



Today is a promise of all of your Tomorrows.



Salamander[®]
RESORT & SPA
MIDDLEBURG, VIRGINIA

Congratulations on your upcoming wedding

In such an exciting and important time in your life, we are honored that you are considering the Salamander Resort & Spa for your special event. We have a dedicated team here to help you through the planning process and want to ensure your event reflects your personal tastes and vision. Our resort provides a one-of-a-kind setting for the perfect Virginian countryside wedding, offering several unique venues, farm-to-table cuisine and world-class service. The following pages include detailed information about what we offer. If you do not see something you would like or have a question—ask! We take pride in personalizing our service and doing our best to accommodate your requests.

All the best,

The Salamander Resort & Spa
Catering & Wedding Specialists





A WEDDING CELEBRATION, A RENEWAL OF VOWS, A MEMORABLE ANNIVERSARY. YOUR SPECIAL DAY SHOULD BE AS DISTINCTIVE AS YOU ARE.

Whether you prefer casual or formal, understated or over the top, intimate and small or a gathering of many, Salamander Resort & Spa has a selection of indoor and outdoor settings so you may customize your celebration.

Our wedding experts will help guide you through every detail as you plan for this most special day:

PHASE ONE

Determine the total budget for the venue including ceremony, reception and lunch/dinner

Decide on rehearsal venue, morning after brunch

Review your options for preferred season/month, day of the week, time of the day

Review any special menu needs (ethnic, dietary)

Confirm locations for ceremony, reception and lunch/dinner.

Decide on officiate for ceremony

Establish how many guests will require rooms at the resort and the rates

Contract DJ/band

Contract florist

Contract videographer and/or photographer

Ground transportation requirements for bridal party

Determine if an outside Wedding Planner will be used

PHASE TWO (4 TO 6 MONTHS OUT)

Send out save the date cards with information on reserving guest accommodations

Meet with a Wedding Specialist to create menus

Meet with resort Pastry Chef to discuss cake design

Decide on linens and table layouts

Set resort spa appointments and make arrangements for hair, makeup, nails

Determine if childcare will be needed on site during celebration

PHASE THREE (3 MONTHS OUT)

Set menu and cake tastings

Confirm guest count

Confirm guest room accommodations needed

Review timeline of the celebration with Wedding Specialist

Finalize seating arrangements



ENHANCEMENTS INCLUDED IN ALL WEDDING PACKAGES

WEDDING SPECIALIST

To Assist in Planning Your Special Day

MENU TASTING

For Four Guests, Three Months Prior to the Wedding Date

WHITE GLOVE SERVICE

By Our Friendly & Professional Wait Staff

SELECTION OF HOUSE LINENS

Full Length Table Linens, Overlays & Napkins

VOTIVE CANDLES

CHAMPAGNE TOAST & CAKE CUTTING

DANCE FLOOR & STAGING

OVERNIGHT ACCOMMODATIONS FOR THE BRIDE & GROOM

On the Night of The Wedding

COMPLIMENTARY CHAMPAGNE & STRAWBERRIES

For the Newlyweds

FIRST ANNIVERSARY STAY

One Night Stay in Celebration of Your First Anniversary

REDUCED GUEST ROOM RATES

For Overnight Contracted Room Blocks



PASSED HORS D'OEUVRES

Hors d'oeuvres passed on a silver tray by our professional wait staff with white glove service.

