully refunded.

**Contact:**  
**Kalela Robison**  
**Special Event Coordinator**  
**360-663-3011**  
**events@skicrystal.com**



Please sign and return this agreement with your check or sign below for a Visa, MasterCard or AMX payment

Make checks payable to Crystal Mountain and mail to:  
Crystal Mountain Inc.

Attn: Kalela Robison/ Special Event Coordinator  
33914 Crystal Mountain Blvd.  
Crystal Mountain, WA 98022

Wedding Date: \_\_\_\_\_  
Bride and Groom: \_\_\_\_\_  
E-mail: \_\_\_\_\_  
Address: \_\_\_\_\_  
City, State, Zip \_\_\_\_\_  
Phone Numbers \_\_\_\_\_

Banquet reservations have been made for (ceremony & reception site/number of guests):  
\_\_\_\_\_

On the agreed upon date: \_\_\_\_\_

Booking Deposit Amount (Non-refundable 50% of total site fees): \_\_\_\_\_

Total Site Booking Cost: \_\_\_\_\_

Estimated Catering Total: \_\_\_\_\_

Catering Deposit Due Date (30 days prior to event): \_\_\_\_\_

Crystal Mountain Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Client Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please fill out the information below. This credit card will be held on file to ensure payment of any unpaid balance owing after the event.

Visa/Mastercard/AMX \_\_\_\_\_ Expires: \_\_\_\_\_ CCV#: \_\_\_\_\_

Billing Zip Code: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please keep a copy of this Letter of Agreement and return initialed and signed contract.  
If you have any questions about this contract please call 360-663-3011 or email  
events@skicrystal.com before signing and sending in deposit.