



## **Hello Guests!**

On behalf of our entire staff, I would like to welcome you to Lake Creek Lodge. For nearly a century, vacationers have ventured to our little slice of paradise to soak up all that nature has to offer. Our setting is rustic and romantic: Take a splash in the creek, hike the trails, fish the river, break out the lawn games, sip wine on the deck, romp, laugh, play and enjoy your special weekend.

You'll find our staff to be friendly and knowledgeable, and ready to make your event easy & comfortable. We care a lot about our campus and you, our guests; we are going to do everything we can to give you a smooth, relaxed, fun, and memorable weekend.

Please do not hesitate to call, email, or stop by to ask questions, or just to say hello; we are here for you.

Thank you for entrusting us with your special weekend!

Forrest Houle  
General Manager  
Lake Creek Lodge

**Lake Creek Lodge**  
13375 SW Forest Service Rd 1419  
Camp Sherman, OR 97730  
Phone 541.588.2150  
[lakecreeklodge.com](http://lakecreeklodge.com)





2025 Wedding Contract

**Lake Creek Lodge**

Gail Lowry  
events@lakecreeklodge.com  
5414809776  
13375 SW Forrest Service Rd 1419  
Camp Sherman, Oregon, 97730

Sample Contract  
samplecontract@samplecontract.com  
555-555-5555

Referred to as "LCL" in the terms below

Referred to as "Group" in the terms below

**Arrival Date**

**Departure Date**

**BOOKING NAME:** Sample Contract Booking

**BOOKING DATES:** Friday, November 15, 2024 Sunday, November 17, 2024

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**CLIENT FEES AND IMPORTANT DUE DATES**

At the Time of Signing

- 50% Venue Fee & 50% Lodging

180 Days Prior (xx/xx/xx)

- 50% Venue Fee & 50% Lodging

60 Days Prior (xx/xx/xx)

- Food & Beverage Menus Due

30 Days Prior (xx/xx/xx)

- Proof of Insurance
- Final Guest Count
- Lodging Assignments
- Remaining Lodging Payment
- Payment for Food & Beverage Estimates
- Vendor Lists, Timelines & Venue Selections
- Damage Deposit Payment

### **VENUE FEE INCLUSIONS FOR UP TO 115 GUESTS**

- Access and use of the Lake Creek Lodge campus for vendor deliveries and event setup starting at 12pm on Friday. Tear down and vendor pickups are to be completed by 12pm on Sunday.
- Use of event spaces on Friday from 6pm-9pm for your rehearsal dinner or welcome festivities.
- 2 campus sites for your ceremony (Osprey Point Pond or Roblay's Garden) and reception (Roblay's Garden) on Saturday with a 10pm end time.
- Use of up to twenty 6' banquet tables.
- Event Bar and Roblay's Bar, including one bartender (per 60 guests) and barware for up to 3 hours of service on Friday and up to 5 hours of service on Saturday.
- Your choice of wedding vendors, including your choice of caterers for your rehearsal dinner and wedding reception.
- Two-night stay in a two-bedroom historic cabin during the off-season (Nov-April, excluding holidays) to help you plan your upcoming wedding.
- On-site event liaison to help answer your questions and plan your excursions.

### **OPTIONAL ADDITIONS**

- Additional bar station setup includes bar station, disposable barware and 1 additional bartender for up to 3 hours: \$500 per beer/wine bar or \$650 per beer/wine/batched cocktail bar.
- Additional bartender hours: \$50/hour per bartender.
- 8 Propane outdoor heaters with propane: \$75/unit per day.
- Early Cabin Check-in of 2pm: \$50/cabin, based on availability.
- Late Cabin Check-out of 12pm: \$50/cabin, based on availability.