Kindly Select Five

COLD HORS D'OEUVRES

Brioche Crostini with Purcellville Chevre & Black Olive Tapenade

Smoked Salmon & Cucumber Stax with Fennel Crème Fraiche

Tartare of Outer Banks Tuna on Wonton Crisp with Ginger & Toasted Sesame

Chilled Carolina Shrimp with Wasabi-Cocktail Sauce & Lemon

Deviled Farm Eggs topped with Lump Crab Meat & Chives

Angus Beef Flank Steak on Garlic Toast with English Stilton & Sweet Onions

Mini BLT's with Smoked Bacon, Tomato & Mache Lettuce

Angus Beef Tartare on Pumpnickel Toast with Capers & Cornichon

Creamy Smoked Trout, Scallions & Grilled Ciabatta

Buttermilk Chive & Virginia Ham Biscuit with Honey Chile Butter

Crispy Beet Chips with Lemon Tarragon Goat Cheese

Pistachio Grape & Gorgonzola Truffle

HOT HORS D'OEUVRES

Truffled Risotto Fritters with Garlic Chive Crème Fraiche

Warm Gruyere & Pancetta Gougères

Duck Confit Spring Rolls with Red Cabbage & Maple-Soy

Mini Lump Crab Cakes with Caper Rémoulade

Mini Buttermilk Biscuits with Honey Butter & Duck Prosciutto

Little Tartlets of Leek, Virginia Ham & Red Pepper

Mini Pulled Pork BBQ Sandwiches with Pickle Julienne

Lobster Beignets with Mustard-Chive Butter

Spiced Lamb Chops with Lime Yogurt Sauce

Devils on Horseback - Dates Wrapped with Bacon, Stuffed with an Almond

Cauliflower & Broccoli Tempura with Maple Balsamic Soy Dipping Sauce

To add an additional hors d'oeuvre | \$4 per piece

To add a reception station or display | \$15 – \$35 per piece



- *Passed Hors D'oeuvres ~ Selection of five*
- *Four Hour Open Bar ~ Featuring a Toast, Resort Brand Cocktails, Domestic & Imported Beers, Resort White, Red & Sparkling Wines*
- *Meal ~ First course, Chef's middle course, Entrée, Wedding Cake, Coffee service*

FIRST COURSE

Kindly Select One

Roasted Heirloom Beets with Arugula Leaves, Ricotta Beignets & Pistachio Lemon Dressing

Resort Caesar Salad - a classic favorite of Romaine Hearts, Anchovies, Homemade Garlic Croutons & Parmesan

Arugula & Endive Salad - Spiced Pecans, Crumbled Chevre & Sherry Mustard Vinaigrette

Pureed Zesty Butternut Squash Soup flavored with Curry, Honey Roasted Pears & Spiced Pumpkin Seeds

Eastern Shore Style Sweet Corn Chowder with Lump Crab Meat and Buttered Fingerling Potatoes

Tower of Maryland Blue Crab, Avocado, Lobster resting in a Puddle of Yellow Heirloom Tomato Gazpacho (spring/summer)

Timbale of Roasted Autumn Squash Ratatouille with Virginia Ham, Fire Roasted Bell Peppers, Caramelized Artichokes & Mushrooms, Resting in a Puddle of Roasted Parsnip Veloute (fall/winter)

CHEF'S MIDDLE COURSE

Kindly Select One

Tangerine Granita with Fresh Tarragon & Pomegranate Seeds

Cucumber & Pineapple Mint Granita with Candied Grapefruit

Heirloom Tomato Trio with California Olive Oil & Smoked Sea Salt

MAIN COURSE

Kindly Select One

Grilled New York Angus Beef with Gold Potato Gratin, Leek Fondue with Sherry Shallot Rosemary Jus

Buttermilk Brined Breast of Chicken - Braised Kale, Celery Root Fondue & Red Wine Mustard Jus

Roasted West Coast Skuna Bay Salmon on Mascarpone Polenta with Local String Beans, Dehydrated Tomatoes & Black Olive Butter

Pearled Barley Risotto of Forest Mushrooms & Baby Spinach with Glazed Loudon Valley Carrots

An additional \$15 per person will apply for a pre-selected choice of two entrées.

Counts due five business days prior to wedding.



- *Passed Hors D'oeuvres ~ Selection of five*
- *Four Hour Open Bar ~ Featuring a Toast, Resort Brand Cocktails, Domestic & Imported Beers, Resort White, Red & Sparkling Wines*
- *Meal ~ Appetizer, First course, Chef's middle course, Entrée, Wedding cake, Coffee service*

APPETIZER

Kindly Select One

Chilled Maine Lobster Salad with Mache Lettuce, Golden Haricot Verts, Cherry 100 Tomatoes & Ginger Lime Vinaigrette

Signature Jumbo Lump Crab Cake

Fondued Leeks, Charred Blue Ridge Asparagus & Stone Ground Mustard Butter

Pan Seared Cape Cod Diver Scallops on Roasted Red Beet Risotto with Preserved Myer Lemon, Shaved Golden Fennel & Little Beet Greens

