



## 2018 Weekend Wedding Package

For 2018, we are continuing to offer our unmatched wedding package. Drawing upon the very best wedding memories of our guests over the past years, our 2018 Weekend Wedding Package provides a thoroughly comprehensive, uncommonly thoughtful, and ultimately enchanted collaboration for the discerning guests who choose Prairiewood for their wedding weekend.

Including 3 days and nights, our 2018 Weekend Wedding Package includes exclusive use of the entire RetreatHouse, Blue Sage Barn, & Outdoor Wedding Meadow - and all of their immaculate and secluded grounds. Perfectly private, Prairiewood becomes your very own Wedding Oasis for you and your guests during your entire time with us. And, our 3-day Wedding Package ensures a leisurely pace that allows for a more enjoyable overall wedding experience... providing more time to prepare, more time to relax, more time to create the memories that will last a lifetime.

**Experience  
Summary:**

Prairiewood Retreat & Preserve is an idyllic location nestled in the native tallgrass prairie of the Flint Hills, just a mile west of Manhattan, Kansas. The incomparable beauty of the quiet prairie countryside, combined with the abundance of amenities and features, make Prairiewood the region's premier destination for exceptional wedding events. More than just a venue, our exclusive 2018 Weekend Wedding Package provides the opportunity to take advantage of all of our best options, amenities, and services.

**Capacity:**

For the capacity of the Blue Sage Barn, we recommend an anticipated attendance of 200 or less. Individual, indoor sit-down, table seating is available for 175-200, with additional seating available on the Barn's covered patio. Maximum attendance allowed is 250 individuals.

**Arrival &  
Departure**

Arrive at 4:00pm on Thursday. Depart at 12:00pm on Sunday. (or opt for extended Retreat House stay until Monday for \$100 off the added night!)

**Reservation:**

A signed contract and a 50% non-refundable down payment are required to book your 2018 Weekend Wedding Package. The final payment is due 30 days prior to your event.

**Rates &  
Details:**

See back page in this packet for rates. We love to answer your inquiries, so please ask us questions about our rates and the many specific options, amenities, and services included in your Prairiewood stay! Call us at (785) 537-9999 or [info@prairiewood.com](mailto:info@prairiewood.com)

## 2018 Weekend Wedding Package Details:

- Exclusive Use of the RetreatHouse, which sleeps 8-14 people. Including outdoor sports pool and deluxe hot tub, among many other amenities. The RetreatHouse makes for a delightful staging area for preparation and pre-wedding activities. It is often used for a rehearsal dinner site, guest rooms for family or wedding party, and a Sunday breakfast following.
  - Private Pool & Hot Tub
  - 4 Private Bedroom + Bath Suites
  - Indoor & Outdoor Sound System
  - Player Piano w/ CDs provided
  - Multi-room seating for up to 45
  - Pool Table, Foosball, Home Theater Area
  - Sport Court / Basketball Goal
  - 6 Air Mattresses available for additional sleeping capacity
- Use of the Blue Sage Barn and its surroundings; allowing ample opportunity to decorate, use for rehearsal, use for reception (and ceremony “rain backup” to the meadow), take photos – all with plenty of time on Sunday to clean up after your event.
  - Prep Kitchen & Bar with high capacity ice machine, two ranges, two refrigerators, warming rack
  - Tables & Chairs for up to 250 guests
  - Convenient, accessible restrooms
  - Versatile lighting, including parameter market-style lights
  - Climate controlled facility
- Use of the secluded, Wedding Meadow along creek bank – mowed, trimmed, and sprayed for insects
- Use, set-up, and removal of designated Wedding Meadow chairs
- Parking area provided for approximately 100 cars
- Prairiewood staff parking assistant for parking guidance during guest arrival
- Staff person at your Barn reception, helping with facility coordination and keeping restrooms tidy
- Use of 6-seat golf cart
- Use of Walking/Hiking Trails south of RetreatHouse
- Extended Check-Out for Blue Sage Barn and Retreat House on Sunday to 12:00pm
- Ability to host Rehearsal Dinner at the RetreatHouse, up to 45 people
- Use of Prairiewood’s exterior grounds for engagement photo shoot prior to stay.
- Take a stroll to nearby Walnut Pond, where you can use our canoes and kayaks for a quiet time on the pond – or a simple picnic lunch at one of our tables.
- Option of adding additional night(s) at Retreat House for \$100 off a night (subject to availability)
- \$50 discount for accommodations at Prairiewood’s HomePlace for a future stay (subject to availability)
- A pair of engraved Prairiewood wineglasses for Bride and Groom
- A \$250 discount on a minimum 2-night stay at Stonehouse, booked in addition to RetreatHouse

## 2018 Weekend Wedding Package Rates:

|                    |         |
|--------------------|---------|
| January & February | \$3,400 |
| March              | \$4,800 |
| April              | \$5,600 |
| May – October      | \$7,800 |
| November           | \$5,600 |
| December           | \$4,200 |

***Note:** For any Thursday-Sunday booking in which the dates fall among two months, the higher of the two month's price will apply to that booking. A 3.9% Administrative Charge will be added to any invoices paid by credit card.*

\*Prairiewood Retreat is an active tallgrass prairie preserve, and to maintain upkeep, we do burn the native tallgrass areas that surround the property in the early spring months, most years.

### Cancellation Policy:

All down payments are final and cannot be refunded under any circumstances.

- After a Cancellation Request is received in writing, Prairiewood will attempt to re-rent the Premises during the Rental Period. If and when all reserved nights are re-rented to an alternate guest, the remaining balance due (50%) will be waived. The non-refundable down payment will be kept.
- If a Cancellation Request occurs and the dates are not re-rented by an alternate guest, then the full rate will be collected on time as indicated in this Rental Agreement. Guest will be responsible to pay for all days/nights originally rented that were not re-rented and remain un-rented at the time of Check-In.
- It is the responsibility of the Guest to confirm with Prairiewood that any Cancellation Request has been received. All such confirmations by Prairiewood will be sent in the form of an email or letter.

### Policies, Procedures, and the Future of Prairiewood:

Prairiewood has regular policies and procedures that will be listed in your Rental Agreement. Among them are details that will help ensure you have the best experience possible while at our facility, and ensure we are able to continue to provide this unique venue to others in the future. Prairiewood is a family-run business, located in a quiet rural setting. Noise travels easily and far, and many of our policies - including strict Quiet Hours - are designed to protect the very special qualities of the area in which we are located. We ask that all Guests help us maintain the unique opportunities afforded at Prairiewood by following our policies and treating this place as though it were their own.