



Wedding

Event Planning Packet

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**Rental Fees**

**\*Minimum rental of 2 hours**

**Day Rates – events ending by 3:00 p.m. Evening rates – events starting after 4:00 p.m.**

Monday-Thursday $100 per hour Monday-Thursday $125 per hour

Friday $125 per hour Friday $150 per hour

Saturday $225 per hour Saturday $250 per hour

Sunday $175 per hour Sunday $200 per hour

***Each event includes 2 hour set up block and 1 hour tear down immediately following event. Extra time needed will be charged appropriate hourly rate. If you happen to arrive early for set up, you will be let in at the coordinated time, if you arrive early and set up you will be charged accordingly.***

**Holiday Rates – Additional $100/hour for holidays & holiday weekends**

Holidays include: New Year’s Eve, New Year’s Day, Easter, Memorial Day, 4th of July, Labor Day, Thanksgiving Day, Christmas Eve, & Christmas Day

**Capacity**

**Maximum capacity of the main room is 140 guests; the entire Lodge is 160 guests.**

**Weddings with Indoor Ceremony: 140 guests, with seating at tables**

**Weddings with Outdoor Ceremony: 150 guests**

**Receptions with dancefloor: 120, comfortably seated.**

**Events with no dance floor: 160 guests**

**Catering**

MacKenzie Place is happy to cater for your next event. Please see back of packet for current menus & pricing. Our Executive Chef would love to meet with you to discuss additional menu options as well. You may use your own catering but all food must come from a commercial kitchen/operator with a food and beverage license and liability insurance.

**Non-Alcoholic Beverages**

Unlimited beverages with accompaniments $1 per guest

\*\*Includes coffee, hot tea, iced tea, & water with a 20 person minimum required

Bottled Water $1 per guest

Seasonal Drinks (lemonade, punch, hot chocolate) $15 per gallon (approximately 30 servings)

Assorted Sodas $1 per guest

Juices (orange, apple, tomato) $15 per gallon (approximately 30 servings)

**Bar Service**

**No outside alcohol is permitted on premises.**

**Should alcohol be found, event will be terminated.**

**$75/hour for bartender, glassware, mixes, ice**

Domestic Beer - $3/bottle

Budweiser, Bud Light

Microbrew Beer - $4/bottle

Square Mile Cider, Odell IPA, Easy Street, 90 Shilling, Drumroll APA

House Wine - $5/glass or $20/bottle

Brands vary. Ask for most updated list.

Well Cocktails - $5/glass or shot

360 Vodka, Beefeater Gin, Cruzan Rum, Evan Williams Whiskey, Ballantine’s Scotch, Lunazul Tequila

Premium Cocktails - $7/glass or shot

Grey Goose Vodka, Bombay Sapphire Gin, Bacardi Rum, Malibu Rum, Jameson Irish Whiskey, Rittenhouse Rye Whiskey, Glenlivet Scotch, Cazadores Reposado Tequila

Champagne - $25/bottle

½ Barrel Domestic Kegs - $225

Budweiser, Bud Light, Busch, Blue Moon, Coors, Coors Light, Miller Light, Michelob

¼ Barrel Domestic Kegs - $125

Coors Light, Bud Light, Michelob Ultra

1/6 Barrel Domestic Kegs - $75

Blue Moon, Budweiser, Bud Light

½ Barrel Microbrew Kegs – $275

Odell, Black Bottle, Oskar Blues, New Belgium, Lagunitas IPA, Goose Island, Stella, Sam Adams, Breckenridge Brewing

¼ Barrel Microbrew Kegs - $150

Odell

1/6 Barrel Microbrew Kegs - $100

New Belgium, Black Bottle, Oskar Blues, Sam Adams, Breckenridge Brewing, Goose Island

**Kegs range from 40-140 pints per keg size.**

**Wedding Packages**

*For the couple who want it all…*

\*All packages are customizable to meet your wedding day needs\*

Each event includes 2 hour set up block and 1 hour tear down immediately following event. Extra time needed will be charged appropriate hourly rate.