Tartare of Outer Banks Yellow Fin Tuna with Avocado, Black Sesame & Crispy Nori Chips

Tower of Maryland Blue Crab, Avocado, Lobster resting in a Puddle of Yellow Heirloom Tomato Gazpacho (spring/summer)

Timbale of Roasted Autumn Squash Ratatouille with Fire Roasted Bell Peppers, Caramelized Artichokes, Cucumber & Roasted Parsnip Veloute (fall/winter)

FIRST COURSE

Kindly Select One

Salad of St. Michael's Jumbo Lump Crabmeat with Belgian Red Endive, Picked Mango & Almond Gremolata

Arugula & Endive Salad with Spiced Pears, Crumbled Chevre & Sherry Vinaigrette

Pan Seared Cape Cod Diver Scallops with Creamy Ashland Grits, Arrowleaf Spinach & Tomato Saffron Butter

Crispy Spring Rolls of Moularde Duck, Red Cabbage, Vidalia Onions & Maple Balsamic Jus

Rustic Tomato & Bread Soup with Pecorino, Pesto Croutons & California Olive Oil

Curried Butternut Squash Soup with Honey Roasted Pears & Spiced Pumpkin Seeds

Eastern Shore Sweet Corn Chowder with Marvesta Shrimp & Buttered Fingerling Potatoes

You may substitute your appetizer course or first course for two late night snacks.



CONTINUED

CHEF'S MIDDLE COURSE

Kindly Select One

- Tangerine Granita** with Fresh Tarragon & Pomegranate Seeds
- Watermelon Granita** with Mizzuna Leaves, Lemon & Olive Oil
- Myer Lemon Sorbet** with Kettle One Vodka & Lemon Verbena
- Cucumber & Pineapple Mint Granita** with Candied Grapefruit
- Heirloom Tomato Trio** with California Olive Oil & Smoked Sea Salt
- Shaved Fennel & Red Grapefruit Salad** with Lemon Oil & Spiced Pepitas

MAIN COURSE

Kindly Select One

- Grilled Rack of Fields of Athenry Lamb** - Chickpeas, Roasted Eggplant & Minted Lamb Jus
- Thyme Basted Maryland Rockfish Filet** - Patty Pan Squash Ratatouille & Red Pepper Basil Butter
- Tenderloin of Berryville Black Angus Beef** - Seared Foie Gras, Chanterelles Mushrooms, Madeira Black Truffle Jus
- Agnolotti of Chestnut** - Slow Cooked Napa Cabbage, Poached Quince, Parmesan Sage Butter
- Agnolotti of Middleburg** - Ricotta & Caramelized Onions with Fondued Leeks, Truffle Sage Butter
- Medallion of Veal Tenderloin** - Creamy Polenta, Grilled Romaine, & Balsamic Pine Nut Jus
- A Marriage of Filet Mignon** with Peppercorn Jus & Lobster Spring Roll with Caramelized Lemon Butter, Brussels Sprout Petals
- A Duet of Thyme Basted Sea Bass & Medallion of Veal Tenderloin** - Cream Polenta, Grilled Romaine with Balsamic & Pineuts
- Mid-Atlantic Fresh Catch** - Crispy Artichokes, Black Olives with Tomato Tarragon Butter with choice of Roasted Garlic Broccolini, Ashland Grits, Andouille Butter & Green Onions

*An additional \$15 per person will apply for a pre-selected choice of two entrées.
Counts due five business days prior to wedding.*



Chocolate on Chocolate - Devil's Food Cake Layered with Dark Chocolate Buttercream

Brownie Decadence - Devil's Food Cake with Layered Dark Chocolate Truffle Ganache & Brownie Chunks

Caramel Mochaccino - Devil's Food Cake Layered with Mocha Buttercream & Sea Salt Caramel

Mint Chocolate Chip - Devil's Food Cake Layered with Crème De Menthe Buttercream & Mini Chocolate Chips

Reaves' Nutella® Cup - Devil's Food Cake Layered with Nutella® (Chocolate-Hazelnut) Crème & Dark Chocolate Pearls

Espresso Lover - Chocolate Sponge Cake Layered with Espresso Crème

Chocolate Light - Chocolate Sponge Cake Layered with Milk Chocolate Mousse

Boston Cream - Vanilla Bean Chiffon Cake Layered with Chocolate Ganache & Vanilla Crème

