



# ZEPHYR COVE RESORT

LAKE TAHOE

## SHORELINE WEDDING & EVENT PLANNER



# SHORELINE WEDDING PACKAGES

Your beautiful outdoor ceremony and reception are held on the shoreline of Lake Tahoe with incredible mountain views of the west shore. Included with the site is a wedding arbor, chairs for your guests, non-denominational minister, and an on-site ceremony coordinator.

## Ceremony Only Site Fee

Monday-Thursday: Ceremonies may begin anytime from 10am to 8pm, based upon availability

Friday-Sunday: Ceremonies may begin anytime from 10am to 1pm, based upon availability

Monday-Thursday	\$1,900 per hour
Friday/Sunday	\$2,000 per hour
Saturday	\$2,200 per hour

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## Ceremony & Reception Site Fee

*May, June, September & October*

	9:00am-2:00pm	4:00pm-10:00pm
Monday-Thursday	\$500 per hour	\$700 per hour
Friday/Sunday	\$600 per hour	\$800 per hour
Saturday	\$700 per hour	\$900 per hour

\*\* Monday-Thursday evening events must meet a Site Fee & Food/Beverage minimum of \$8,000.00 before gratuity.

\*\* Friday/Sunday evening events must meet a Site Fee & Food/Beverage minimum of \$10,000.00 before gratuity.

\*\* Saturday evening events must meet a Site Fee & Food/Beverage minimum of \$12,000.00 before gratuity.

*July & August*

	9:00am-2:00pm	4:00pm-10:00pm
Monday-Thursday	\$700 per hour	\$900 per hour
Friday/Sunday	\$800 per hour	\$1,100 per hour
Saturday	\$900 per hour	\$1,200 per hour

\*\* Monday-Thursday evening events must meet a Site Fee & Food/Beverage minimum of \$10,000.00 before gratuity.

\*\* Friday/Sunday evening events must meet a Site Fee & Food/Beverage minimum of \$13,000.00 before gratuity.

\*\* Saturday evening events must meet a Site Fee & Food/Beverage minimum of \$15,000.00 before gratuity.

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## Ceremony Rehearsal

One hour ceremony rehearsal with on-site event coordinator \$200

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- 4-hour minimum for Ceremony & Reception or Reception only events required.
  - Shoreline event location is open mid-May through mid-October only. Inquire with Sales Manager about available start and end dates.
  - Scheduling of events is based upon availability.
  - All Food & Beverage is to be provided by Zephyr Cove Resort and is not included in the site fee.
  - We offer a complimentary Bridal Changing Room which is available on a first-booking basis and is not guaranteed until confirmed with Sales Manager or Coordinator.
  - A 30'x70' tent for the reception, along with side walls with cathedral windows and tent heaters is included in the site fee.
  - Standard Zephyr Cove Resort set-up, break down, as well as clean up before and after the event, is included in the site fee.
  - Tables, chairs, china, flatware, glassware, standard linen napkins and tablecloths (white or ivory in color) are included in the site fee.

# A LA CARTE EXTRAS

**Specialty Linens** – Please ask event coordinator for pricing quote.

- Chair Sash
- Napkin
- Table Runner – Regular or XL Sizing
- Banquet or Round Linen

## Miscellaneous Items

- Fire Pit – Propane \$300.00
- Cocktail Tables (with white or ivory linen) \$75/table
- Patio Heaters \$150/each
- Specialty Chairs \*Quote
- Extensive Set-Up & Breakdown - Decor \*Starting at \$800

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**Day-of-Event Coordinator** \$800.00

These extended services include the following:

- Creating a detailed “day of” wedding day timeline.
- Creating a detailed wedding layout including table count, details for food service, etc.
- Set-up of personal items. Examples of these items are favors, guestbook, card box, escort cards, cake knife & server, toasting flutes. This **does not** include *assembling and/or setting out table centerpieces or decorating the venue*. If you’ve chosen to bring your own tabletop décor, it is the responsibility of a friend/family member to set-up and tear-down these items. If you would like our on-site event team to assist with table centerpieces, hanging décor or ceremony décor an extensive set-up fee will be assessed.
- Assisting with the “day of” timeline, coordinating with all vendors on their arrival, and maintaining the event time line up until the cake cutting ceremony. Coordination can be extended until the end of the event for an additional fee of \$200 per hour.
- **ZCR Wedding Coordinator and Manager are not your wedding planners.** Should you require these services, we can recommend outside vendors to assist you.
- You are entitled to three (3) Property Representative Consultations which are included with the Day-of-Event Coordination fee. These consultations are by appointment only.

