



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





2025 Wedding Contract

Lake Creek Lodge

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

Weddings 2025

Sample Samples
samplesamples@gmail.com
555-444-3333
555 Sample LN
Portland OR 55555

Referred to as "LCL" in the terms below

Referred to as "Group" in the terms below

Arrival Date

Departure Date

BOOKING NAME: Sample Wedding 2025 Booking

BOOKING DATES: Friday, August 22, 2025 Sunday, August 24, 2025

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

CLIENT FEES AND IMPORTANT DUE DATES

At the Time of Signing

- 50% Non-Refundable Venue Fee & 50% Group to Pay Lodging

180 Days Prior (xx/xx/xx)

- 50% Non-Refundable Venue Fee & 50% Group to Pay Lodging

30 Days Prior (xx/xx/xx)

- Proof of Insurance

Final Guest Count

- Final Guest Count
- Lodging Assignments
- Remaining Guest to Pay Lodging Payment and Any Unsecured Lodging Payment Due
- 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.
- 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

- 8 Propane outdoor heaters with propane: \$75/unit per day.

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. To be determined at the time of signing the contract.
- 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 2-night minimum, 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. We are happy to extend a 5% discount on the nightly rate for group to pay luxury cabins secured within 2 weeks of availability being posted. This will be added to your contracted lodging with a signed addendum.
- 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

- Clients must use LCL's contracted caterer to serve, and sell all alcoholic beverages during all group events at all campus venue sites.
- 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.
- 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's contracted caterer and terms will be detailed in a separate catering contract.

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 and 50% of group to pay lodging is due upon signing a contract with Lake Creek Lodge. The remaining 50% nonrefundable venue fee and 50% of group to pay lodging is due 180 days prior to your event.
- 30 Days Prior to your event:
 - Lodging assignments are due.
 - Payment for any unsecured lodging (not booked by your guests) is 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

Resort 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 Resort, and may be used and published by Resort in connection with its business and the operation and promotion of the Resort.

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 Resort 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 Resort 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 Welcome Party & Rehearsal Dinner | Roblay's Garden | Friday, Aug 22, 2025 | 115
- Sample Ceremony | Osprey Point Pond | Saturday, Aug 23, 2025 | 115
- Sample Wedding Reception | Roblay's Garden | Saturday, Aug 23, 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 B (Guest to Pay - Individual Reservations; Full Price)

Group’s attendees are responsible for making their own reservations by calling Hotel’s Reservations Department or booking online using the group booking code no later than the Cut-Off Date set forth below. Attendees should identify themselves as being part of Group when calling by providing the group booking code.

Descriptions of LCL’s cabin types (including descriptions of cabins accessible to guests with disabilities) will be available on LCL’s website or by calling LCL’s Reservations Department.

All attendee reservations must be accompanied by a 50% deposit, or guaranteed with a major credit card of Group. LCL will not hold any reservations unless secured by one of the above methods. No-shows will result in the same charge and consequence. If a rooming list is sent by Group, Group will be responsible for no-shows if credit card is invalid or declined.

DEPOSIT SCHEDULE

DEPOSIT		AMOUNT	DUE DATE
Initial Deposit	50% of Non-Refundable Venue Fee	\$ _____	Upon Signature of Agreement
Secondary Deposit	50% of Non-Refundable Venue Fee & 50% of Group to Pay Lodging (before Fees & Taxes)	\$ _____ \$7,191.50	180 Days Prior to ARRIVAL DATE
Final Payment	Remaining Estimated Balance for Lodging	\$ _____	30 Days Prior to ARRIVAL DATE
Damage Deposit		\$2,500.00	30 Days Prior to ARRIVAL DATE
Settlement of Account	Final Balance	TBD	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