Vanilla On Vanilla - Vanilla Bean Chiffon Cake Layered with Vanilla Buttercream

Strawberries & Cream - Vanilla Bean Chiffon Cake Layered with Fresh Sliced Strawberries & White Chocolate Crème

Lemon Zest - Vanilla Sponge Cake Layered with Fresh Raspberries & Zesty Lemon Curd

Tres Leches - Vanilla Sponge Cake Soaked in "Three Milks", Layered with Whipped Cream & Fresh Berries

Carrots & Oranges - Carrot Spice Cake Layered with Orange Cream Cheese Buttercream

Spanish Almond - Rich Almond Cake Layered with Vanilla Buttercream & Raspberry Preserves

Apple Pie à la Mode - Apple Spice Cake Layered with Vanilla Crème & Oatmeal Streusel

Caramel Apple - Apple Spice Cake Layered with Cinnamon Buttercream & Sea Salt Caramel

Red Velvet - Red Velvet Cake Layered with Cream Cheese Buttercream

Pumpkin Chip - Chocolate Chip Pumpkin Spice Cake Layered with Ginger Crème



VIENNESE TABLES

Dessert Displays

LA CHOCOLATE!

Tiramisu Tulip Cups

Mixed Berry Tartlets

Piedmont Trifle

Milk Chocolate-Hazelnut Petit Fours

Chocolate Caramel Tart

Assortment of Amaretto Cookies and Biscotti

An additional \$24 per person per display

FRIANDISE

Mini Mocha Éclairs

Strawberry Napoleon

Individual Lemon Meringue Tarts

Piedmont Rum Cake

Chocolate-Lavender Pot de Crème

Coconut Macarons and Double Chocolate Brownies

PIE BAR

Choice of Your 4 Favorite Pies

SWEETS

Desserts Displayed on each Dinner Table

A LITTLE TASTE

Mini Tiramisu Tulip Cups

Mixed Berry and Chocolate Tartlets

Milk Chocolate-Hazelnut Petit Fours

Piedmont Trifle Shooters

Assortment of Amaretto Cookies and Biscotti

An additional \$17 per person per display

TINY BITES

Mocha Cream Puffs

Strawberry and Lemon Meringue Tartlets

Mini Piedmont Rum Cakes

Chocolate-Lavender Pot de Crème

Coconut Macarons and Double Chocolate Brownie Bites



DOMESTIC & IMPORTED BEERS

RESORT WINES

Barboursville Chardonnay & Cabernet Sauvignon, Lamarca, Prosecco

RESORT LIQUORS

Absolut, Beefeater Gin, Bacardi Silver, Grants Scotch, Jim Beam, Seagrams 7, Sauza

DELUXE LIQUORS

Ketel One, Tanqueray, Captain Morgan, Dewers, Maker's Mark, Jack Daniels, Cuervo 1800

Add \$10 per person for a four hour bar, \$13 per person for a five hour bar

PREMIUM LIQUORS

Grey Goose, Bombay Sapphire, 10 Cane, Chivas Regal, Woodland Reserve, Crown Royal, Patron Silver

Add \$13 per person for a four hour bar, \$15 per person for a five hour bar

BAR UPGRADES & ENHANCEMENTS

The standard package bar is the Resort Bar as listed above. Substitutions to the list are not permitted but your Premium Bar package may be upgraded and/or enhanced as follows:

- Add any Deluxe Pour to your bar for an additional \$3 per person, per brand
- Add any Premium Pour to your bar for an additional \$5 per person, per brand
- Add Red Bull \$7 per can, on consumption

SPECIALTY SEASONAL MOCKTAIL BEVERAGES upon Arrival at the Wedding Ceremony, \$6 each

OPEN BAR – each additional hour past four hours, \$15 per person

BARTENDER – one per 75 guests for a four hour period, \$200 each

If you wish to have a Bartender beyond four hours, estimate \$40 per additional hour per Bartender



THE WEDDING BRUNCH

Set in private room for a two hour period

FRESH SLICED FRUIT

Chilled Melons, Berries, Pineapples and Other Seasonal Fruit

PARFAITS & OATS (*choose 2*)

Vanilla Yogurt and Coconut Granola Buttercup Salad with Pink Grapefruit and Honey Citrus Vinaigrette