### **LODGING MINIMUMS & POLICIES**

- This package includes a lodging minimum of 14 historic cabins for two nights, plus cleaning fees, resort fees and taxes. Rates are based on our wedding package rates at the time of signing the contract.
- Guests may reserve their own cabins through use of LCL booking codes, or, the contract holder can secure all cabins and enjoy a 5% discount on the nightly rate.
- The signer of this contract is responsible for the full amount of the lodging minimum. Any lodging that was not paid by event guests will be the responsibility of the contract signer 30 days before wedding weekend.
- When guests reserve a cabin, a 50% deposit is taken to secure the reservation. The remainder is charged 30 days prior to arrival.
- Our 8 luxury cabins are privately owned. Homeowners have the option of putting their cabins into the rental pool or using it for their own private use. All luxury cabins have a 3-night minimum and are based on availability and are not included in the lodging minimum. You may submit a written request to your event coordinator for luxury cabins for your wedding weekend after your event is confirmed with a contract and deposit.

- All holiday weekends have a 3-night minimum, at current market rates.
- Standard cancellation policies apply to any accommodations not included in the terms of this agreement. Should a guest cancel their reservation with more than 30 day's notice, a \$50 cancellation fee will be applied. Cancellations with less than 30 day's notice will not be refunded.
- Lodging check-in time is after 4pm and check-out time is by 10am.
- RV, tent or car camping is not allowed on Lake Creek Lodge's campus.
- Total number of guests in cabins may not exceed maximum occupancy.
- Portable restrooms are required for all wedding weekends.
- Cabin furnishings & kitchen accessories are not to be rearranged or removed from cabins or cabin decks without LCL authorization.

### **PET POLICIES**

- Up to 2 dogs are welcome in Cabins 1-20 with a \$30 per pet, per day fee.
- To ensure that we remain a dog-friendly campus, keep dogs on leash and pickup after your dog. Owners of off leash dogs are subject to a \$250 fine.
- Dogs are not allowed inside the Main Lodge, or on beds or furniture. An additional cleaning fee of up to \$150 will be assessed for evidence of pet hair on furniture.
- Unattended dogs in cabins are required to be kenneled, no exceptions please.

### **SMOKING POLICY**

- Lake Creek Lodge is a completely smoke-free campus, inside and out. Evidence of smoking will result in a \$250 non-compliance fee as 'non-negotiable' for every occurrence. If cigarette butts are found on our campus, we will charge the holder of this contract \$20/butt.

### **ALCOHOL & BAR SERVICE**

- Lake Creek Lodge will supply, serve, and sell all alcoholic beverages during all group events at all campus venue sites.
- Your venue fee includes the use of the Event Bar and Roblay's Bar, plus bartenders and barware for up to 3 hours of service on Friday and up to 5 hours of service on Saturday.
- Additional bar stations and staffing are available for:
  - \$500 per beer/wine bar station or \$650 for beer/wine/batched cocktail bar station, each with 1 additional bartender for up to 4 hours of service.
  - \$50/hour per bartender
- Clients are not allowed to provide alcohol for their event.
- LCL is a beer, wine and batched cocktail venue only.
- LCL provides all alcohol for your event. Batched cocktails are sold by the gallon, beer is sold by the keg, wine is sold by the bottle or case.
- A 22% gratuity will apply to all alcohol, beverage service and nonalcoholic beverages.
- Standard glass and disposable barware will be provided by LCL.
- LCL abides by all Oregon Liquor Control Commission rules including:
  - Alcohol will not be served to anyone under the age of 21.
  - Anyone appearing under the age of 30 will be asked for proof of identification.
  - Anyone showing visible signs of intoxication will not be served and/or will have their drink removed.
  - Self-serve alcohol at group events is not allowed.
- LCL reserves the right to close the bar at any time and/or refuse service to anyone.
- Alcohol service will end no later than 8:45pm for the rehearsal dinner and 9:45pm for the reception.
- Bar requests, menus and plans are due to the event manager 60 days prior to the event date. No exceptions. If no menu is present at this time, clients will be limited to our LCL in-house beer and wine selections.
- Personal alcohol may be consumed inside cabins and on cabin decks only.

