

# **Your Wedding At Lakeport English Inn**

*We are delighted that you are considering the Lakeport English Inn for your wedding. The following is a description of what to anticipate during your wedding celebration and reception. We will absolutely guarantee a fantastic wedding site.*

## **The Proposal**

The purpose of this proposal is to give you an idea of how the inn can facilitate a wonderful wedding, as well as give you the cost for the use of the inn. The proposal concludes with an agreement to proceed, if that is your desire.

## **The Wedding**

On a warm afternoon or evening, the family and friends of the bride and groom are everywhere. The ambiance is elegant, yet still very relaxed. The arriving guests are surrounded by flowers, fountains and fairy lights. There is a touch of color here and there, even in the flowers that match the bride's color choice.

The wedding site is magnificent. Each gazebo, pergola, fountain and flower pot is stuffed with flowers and fairy lights. Until the bride enters, the ceremony pergola is the center of attention. Under the pergola, a small antique French table is set to hold the candles and flowers.

The wedding ceremony begins. The bride and groom exchange their vows to the sound of the many fountains.

## **The Reception**

After the ceremony, while pictures are being taken, the guests move to the courtyard to celebrate. An antique silver punch bowl is provided by the inn and the chilled celebration "Sparkling Pear" punch is served as a gift to the wedding couple and their guests. (Non alcoholic)

When the bride and groom join their guests at the initial reception in the courtyard, the inn staff places the banquet tables in the garden area. When ready, the bride and groom lead the guests to their tables.

After the banquet and many toasts, but before the cake is cut, traditional or individual little ceremonies are taking place, as well as the dancing. It is bright with many fairy lights to add to the romance of the day.

### **The Cost**

An intimate wedding and reception site for up to 50 guests is \$1500, up to 75 is \$2500 and over that number the fee is \$3000. The English Garden wedding is best with 125 guests as its maximum. Be sure to state if you have a specific need as sometimes the costs need to be adjusted up or down. And of course if the English Garden is use solely for a wedding, without the reception the pricing is different.

In addition; if alcohol is served you will need to hire the inn bartender at \$20 per hour. For purposes of this proposal we have estimated 5 hours of bartender staff time.

The following items are **included** in the proposal:

- \* Overnight use of the **Bridal Cottage** for bride, groom or their designee. The Bridal Cottage will be used the day of the wedding for the bride and her maidens.
- \* Use of grounds for **rehearsal** at date designated.
- \* Special table and chair for **guest registry** and use of antique wagon if desired.
- \* All necessary **ceremony chairs**.
- \* Two rectangular **head tables** to accommodate bridal party members.
- \* 60” **round tables** for guests at reception
- \* Venue specific access for photography.
- \* **Bridal pergola** and antique table for unity candle if desired.
- \* **Fairy lights, fountains and floral displays** emphasizing bridal colors.
- \* Ice, ice chests, kegerator as needed.
- \* **Pub and Great Rooms**
- \* All **set up**, with the exception of decorations
- \* **Clean-up** of entire wedding site.

The following items are **not included** in this proposal

- \* Music arrangements. The inn has a sound system available for background music, but it is not suitable for dancing.
- \* Photographer arrangements.
- \* Wedding Cake.
- \* Guest Book.

- \*Wedding flowers and decorative flowers used during the ceremony.
- \*Catering.(Make arrangements for necessary dishes, glasses, etc.)
- \*Arrangements for linens for the tables, buffet, cake table as needed.

### **Guest Housing**

A 10% discount is given to Inn guests that are attending your wedding.

### **Catering Services**

We are happy to work with your suggested **licensed, insured** caterer. We can make the arrangements to meet with Bridal Staff if they have not done any events on site. We are happy to provide you with a list of caterers for you to consult:

### **Inclusions, Insurance and Fee Schedule**

**The date is set on the schedule once the decision to locate the wedding at the Inn is made and the initial payment is provided.**

The Inn insurance company requires that you arrange for a liability insurance certificate in the amount of \$1million for the day of the wedding if any alcohol will be served. Many couples have the insurance attached to a local homeowner's policy. The policy will name Lakeport English Inn as an additional insured for the event day only. A copy of this document must be provided two weeks prior to the wedding. The Inn is very willing to assist with details.

The initial non-refundable payment is \$350. The second and final payment must be made two weeks ahead of the wedding. (The additional \$100 will be added as we estimate a maximum of 5 hours for the bartender staffing. If it is less, we will gladly return the unused amount of staff time to you in a check on the evening of the wedding).

We accept cash, checks and credit cards. Please contact us if you have any suggested changes or questions. Once all the paperwork is over, we all get to have the fun of the wedding. We will assure you that your wedding will be fabulous. We love weddings!

### **Agreement Terms and Conditions**

**The undersigned agree to the event terms and conditions presented above and acknowledge understanding of those terms and conditions therein by signing and dating below:**

**Date:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

Once you have signed the agreement, please return it to the Inn with the initial deposit. A second copy is included for your records. The date is set on the schedule once the contract and the initial non-refundable deposit is received.

**Thank you and Cheers!**  
**Karan Mackey**  
**Lakeport English Inn**  
**675 North Main Street**  
**Lakeport, Ca 95453**  
**(707) 263-4317**