Greek Yogurt, Fresh Berries, House Made Granola

Steel Cut Oatmeal, Plumped Golden Raisins, Brown Sugar, Toasted Walnuts

EGGS GALORE (*choose 2*)

Eggs Benedict with Virginia Ham, Tomato Hollandaise

Cheddar Scrambled Eggs

Tortilla Española with Salsa Picante, Chive Crème Fraiche

Baked Salamander Egg Casserole with Sweet Onions, Arrowleaf Spinach, and Smoked Cheddar Smokehouse Bacon and Fennel Sausages

FROM THE GRIDDLE (*choose 1*)

Buttermilk Pancakes - Warm Maple Syrup, Whipped Butter

French Toast - Raspberry Coulis, Whipped Vanilla Chantilly

SIDES (*choose 2*)

Maple Glazed Culpepper Ham with Buttermilk Biscuits and Apple Mustard

Assortment of Crispy Applewood Smoked Bacon, Pork Sausage Links, Turkey Bacon

Gratin of Gold Potatoes with Roasted Garden Peppers and Panko Breadcrumbs

Freshly Baked Muffins, Croissants and Pecan Streusel Cinnamon Buns

ASSORTED JUICES, COFFEE, TEA

\$42 per person

BRUNCH ADD-ONS

- Bloody Marys & Mimosas: \$9.50 - \$12 each
- Room Rental: \$650+ depending on venue
- Additional Bartenders :\$150 each
- Chef Attendants: \$175 each



CELEBRATE IN THE COOKING STUDIO

Do the bride & groom have a favorite meal they would like to share with their friends and family? The Salamander Cooking Studio is available for private dinner parties where you and your guests can participate or just watch the meal's preparation while conversing with the chef. This is a great way to get your guests to interact, learn something new, and experience a dress rehearsal dinner unlike any other.

OUTDOOR CULINARY GARDEN

Invite your guests to dine under the garden trellis for a refreshing outdoor celebration. This setting is perfect for a farm-to-table rehearsal dinner. Our high level of service excellence and delectable fresh cuisine combined with this magical setting is unforgettable. The garden can accommodate up to 120 people for a family-style dinner or up to 300 for a cocktail reception.

THE MIDDLEBURG TERRACE

Stone and grass terrace is adjacent to the Middleburg Ballroom Foyer and overlooks the Culinary Garden. Offering majestic mountain views that create romantic ambiance. Accommodates up to 320 guests or 400+ guests with tenting.

THE EQUESTRIAN CENTER

Dine outside or in the spacious barn aisles with or without horses in your company while looking out onto the pastures and nature's woodlands and Blue Ridge Mountains. Accommodates 140 for a dinner and 250 for a cocktail reception. **buffet/stations/reception or family style only.*



ADDITIONAL WEDDING FEES

WEDDING CEREMONY FEE FOR EVENTS HOSTED IN THE MIDDLEBURG GRAND BALLROOM

Middleburg Terrace \$2,000 - \$2,500

Culinary Garden \$1,400 - \$1,800

Grand Lawn \$2,300 - \$2,800

Equestrian Barn \$2,000 - \$3,500

Event Parking: Self-Parking is complimentary, Valet Parking \$5

Tent: Pricing Varies

Audio Visual: Pricing Varies

PACKAGE PRICING

The Bluemont Wedding features:

Five Passed Hors d'oeuvres, Four Course Plated Dinner (First Course, Chef's Middle Course, Entrée, Wedding Cake), Four Hour Open Bar with Resort Tier Beverages, Wine Service with Dinner, Champagne Toast

\$210 per person

\$175 per person rate available during certain times of the year and days of the week

The Middleburg Wedding features:

Five Passed Hors d'oeuvres, Five Course Plated Dinner (Appetizer, First Course, Chef's Middle Course, Entrée, Wedding Cake), Four Hour Open Bar with Resort Tier Beverages, Wine Service with Dinner, Champagne Toast

\$260 per person

\$225 per person rate available during certain times of the year and days of the week



THE CATERING AND CULINARY STAFF OF SALAMANDER RESORT & SPA ARE PLEASED TO PRESENT OUR REMINDERS FOR A SUCCESSFUL TASTING.

