



***Thank you for considering The Lodge at Sandpoint  
for your wedding...***

We specialize in the small to medium-sized intimate wedding experience. Imagine the natural beauty of Lake Pend Oreille, the majesty of Schweitzer Mountain and our breathtaking sunset views as the backdrop to your Wedding Day.

**Location**-We are nestled in Idaho's panhandle where the Long Bridge of Highway 95 and Lakeshore Drive meet. The Lodge at Sandpoint is a scenic 75-minute drive from Spokane International Airport.

**Ceremonies** are located on the lawn of The Lodge overlooking Lake Pend Oreille (weather permitting) or in one of the two event rooms. The Lodge at Sandpoint caters weddings up to 125 people. Providing food and beverages for your guests is a large part of the planning process. Catering costs begin at \$35.00 per person and vary depending on your tastes and budget.

**Accommodations** at The Lodge at Sandpoint consist of 26 rooms, which include 5 Penthouses, 10 Deluxe Kings, 5 King Suites, 4 Standard Kings and 2 fully equipped cabins, with a total lodging capacity of 100 people.

Please note-High Season Wedding ceremonies and receptions (July through Labor Day)-are limited in size to parties of 50 people maximum and to the hours of 11:00 am –5:00 pm. Parties larger than 50 people can be accommodated post-Labor Day through June 30.

In order to book your wedding at The Lodge at Sandpoint a non-refundable deposit of \$2500.00 is required upon signing of contract.

We look forward to working with you to provide a wonderful experience.

Sincerely,

The Lodge at Sandpoint  
208-263-2211



## *Weddings at The Lodge at Sandpoint*

### **The services performed by The Lodge at Sandpoint include:**

- ❖ Providing staff for basic buffet service which includes: setting up of buffet tables, dinner tables, chairs, and clearing tables of dirty plates, silverware, and glasses.
- ❖ Tables for buffet service, beverages and cake will be provided and covered with white tablecloths.
- ❖ Setting the dinner tables includes the placement of tables, tablecloths, glasses, silverware, and plates.
- ❖ Staff checking in the arrival of any items the party arranges independently (flowers, cake, etc.)
- ❖ The bar being fully staffed and stocked.
- ❖ Availability of staff member(s) for the planning stages of your wedding in regards to such things as catering, decorating and other specific requirements.
- ❖ Setting up chairs for the ceremony.

The Lodge at Sandpoint staff can perform the following services for an additional charge:

- ❖ Decorating
- ❖ Ceremony coordination
- ❖ Additional logistical support
  - (Charges are determined by the amount of service requested by the wedding party)

### **Ceremony Seating:**

Ceremonies of up to 50 people may be held inside or outside.

Ceremonies of 51- 125 people will be held outside (weather permitting) or in the Lakeside Event room.

There are a few things to keep in mind for outdoor ceremonies. A public address ( PA) system should be used to allow your guests to hear the vows, entrance and exit music. This can be rented from most rental companies. If you are planning on using a unity candle, bring a hurricane to shield it from the wind.



### **Reception Seating:**

The two event rooms can each hold 8 tables providing seating up to 65 people each. The Lodge at Sandpoint accommodates up to 130 people for indoor seating in 2 different rooms. Weather permitting the patios can accommodate seating for 125 people

### **Catering:**

Catering fees begin at \$35 per person. The wedding party will need to meet with The Lodge at Sandpoint Event Coordinator to plan the menu. Ideas for appetizers, salads, and entrées should be brought to the meeting, even if it is a vague concept. This information will help us to create a menu that will complement the wedding party's tastes and enhance the pleasurable experience for your guests. A sample list of food and wine is attached.

A final guest count is **due four weeks prior** to the wedding/reception. This number is considered a guarantee, and is not subject to reduction. Billing will be based on the number of quoted guests unless attending guests exceed the quoted number. We will set and prepare for attendance up to 5% above your guarantee.

In addition to reception catering, The Lodge at Sandpoint can cater your rehearsal dinner.