## **FOOD & BEVERAGE**

Due to licensing requirements and for quality control, all food and beverage served at Resort must be supplied and prepared by the LCL restaurant.

Menu prices will be confirmed on Banquet Event Orders (BEOs). The following additional amounts will be added to all food and beverage charges:

- Service Charge: 22% of the total food and beverage revenue (plus all applicable taxes) will be distributed to employees
- Applicable state and local taxes, which as of the date of this Agreement is 0%
- Service charges, taxes and assessments are subject to change without notice.
- All final catering menu choices are due 60 days prior to the event.
- Access to LCL's walk-in cooler for wedding cake or other items is not permitted.

## **USE OF EVENT AND FUNCTION SPACE**

To protect the safety and security of all LCL guests and property, Group will obtain LCL's advance written approval before using items in event and function space that could create noise, noxious odors or hazardous effects (*e.g.*, loud music, smoke or fog machines, dry ice, confetti cannons, candles, or incense) and before engaging in any activities outside of the reserved function room. Group will obtain any required Fire Marshall or other safety approvals, and will pay any expenses incurred by LCL as a result of such activity, such as resetting smoke or fire alarms or unusual clean-up costs.

## **DAMAGE DEPOSIT**

• A refundable \$2,500 damage and cleaning deposit is required. The deposit, minus any damages, will be returned within 14 days of the event.

## **ANCILLARY SERVICES**

Group may use its own vendors for such services provided that Group's proposed vendors meet minimum standards established by LCL, including insurance requirements.

## **VENUE RESCHEDULING OR CANCELLATION**

If Group cancels this Agreement, Group will provide written notice to LCL, accompanied (except in the case of one of the unforeseen events listed below) by payment of the amounts indicated below:

- The initial venue deposit is nonrefundable.
- Events may be rescheduled upon mutual agreement between the parties with more than 180 days notice and a \$1,500 rescheduling fee. Rescheduled events less than 180 days prior will incur a fee equal to the initial venue deposit.
- Cancellations with less than 180 days notice will forfeit the entire deposit.
- Cancellations due to inclement weather, smoke, or air quality will not be considered for refunds.
- If Lake Creek Lodge is unable to fulfill the obligation for any reason under this contract, the entire deposit will be refunded.

## **UNFORESEEN EVENTS**

• The clients cannot hold Lake Creek Lodge responsible for failure to provide the basic facilities and services due to emergencies, catastrophes, or interruptions of public utilities. In the case of a mandatory evacuation, facility closure, public health emergency or act of nature that prohibits the event

from taking place, Lake Creek Lodge will allow you to reschedule at a later available date, with no penalty.

### **COURTESY PROTOCOL**

- LCL embodies a culture that is free from all forms of discrimination, harassment and abuse. We treat our clients and their guests with dignity and respect and expect similar treatment in return.
- LCL reserves the right to request any person or group of people to leave the premises if their behavior is unruly, disrespectful, harmful, or determined to be harassment to other guests or staff. Assistance from law enforcement agencies may be required if this request is not met immediately.
- LCL reserves the right to cancel your event should any form of harassment or abuse be identified towards our staff, homeowners or vendors.

### **LIABILITY**

- The Client agrees to assume full responsibility for the conduct of their guests and any damage to the property, or excessive cleaning required because of actions by the guests, invitees, pets, or vendor/suppliers contracted by the client. A damage assessment fee equal to the cost of replacement, repair or cleaning will be applied.
- The Client assumes liability for materials being shipped or delivered to LCL that arrive damaged (i.e., flowers, cake decorations, electrical equipment, decorations, etc.). LCL is not responsible for the return of any materials provided by other vendors (i.e., rental equipment, vases, cake tiers, sound equipment, etc.).
- LCL assumes no responsibility for theft, loss or damage to personal property, materials and/or equipment brought onto or left on our grounds by the Clients, their guests, and/or any associated third parties.