A FEW REMINDERS FOR A TASTING SUCCESS:

- This is your opportunity to impart your vision to our staff. You will be tasting menu items to assist with finalizing your wedding menu and to ensure that we are catering to your specific tastes. The tasting will include:

Hors D'oeuvres – Selection of Seven Options

Appetizer – Selection of Two Options (Middleburg Wedding Package Only)

First Course, Chef's Middle Course, Main Course – Selection of Two Options

Wedding Cake – Selection of Three Options

- Make sure that you have fully discussed the menu. Combining your own existing preferences with input from your Wedding Specialist should enable you to narrow your choices to a couple of items that are sure to make choosing one, an enjoyable challenge. For example, if you have never cared for lamb, or fish has never been a favorite, your wedding is not the time to experiment. Stick with what you like, and let our Chefs create something you will love!
- Offer up your opinion and preferences ahead of time, so that we can prepare the experience with knowledge of your tastes. If you prefer things cooked to the rare side, love lemon zest, prefer pecans over walnuts, whatever it may be, please let us know.
- Try not to come to the tasting on a completely empty stomach. When you are hungry you are less discriminating about what you are eating, and you may eat too fast to truly evaluate the food.
- Once you have tasted each item, please share your thoughts and preferences with your Wedding Specialists and the Chef. Do you like more or less seasoning or spice? Want to know if you can add or take away something from a dish? Now is the perfect time to raise these questions, and the best time to get answers directly from the Chef.
- Your Wedding Specialist will take notes on everything that is discussed and decided on, and this information will be shared with our staff as they prepare to host you and your guests for an event designed especially with you in mind.

LASTLY:

- Please schedule your tasting at least 3 months in advance with your Wedding Specialist. Tasting times are usually Wednesdays or Thursdays, 2pm or 4pm – of course, we will do our best to accommodate your availability.
- You may bring whomever you like to your tasting: complimentary for the first four, \$90 per each additional guest.



BANQUET AND CATERING INFORMATION

All reservations and agreements are made upon and are subject to the guidelines of Salamander® Resort & Spa and the following conditions:

BARTENDER / CHEF / STATION ATTENDANT FEES

Our standard for bartenders is one bartender per 75 guests and one chef attendant or station attendant per 100 guests. Chefs, Bartenders and Station Attendants are \$200 each for a four hour period and \$40 for each additional hour thereafter.

DAMAGE

The client agrees to be responsible and reimburse Salamander Resort & Spa for any damage done by the client, client's guests or contractors.

ENTERTAINMENT / DECOR

To enhance your event, we can recommend vendors who can provide decor, linen, music and entertainment options to enhance your experience. Contact your Wedding Specialist for details.

FOOD AND BEVERAGE

Current prices are indicated on the enclosed menus. The quotation herein is subject to a proportionate increase to meet the cost of food and beverages and other costs of operation existing on the date of the scheduled function. The Resort reserves the right to supply all food and beverages. All food and beverage prices are subject to change without notice.

The Resort does not permit any food or beverage to be brought onto the property from outside sources or the removal of any food after the functions. The Virginia State Liquor Commission regulates the sales and service of alcoholic beverages and Salamander Resort & Spa is the only licensee authorized to sell and serve alcoholic beverages on the premises.

FUNCTION ROOMS

Function rooms are assigned by the Resort according to the guaranteed minimum number of people anticipated. Room rental fees are applicable if group attendance drops below the estimated attendance at the time of booking. The Resort reserves the right to change event locations to a room more suitable at the Resorts discretion, with notification, if attendance drops or increases.

GUARANTEES

Salamander Resort & Spa requires notification to the Catering and Conference Services

Department of the exact number of guests three business (72 hours) days prior to the function. This confirmed number constitutes the guarantee. Guarantees for Saturday, Sunday or Monday events will

be confirmed the previous Tuesday by 10 am. Tuesday events must be confirmed on the preceding Wednesday, by 10 am. If less than the guaranteed number of guests attend the event, the original guarantee number will be charged. If no guarantee is given, the original expected number of guests will be considered your guarantee.

LOST AND FOUND

Salamander Resort & Spa does not accept any responsibility for the damage or loss of any items left in the Resort prior to, during or following the events.