Outside catering companies are **not** permitted on premise without The Lodge at Sandpoint's **written permission**. If you are considering your wedding/reception at The Lodge at Sandpoint with outside catering, the lodge fee is \$10,000 and a separate contract will be issued.

### **Decorations:**

The Lodge at Sandpoint encourages the wedding party to use their imagination in decorating the facilities for the ceremony and reception. Areas for decoration include, but are not limited to, buffet tables, beverage table, cake table, and eating tables. Prior approval is required before attaching anything to the inside and outside of the Lodge. Candles may be used in holders and on tables only. Burning candles may not be left unattended.

The wedding party **must submit a decorating plan at least 30 days prior** to event and the Lodge at Sandpoint must approve all decorations in writing 15 days from receipt of same.

If The Lodge staff's services are required for decorating, a detailed plan must **be submitted six weeks prior** to the wedding/reception. A cost estimate will be returned within two weeks after the decorating plan is determined.

Flowers are a natural decorating choice. Please see attached referral list for local florists. We are more than happy to make suggestions for placement of flower arrangements.



**Beverages:**

Beer, wine, liquor, champagne, sodas, juices and punch are among the beverage choices for the wedding party to provide for guests. The amount of beverages provided varies among every wedding party. Please see the attached list for current beverage pricing. There are three approaches the wedding party can take: Hosted; Partially-hosted; or Non-hosted. Each option is described below.

**Hosted** – By hosting the reception, the wedding party covers the cost of beer, wine, champagne, punch and all cocktails ordered by the guests plus an 18% gratuity charge.

**Partially-Hosted** – The wedding party determines the amount and type of items provided for guests: beer, wine, cocktails, champagne and punch and pays for them plus an 18% gratuity.

**Non-Hosted** – Guests would be responsible for paying for any beverage they order from the bar. There will be a \$500.00 guarantee.

In accordance with **Idaho State liquor laws**, beer and hard liquor may not be provided by outside parties. Bottled wines, including champagne, are the only beverages the wedding party may bring in. If the wedding party brings wine or champagne, there is a corkage fee of \$15 per bottle. Wine and champagne may be selected either from The Lodge at Sandpoint wine list or special ordered. Wine ordered from our list will be charged by the case with the exception of Kendall-Jackson which will be charged according to what is opened at the reception. Special ordered wine is charged by the amount ordered before the reception.

**Wedding cake:**

The Lodge at Sandpoint is happy to refer to cake companies, as we do not bake wedding cakes. We will, however cut and serve them. There is a cutting fee of \$75 if The Lodge's staff cuts the cake. This ensures the proper yield according to the company baking the cake. We have a cake knife and server on hand or the wedding party may bring these items. The wedding party is responsible for the set up and assembly of the wedding cake(s).

**Photography:**

We encourage you to have pictures taken prior to the ceremony. Please keep in mind if formal photographs are to be taken after the ceremony, guests will be eagerly waiting for the wedding party to join the reception.

**Music:**

The wedding party shall arrange all forms of music which must be approved by The Lodge of Sandpoint in writing 30 days prior to event. If you are shopping for bands or DJs, many have demo tapes or can give out a schedule of where they will be playing. Bands or DJs should be fully set up at least one hour before the ceremony begins.

All music will end by 10:00 p.m. and may never exceed a maximum decibel acceptable to The Lodge at Sandpoint.

**The Lodge at Sandpoint is not equipped to provide music for the wedding ceremony or reception.**



**Guest Accommodations:**

The accommodations at The Lodge at Sandpoint consist of 26 units, sleeping up to 100 people. They range in size and sleep between two and five people. The 2 cabins each have a full kitchen, bathroom, and living area. Most rooms have fireplaces and views of the lake.