**Cocktail Hour**

Two hour use of Patio or Lodge

Two hour bartender service

Cocktail tables with your choice of linen color

China & silverware

Coffee service

One hour pre-event planning meeting

On-site manager for the day of your wedding

**$800**

**Elopement**

**Maximum 50 guests**

Indoor or Outdoor Ceremony

Two hour cocktail reception following ceremony

Bartender service with champagne toast

Chef’s choice appetizers

Cocktail tables with your choice of linen color

China & silverware

One hour pre-event planning meeting

On-site manager for the day of your wedding

**$1000**

**Post Wedding Brunch**

**Based on availability – maximum 30 guests**

Two hour Lodge use

Ability to leave gifts locked up at Lodge overnight

Round guest tables with your choice of linen color

Bartender service with bottomless mimosa and Bloody Mary’s

Muffins, bagels, fruit

Coffee & juice

**$1000**

**Pre Wedding Relaxation**

Mimosa Bar for Bride & Bridesmaids

Bottle of Glenlevit Scotch for Groom & Groomsmen

Muffins, Fruit

**$200**

**For holiday weekends, please add $200 to package.**

**Prices listed do not include service charge or tax.**

**Reception (Most Popular)**

Exclusive use of Lodge & Patio areas

Includes customized set up and tear down of reception

Six hour reception time

One hour pre-event planning meeting

On-site manager for the day of your wedding

Round tables for guests with your choice of linen color

White folding chairs

Banquet tables for buffet with your choice of linen color

Linen napkins with your choice of color

Champagne toast & flutes for head table

Unlimited soda package

Coffee service

China & silverware

Spacious dance floor

Guest book table

Gift table

Draped cake table

Draped head table

Draped DJ table

Video projection system and large screen (for video or photos via DVD or computer)

**Sunday-Thursday $2000**

**Friday $2300**

**Saturday $2500**

**For holiday weekends, please add $600 to package.**

**\*** Each event includes 2 hour set up block and 1 hour tear down immediately following event. Extra time needed will be charged appropriate hourly rate.

**Add on options**

Ceremony on-site (during 6 hour rental) $200

Chair covers (black, white, or ivory) with sashes $7 per chair

 Cake cutting service $50

 Event set up/tear down of décor $1 per person (for each)

Rehearsals are held on weekdays between 9-4 p.m. (weekends and evenings if available).

A **one hour** appointment must be made with the Event Manager for rehearsal.

Rehearsals shall be conducted by client or officiant.
Additional set up time for the purpose of decorating, planning meeting, rehearsal, load time after event, etc. is subject to the appropriate hourly rate.

Planning meeting takes place approximately 30 days prior to event, during weekday business hours (weekends and evenings if available). Typical attendees include a Lodge representative, bride, groom, and wedding consultant or contact person. The purpose of the meeting is to review all event details.

Contact person responsibilities: must be in attendance through entire event and be able to make decisions regarding financials, extra hours, liquor, etc.

**Prices listed do not include service charge (20%) or tax (7.4%). The service charge is NOT a gratuity for the staff. The service charge covers the essentials of the building.**

**Rentals & A la Carte Pricing**

**Audio, Visual, & Staging**

LCD Projector & Screen 11’x6’ $50.00

Sound System $30.00

P.A. System, Podium $30.00

Microphone (Wireless handheld) $20.00

Internet Access (included in rental) Free

Dance Floor (included in rental) Free

Easel $5.00

Baby Grand Piano $150.00

Stage $50.00

**Tables & Chairs**

Table, Banquet 6’ (seats 6-8) $10.00

Table, Glass 18”x54” (décor or sign in) $4.00

Table, Round 5’ (seats 8-10) $10.00

Table, Cocktail 30”x42” $9.00

Folding Chairs, White $1.00

Set Up Fee per chair $.50

Set Up Fee per table $1.00

**Poly or Satin Linens\***

Rounds 96” $15.00

Rounds 120” $18.00

Rounds 132” $22.00

Rectangle 90”x132” $22.00

Square 72”x72” $12.00

Square 84”x84” $14.00

Chair Covers $6.00

Chair Sashes $1.00

Napkins 20”x20” $1.00

\*For all linen orders, please add $45.00 for damage waiver & delivery

**Serviceware**

China, White Dinner Plate $.50

 Salad Plate $.50

 Bread & Butter Plate $.50

 Dessert Plate $.50

 Soup Bowl $.50

Flatware Dinner Fork $.50

 Dinner Knife $.50

 Salad/Dessert Fork $.50

 Soup Spoon $.50

Teaspoon $.50

Steak Knife $.50

Salt & Pepper Shakers (filled) $1.00

Carafe, 1 Liter $3.00

Electric Hot Box $50.00

Chafer, 4 quart round $10.00

Chafer, 8 quart rectangle $10.00

Sterno, 6 hours $2.00

Cupcake Tower $40.00

Cake Cutting Service $50.00

Table Numbers with 7” stand $1.00

Paper Products $3.00

Beverage Containers $5.00

**Tents**

Pop Up Canopy, 10x10’ 100.00

Frame Tent, 10x20’ 300.00

**Fountains**

Beverage Fountain, 3 gallon $90.00

Beverage Fountain, 5 gallon $105.00

Chocolate Fountain $120.00

Premium Chocolate, 2 pound bag $25.00

Wooden Skewers, 100 per bag $5.00

**Décor**

Aisle Runner, Disposable White 75’ $60.00

Aisle Runner, Carpet Red 25’ $75.00

Aisle Runner, Carpet Red 50’ $120.00

Arch, White Resin $85.00

Arch, Metal $85.00

Vases, 22” Tower $12.00

Vases, 5.25x12” Cylinder $9.00

Votive, Glass Cups $2.00

LED Tea Lights $1.00

**Staff & Specialty Services**

Staff, Event Planner $30.00 per hour

Staff, Server (1 per 50 guests) $20.00 per hour

Staff, Dishwasher $20.00 per hour

Staff, Additional Bartender $50.00 per hour