### **INSURANCE**

- Clients are required to obtain special event insurance for a minimum of \$2,000,000 in coverage for the entirety of their wedding weekend. In addition, Lake Creek Lodge must be listed as additionally insured on the certificate of insurance, referenced as:  
Lake Creek Lodge, 13375 Forest Service Road #1419, Camp Sherman, OR. 97730
- Please check with your insurance policy holder if special event insurance is available. Other recommendations for special event policies are WedSafe & WedSure.

### **PAYMENTS & DUE DATES**

- 50% of the nonrefundable venue fee is due upon signing a contract with Lake Creek Lodge. The remaining 50% nonrefundable venue fee is due 180 days prior to your event, as well as a 50% deposit for your personal lodging.
- 60 Days prior to your event:
  - Final food and beverage menus are due.
- 30 Days Prior to your event:
  - Lodging assignments are due.
  - Payment for any unsecured lodging (not booked by your guests) is due.
  - Payment for food and beverage estimates are due.
  - Proof of insurance is due.
  - Final guest count is due.
  - Vendor lists, timelines and venue selection are due.
  - The \$2,500 damage deposit is due.

- Any miscellaneous or unexpected charges are due 48 hours after your event.

### **CREDIT CARDS**

- Credit Card authorization must be provided at the time of contract signing and used to provide initial deposit and authorized for final billing and any signed addendums to this contract. If the client opts to provide deposits by check or cash, a credit card still needs to be authorized at the time of contract signing for any remaining balances for the event.
- If at any time there is a change to the valid/active status of the card(s), please notify Lake Creek Lodge with updated payment information.
- If two or more parties are sharing responsibility for costs associated with this event, each party must submit authorization for card charges and indicate how the 2 cards are to be billed.

### **ADDENDUMS**

Any changes to this contract must be made in the form of an addendum and signed by both LCL and the Client. Additional charges may apply.

### **PHOTOGRAPHY**

Hotel has the right, at its sole cost and expense, to photograph and/or video set-up for the Event. Any and all photographs and videos made or created by LCL at the Event shall be the property of Hotel, and may be used and published by Hotel in connection with its business and the operation and promotion of the Hotel.

### **LAWS AND POLICIES**

Each party will comply with all applicable federal, state and local laws and LCL rules and policies. Group will be responsible for providing its disabled members with auxiliary aids in connection with any Group events or activities. Upon Group's reasonable request, LCL will cooperate with Group to provide services on behalf of Group's disabled attendees. While we strive to accommodate the specific needs of all our guests, due to the historic nature of our property there are limitations to the level of accessibility. Please inquire with LCL staff for specific details and recommendations.

### **PRIVACY**

To the extent Group provides Hotel any personal information, including Group's contact information and the contact information of its members and attendees, for any reason, Group hereby represents, warrants and covenants that it has obtained all rights, permissions and authorizations necessary to (i) regardless of the point of collection, provide the information to Hotel and (ii) grant LCL the right to use or release the information (a) in response to inquiries by Group or (b) in conjunction with LCL's performance under this Agreement.

### **FUNCTION SPACE**

Based on the requirements provided by Group, LCL has reserved the function space set forth below:

Sample Ceremony || Friday, Nov 15, 2024 | 115

Sample Ceremony || Friday, Nov 15, 2024 | 115

Sample Welcome Party & Rehearsal Dinner | Roblay's Garden | Friday, Jun 06, 2025 | 115

Sample Wedding Reception | Roblay's Garden | Saturday, Jun 07, 2025 | 0

Sample Ceremony || Saturday, Jun 07, 2025 | 115

Other functions may be held in some or all of this function space prior to or following Group's Event. Accordingly, Group must keep to the scheduled times or advise LCL if changes are needed so that Resort can check availability. Group agrees that Group's activities in the function space shall not interfere with LCL guests or their use of the Hotel or other events in LCL's facilities.