**Property Representative Consultation** \$50.00 per meeting/phone call

Should you forego the Day-of-event Coordinator option, but still need a little guidance with your event, you may schedule an appointment to consult with a property representative to discuss any questions or ideas you may have. **ZCR Wedding Coordinator and Manager are not your wedding planners.** Should you require these services, we can recommend outside vendors to assist you.

\*You may hire an outside wedding planner to better fit your needs. In this case, Zephyr Cove Resort will not provide coordinating staff for the day of the wedding. If the Event Coordinator is not attained for Full Coordination, when they depart the event site he/she will introduce the “wedding group/contact person” to the Catering Supervisor as the on-site point of contact.

# SHORELINE INFORMATION & POLICIES

## Reservations / Deposits / Cancellations

To book an event a non-refundable consultation/booking fee of \$2,000 is due along with completed paperwork which includes a detailed contract, catering agreement, and a credit card authorization form that is kept on file for over-the-phone deposits and costs incurred during your event. All deposits will go towards your final balance.

*It is your responsibility to call the Special Events Department with the following:*

6 months prior to your event date—Half of the balance/amount due on your Banquet Event Check/Contract

2 weeks prior to your event date—Final guest count; layout requests; food allergies or special dietary restrictions; final payment of the balance/amount due on your Banquet Event Check

If you do not contact us with the above information, we will assume that all information on your Banquet Event Order/Contract, including quantities and number of guests, is complete and final, and we will charge the credit card on file for the remaining balance. **Important: No revisions or alterations are to be made to the contract once final payment has been processed.**

## Food & Beverage Minimums/Regulations

Absolutely NO outside food or beverages are allowed on the premises during an event. Any outside food or beverage will be confiscated by Zephyr Cove Resort staff and the event host will be subject to a \$2,000 minimum fine. This fine will be issued to the name on the event contract, not an event guest. Wine and champagne can be an exception and are subject to a \$15 per 750ml bottle/\$25 per 1.5L corkage fee. Corkage must be pre-arranged with the Sales Department no later than 2 weeks prior to your event and will be added onto your event contract before your final payment. Minors may not consume alcoholic beverages and we reserve the right not to serve anyone who appears to be intoxicated. Alcoholic beverage service must *cease* 30-minutes prior to the conclusion of all events. Maximum Reception occupancy is 200 people. All menu items are calculated as “per person”, and do not include tax and service charges. A 7.1% Nevada State Sales Tax and a 22% service charge/administrative fee will be added to all final food and beverage bills. Please note: the catering menu and bar prices are subject to change.

### **May | June | September | October**

\*Monday-Thursday evening events must meet a Site Fee, Administrative Service (where applicable) & Food/Beverage minimum of \$8,000.00 before gratuity.

\*Friday/Sunday evening events must meet a Site Fee, Administrative Service (where applicable) & Food/Beverage minimum of \$10,000.00 before gratuity.

\*Saturday evening events must meet a Site Fee, Administrative Service (where applicable) & Food/Beverage minimum of \$12,000.00 before gratuity.

### **July | August**

\*Monday-Thursday evening events must meet a Site Fee, Administrative Service (where applicable) & Food/Beverage minimum of \$10,000.00 before gratuity.

\*Friday/Sunday evening events must meet a Site Fee, Administrative Service (where applicable) & Food/Beverage minimum of \$13,000.00 before gratuity.

\*Saturday evening events must meet a Site Fee, Administrative Service (where applicable) & Food/Beverage minimum of \$15,000.00 before gratuity.

## Correspondence and Vendors

Please state the name, date, and time of event on all correspondence: e-mail, voicemail, deposit checks and regular mail.

The wedding coordinator will communicate with **one contact person**. This contact person will make all event decisions and sign all event contracts. With written authorization, another name may be used for the credit card authorization and payments. Upon signing the event contract, we will forward you our list of recommended vendors. Our recommended vendors are responsible for guaranteeing quality and performance. Before and after the event, please conduct business with the vendor directly. Zephyr Cove Resort is not directly responsible for any outside services.