MENU PREPARATION

To ensure every detail is handled in a professional manner, the Resort requires that your menu selections and specific needs be finalized four to six weeks prior to your event. At that point you will receive a copy of our banquet event orders on which you may make additions and deletions and return to us with your signature. For groups of 25 guests or less, our Catering and Conference Services Team will work with you to customize menus.

OUTDOOR FUNCTIONS

Due to the demands of scheduling staff and equipment movement, the Resort will decide on the day of your function whether the function will be held inside or outside. If the weather forecast is 40% chance of rain or higher, extreme temperatures, snow or lightning, the party will automatically be moved inside to ensure the safety of our guests and staff. For lunch events, the weather call will be made at 8 am and for evening events the weather call will be made at 12 pm. All outdoor events are assigned a backup location at the time of booking. Middleburg town ordinance requires all outdoor functions to end at 10pm.

OUTSIDE CONTRACTORS

The Resort reserves the right to approve all outside contractors hired for use by a group. The Resort will, upon reasonable notice, cooperate with outside contractors. Resort facilities are available to outside contractors to the extent that their function does not interfere with use of the facilities by other guests. All outside contractors must submit proof of \$1,000,000 insurance, engineering /electrical needs and Fire Department approved permits to the Resort thirty (30) days prior to their set-up. Smoking by outside contractors in the public areas or in the storage areas of the Resort is prohibited. The client is responsible for any charges and damage an outside contractor incurs while in the employ of the client. The Resort will give clients a preferred vendor list upon request.



PAYMENT

Payment shall be made in advance of the function unless credit has been established to the satisfaction of the Resort, in which a deposit shall be paid at the time of signing the agreement. The balance of the account is due and payable thirty (30) days in advance of the date of the function. We require guests to have a credit card on file (30) days prior to the event for any charges incurred the day of the event.

PRICES

The prices herein are subject to increase in the event of any increases in food, beverage or other costs of operation at the time of the function. The client grants the right to the Resort to increase such prices or to make reasonable substitutions on the menu with prior written notice to the client.

SERVICE AND OTHER CHARGES

A 22% service charge is added to all food and beverage charges. Applicable state and local sales tax is added to all food and beverage charges including the service charge. The service charges and taxes are subject to change without notice. Currently the state tax is 10%. The service charge is taxable.

Coat Attendant (5 hour event) \$150,
\$40 for each additional hour

Restroom Attendant (5 hour event) \$150,
\$40 for each additional hour

Additional Server fee (5 hour event) \$300,
\$40 for each additional hour

Meeting room set-up fee begins at \$300

Valet Parking \$12 per car

Self-Parking no charge

SHIPPING AND RECEIVING

The resort will accept up to 10 boxes complimentary 7 days prior to the scheduled event. Any additional boxes will be subject to a \$10 handling/storage fee per box.

This amount is subject to review and will be confirmed no later than 6 weeks prior to the group's arrival. This handling fee will cover the following services:

- Receiving shipment
- Secured storage for up to 1 week prior to your event
- Distribution of meeting materials to and from meeting room locations
- Shipping (freight charges not included)

All shipping charges are additional. The resort will not accept C.O.D. shipments and all arrangements with regards to shipping are to be prepaid. The group master account can be designated to cover payments for return shipments only.

All shipments should be routed directly to the Resort:

Salamander Resort & Spa
10 N Pendleton Street
Middleburg, VA 20117
Attention: Your Wedding Specialist
Your Company Name / Event Date

SIGNS AND BANNERS

The Resort has the following policy with respect to signs in the banquet and meeting areas. The Resort reserves the right to approve all signage. All signs must be professionally printed. Signage is not permitted on the exterior or interior of the guest rooms, including the Plains Hospitality Suite, or anywhere in public areas. Printed signs outside function rooms should be free standing or on an easel. The Resort will assist in placing all signs and banners and will charge a minimum of \$95 per banner.

SMOKING

Smoking is not permitted within 20 feet of any Salamander Resort & Spa building.

STORAGE / DRAYAGE

Due to fire regulations, clients or contractors cannot use public areas and service hallways within the Resort for storage of supplies or equipment. For pre-meeting or convention storage and handling of large amounts of materials, exhibits or boxes, the Resort recommends that clients use a drayage - exhibit company or plan to have the empty boxes of materials stored back on delivery trucks.