## *The Wedding Packages*

### **High Season Package: July 1<sup>st</sup> through Labor Day**

**Wedding Package #1**

**Late Morning Wedding for maximum of 50**

\$5,000.00 Saturday or Sunday

\$2,500.00 Monday through Friday

11:00 am- 5:00 pm

**During the high season, The Lodge at Sandpoint limits the size of Wedding Parties to 50 people maximum.**

The ceremony will be held at 11:00 am on the lawn overlooking Lake Pend Oreille with seating for up to 50 people, weather permitting, or will be held in the Lakeside Event Room. Following the ceremony the party will move upstairs to the Creekside Room, a fully stocked bar, adjacent upper deck and Creekside Level Event Room for the reception. All festivities will end by 5:00 pm.

This package includes:

- The services of a minister
- The wedding cake
- The cutting and serving of the wedding cake
- A bartender
- A one night stay in a 1 bedroom Honeymoon Suite for the Newlyweds

(Food and beverage the wedding party may want to offer their guests is not included)



## **Spring, Winter and Fall Packages Labor Day Through June 30**

### **Wedding Package #2 Late Morning Wedding for maximum of 50**

\$2,500.00 Saturday or Sunday  
\$1,500.00 Monday through Friday  
11:00 am- 5:00 pm

The ceremony will be held at 11:00 am on the lawn overlooking Lake Pend Oreille with seating for up to 50 people, weather permitting, or will be held in the Lakeside Event Room. Following the ceremony the party will move upstairs to the Creekside Room, a fully stocked bar, adjacent upper deck and Creekside Level Event Room for the reception. All festivities will end by 5:00 pm.

This package includes:

- The services of a minister
- The wedding cake, the cutting and serving of the wedding cake
- A bartender
- A one night stay in a 1 bedroom Honeymoon Suite for the Newlyweds
- With this package 6 additional guest rooms must be rented at the seasonal rate by the wedding party

(Food and beverage the wedding party may want to offer their guests is not included)

-OR-

### **Wedding Package #3 Late Afternoon Wedding for up to 65 People**

\$2,500.00  
Ceremony 4:00 Reception 5:00 pm-10:00pm

The ceremony will be held in the afternoon on the lawn overlooking Lake Pend Oreille with seating for guests, weather permitting. (Alternate site will be Lakeside event room.) Following the ceremony the party will move to the Creekside, a fully stocked bar where guests can mingle and be served appetizers and beverages for an hour. The reception dinner will be served in the Creekside Event Room.



Included:

- The Lodge at Sandpoint staff will be provided for basic buffet service: set up of buffet tables, dinner tables, and clearing tables of dirty plates, silverware, and glasses.
- Buffet tables for dinner buffet, beverage and cake tables, covered with white tablecloths.
- Setting the dinner tables includes the placement of tables, tablecloths, glasses, silverware, and plates.
- White linens on dining room and bar tables.

With this package a Honeymoon Suite and the additional 5 additional guest rooms must be rented at the seasonal rate by the wedding party.

**Or**

**Wedding Package #4**

**Late Afternoon Weddings for up to 125 People**

\$3,500.00

Ceremony at 4:00 pm and Reception 5:00pm-10:00pm

The ceremony will be held in the afternoon on the lawn overlooking Lake Pend Oreille with seating for guests, weather permitting. (Alternate site will be determined by the size of the wedding party.)

Following the ceremony the party will move to The Creekside , a fully stocked bar, where guests can mingle and be served appetizers and beverages for an hour. Then the guests will move into one of the 2 dining rooms for their dinner and out on the patio (weather permitting).

Included:

- The Lodge at Sandpoint staff will be provided for basic buffet service: set up of buffet tables, dinner tables, and clearing tables of dirty plates, silverware, and glasses.
- Buffet tables for dinner buffet, beverage and cake tables, covered with white tablecloths.
- Setting the dinner tables includes the placement of tables, tablecloths, glasses, silverware, and plates.
- White linens on dining room

With this package a Honeymoon Suite and 11 guest rooms totaling 12 rooms in all must be rented at the seasonal rate by the wedding party .



## *Referrals*