- Function space is assigned by LCL based on the number of persons anticipated.
- A guarantee of attendance at Group's Event is required thirty (30) business days in advance of Group's Event.
- If Resort does not receive Group's guarantee or if the Banquet Event Order is unsigned, LCL will use the number of persons initially anticipated as Group's guarantee.

**CONCESSIONS**

The LCL will provide the following concessions to the Group:

- Complimentary WiFi in lodge
- Complimentary Self-Parking.
- (Anything negotiated such as discounts or exceptions for the group need to be noted in this section)

**CONTRACTED LODGING**

Cabin #	Cabin Type	Nightly Rate	Nights
Cabin 1	Creekside 2 Bedroom	\$520	2
Cabin 2	Creekside 2 Bedroom	\$520	2
Cabin 3	Creekside 3 Bedroom	\$620	2
Cabin 4	Creekside 3 Bedroom	\$620	2
Cabin 5	Creekside 2 Bedroom	\$520	2
Cabin 6	Creekside 2 Bedroom	\$520	2
Cabin 7	Creekside Studio	\$370	2
Cabin 8	Creekside 3 Bedroom	\$620	2
Cabin 10	Creekside 3 Bedroom	\$620	2
Cabin 11	Creekside 3 Bedroom	\$620	2
Cabin 12	Lodge 2 Bedroom	\$480	2
Cabin 13	Lodge 2 Bedroom	\$480	2
Cabin 14	Lodge 2 Bedroom	\$480	2
Cabin 15	Lodge 3 Bedroom	\$580	2

**ADDITIONAL LODGING**

Any cabins requested over and above the contracted block (i.e luxury cabins or extended stays) will be accommodated, based on current rates availability. Group understands that cabins over and above the contracted room block will be at the LCL's sole discretion and that LCL cannot guarantee availability. All additional cabins must be guaranteed in writing with an addendum to this Agreement.

**METHOD OF ATTENDEE RESERVATIONS**

Option A (Group to Pay: 14 Historic Cabin Buyout 5% Nightly Rate Discount)

Group must provide a rooming list, including the full names, arrival and departure dates and room selections, of each attendee by no later than the Cut-Off Date set forth below to qualify for the group rates. Descriptions of Resort's cabin types (including descriptions of cabins accessible to guests with disabilities) will be available on LCL's website at or by calling LCL's Reservations Department.



**DEPOSIT SCHEDULE**

DEPOSIT		AMOUNT	DUE DATE
<b>Initial Deposit</b>	50% of Venue Fee	\$ _____	Upon Signature of Agreement
<b>Secondary Deposit</b>	50% of Venue Fee & 50% of Group to Pay Lodging (before Fees & Taxes)	\$ _____ <b>\$7,191.50</b>	180 Days Prior to ARRIVAL DATE
<b>Final Payment</b>	Remaining Estimated Balance for Lodging, Food & Beverage	\$ _____	30 Days Prior to ARRIVAL DATE
<b>Damage Deposit</b>		\$2,500.00	30 Days Prior to ARRIVAL DATE
<b>Settlement of Account</b>	<b>Final Balance</b>	<b>TBD</b>	Within 48 hrs After DEPARTURE DATE

All deposits are non-refundable. Either a cashier’s check or credit card can be used to facilitate these deposits. Failure to remit the appropriate pre-payment on a timely basis will be considered a cancellation by Group and Group shall be liable for amounts as described in the cancellation provisions. Deposits may be applied to fees or charges due to cancellation or attrition as outlined in this Agreement. LCL reserves the right to revise the deposit schedule if Group’s Event changes in size or expense.

**ACCEPTED AND AGREED TO:**

**Group Signature**

I agree to the terms and conditions of this contract.

**LCL Signature**

I agree to the terms and conditions of this contract.

_____	_____	_____	_____	_____	_____
First name	Last name	Date	First name	Last name	Date
_____			_____		
Signature			Signature		