- Outside desserts (cupcakes, donuts, etc.) will be issued a \$100 flat fee. \*These must come from a licensed/insured vendor.
- Recommended Vendor wedding cake will be issued a \$1/person cake cutting service fee. Outside Vendor wedding cake will be issued a \$3/person cake cutting service fee.
- Vendors are to be paid directly.
- Musicians and DJs are responsible for bringing their own equipment, set up, and lighting. Zephyr Cove Resort does not provide any audio/visual equipment for ceremonies or receptions, and is not responsible for the performance of vendor's A/V equipment.
- Music levels must be kept to a reasonable level, in consideration of other guests and neighbors.
- All music must be turned off at 10:00pm due to strict area noise regulations. If music is not turned off by 10:00pm, a \$2,000 fine, plus any legal citations/fines will be issued to the contracted clients, not the hired vendor.
- If vendors require a meal, the price of the meal will be charged to the party host. All vendors will be invited for food service after all of the invited guests have eaten. Vendor meal counts must be submitted 2 weeks prior to event.

# SHORELINE INFORMATION & POLICIES

## **Ceremony & Reception**

Due to very tight scheduling restraints, the ceremony must start on time. If the wedding is late, we do not extend the event – this will only impact the time booked and potentially alter your event timeline.

You must have a **Nevada State Marriage** license when you arrive for the ceremony to be performed at the Shoreline Wedding Site. Please call Douglas County at (775) 586-7270 for more information. You must have a **California State Marriage** license when you arrive for the ceremony to be performed on any of the cruise vessels. Please call El Dorado County at (530) 621-5490.

**End of the night send-off for Bride & Groom:** We ask that you do not use any items that can environmentally impact the property. This includes, but is not limited to: confetti, rice, birdseed, glitter, fake flower petals or balloons. If you are unsure of what is permissible, please contact the wedding department prior to your event. These regulations are in place to protect the fragile environment of Lake Tahoe. If any items in such nature are used, you may be subject to a cleaning fee post event and any applicable fines.

**We do not allow sparkler exits of any kind.** Sparklers are considered a firework, which are illegal in the Tahoe Basin and subject to a fine and/or jail time. If the use of a sparkler is attempted, the Douglas County Fire Department will be called to issue the appropriate action. A fine may be issued.

**No open flame is allowed** at the Shoreline event location or anywhere on the ZCR premises. For any candle use, we encourage you to use flameless/LED candles for your décor. Regular candles with the intention of not being lit are still prohibited due to the influence of your guests who may light these candles unaware of the regulation. If the use of an open flame is attempted, the Douglas County Fire Department will be called to issue the appropriate action. A fine may be issued.

**Set-up time for personal items** is 1.5 hours prior to the start time of the event. Any additional time required can be scheduled no earlier than 2-weeks prior to the event and is subject to availability and additional fees.

**All personal items must be removed** from the event site at the conclusion of the event. No personal items are allowed to remain overnight. Zephyr Cove Resort is not responsible for any lost or misplaced personal items.

**Drones** are prohibited on ZCR grounds without proper permits/approvals from Zephyr Cove Resort and the National Forest Service.

## **Parking & Shuttles**

Zephyr Cove Resort has a park entry fee due to the fact that we reside on Forest Service land and prices are subject to change. We can arrange for you to pre-pay for your group or guests can pay individually as they enter. Due to the popularity of our beach during peak seasons, we highly encourage hosting guest parking as it guarantees parking spots for your guests. No overnight parking is allowed. Zephyr Cove Resort is not responsible for towing or ticketing associated with guest vehicles left parked overnight. Shuttle service is also available for an additional cost, subject to resort availability. Our shuttles are limited to specific locations and cannot accommodate remote pick-ups for smaller groups. Our shuttles have a 25-person minimum for wedding guest transport. Please coordinate with the Sales Department should you decide to transport your guests via shuttle. Pricing is subject to availability and may change at any time.

## **Ceremony Rehearsal**

We offer a ceremony rehearsal prior to your event date for \$200.00 with the Event Coordinator. Rehearsals are available on a first come, first booked basis. Timing is based on resort availability and event schedules and are not confirmed until 2 weeks prior to your event. A Wedding Coordinator or Manager will conduct the rehearsal. Please be prepared with placement, “walking down” order, names of those participating and please ensure your party arrives on time.

## **Bridal Changing Room**

Zephyr Cove Resort offers a Bridal Room located upstairs in the Main Lodge and is available on a first come, first booked basis. All personal belongings must be removed no later than 1 hour after the end of the event. Please be respectful of other resort guests during your use. Please ask the wedding department for more details.