



Thank you for considering Adventures on the Gorge (AOTG) as your wedding venue. It is a beautiful setting with amazing views, delicious food, first-rate staff, exceptional lodging, and adventures that will last a lifetime. Enclosed in this packet you will find venues, pricing, menus, photographs, and more for your review. Please note, we have a variety of options, times, and prices available. Hopefully one will meet your needs. If everything is to your liking, let's meet so I can give you a tour of our resort. Don't forget those walking shoes!

We have a variety of venues to offer. Most ceremonies are held on our deck located on the rim of the New River Gorge. The ceremony deck can accommodate up to 250 guests. You can then select from one of our many reception options to fit your needs.

**OPTION ONE:** Daytime wedding ceremony on Ceremony Deck followed by reception at Smokey's Steakhouse

**OPTION TWO:** Daytime wedding ceremony on Ceremony Deck, reception at Smokey's Steakhouse, and afterparty on Ceremony Deck

**OPTION THREE:** Daytime wedding ceremony on Ceremony Deck, reception at Smokey's Steakhouse, and afterparty at Rendezvous Lodge

**OPTION FOUR:** Daytime wedding ceremony on Ceremony Deck, reception at Smokey's Steakhouse, and afterparty at Canyon Falls Pool

**OPTION FIVE:** Daytime or evening ceremony followed by dinner in the Lookout Post with dancing on deck

**OPTION SIX:** Wedding ceremony on Smokey's lower deck followed by pool reception

Our culinary team prepares an incredible buffet or plated meals. We do require in-house catering for all events. Menus with a variety of canapés, incredible buffets, amazing plated meals, and more are available for you to make selections. The costs range in price with 6% sales tax and 18% gratuity added to each meal.

We take care of all set up and clean up. You just need to provide all personal decorations, flowers, officiant, photographer, music, and wedding cake.

Note that weddings with 50 or less guests must be scheduled on a non-Saturday or non-holiday Sunday.

Consider a Friday to save 25% or non-holiday Sundays-Thursdays to save 50% on facilities and fees. Food, alcohol, gratuity, and tax not included in discount.

Please contact me at 513-702-9407 (cell), 304-574-4451 (work), or [j.campbell@onthegorge.com](mailto:j.campbell@onthegorge.com) to secure your wedding venue date. Thanks again for considering Adventures on the Gorge as your wedding venue.

Jessica Campbell  
Catering Manager  
best: 513-702-9407 (cell)  
304-574-4451 (work)  
[j.campbell@onthegorge.com](mailto:j.campbell@onthegorge.com)  
[@weddingsonthegorge](#) (Instagram)



# Wedding Option One

## Daytime wedding ceremony followed by reception at Smokey's Steakhouse

A mid-day ceremony overlooking the picturesque New River Gorge followed by a reception at our signature restaurant, Smokey's Steakhouse. A quaint timber frame pavilion offering gourmet dining, Smokey's serves as the perfect setting for your special day. The ceremony is typically held on the lower deck for maximum views. The deck is approximately 30x60 feet and holds up to 250 chairs. In the event of rain, there is a beautiful, white tent available. The reception is held inside Smokey's offering a natural setting with beautiful views of the surrounding scenery. The main reception area measures 40x60 feet including dance floor and bar. Smokey's can accommodate 160 guests.

**TOTAL EXPENSE (EXCLUDING FOOD, ALCOHOL, GRATUITY, & TAX): \$7,700**

**CEREMONY DECK | SMOKEY'S FACILITY | BRIDAL READY ROOM | CEREMONY DECK TENT  
DAY OF COORDINATOR | SET-UP | CLEAN UP**

All receptions and ceremonies are held 11 a.m. to 4 p.m. Setup takes place the night before and early that morning. Decorations should also be brought in the evening prior so wait staff or individuals of your choosing can arrange them. Smokey's Steakhouse will provide all food and alcohol with the exception of wedding cake. These costs will be added to the final invoice with 6% sales tax and 18% gratuity. The client is responsible for providing decorations, wedding cake, music, photography, flowers, and officiant. Evening weddings & receptions may be held from October 27-November 10 with an increase of \$1,000.00. Winter rates begin November 12<sup>th</sup> with half off facility rentals excluding Holiday weekends.

**For more information, please call Jessica Campbell at 513.702.9407 (cell),  
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# Wedding Option Two

## Daytime wedding ceremony followed by reception at Smokey's Steakhouse and afterparty on Smokey's lower deck

Want to keep the party going? Let the New River Gorge be your backdrop with an afterparty following the reception. Smokey's Steakhouse is a quaint timber frame pavilion and home to some of the best gourmet food in the state. Ceremonies are typically held on the lower deck of Smokey's for maximum views. The deck is approximately 30x60 feet and holds up to 250 chairs. In the event, of rain we do have a beautiful, white tent available. The reception is held inside Smokey's offering a natural setting with beautiful views of the surrounding scenery. The main reception area measures 40x60 feet, including dance floor and bar. Smokey's can accommodate 160 guests. With this option, continue your celebration back on the lower deck until the clock strikes twelve.

**TOTAL EXPENSE (EXCLUDING FOOD, ALCOHOL, GRATUITY, & TAX): \$9,850**

**CEREMONY DECK | SMOKEY'S FACILITY | BRIDAL READY ROOM | CEREMONY DECK TENT**

**AFTERPARTY DECK RENTAL | PRIVATE BARTENDER FOR AFTERPARTY**

**DAY OF COORDINATOR | SET-UP | CLEAN UP**

All receptions and ceremonies are held 11 a.m. to 4 p.m. Setup takes place the night before and early that morning. Decorations should also be brought in the evening prior so wait staff or individuals of your choosing can arrange them. Smokey's Steakhouse will provide all food and alcohol with the exception of wedding cake. These costs will be added to the final invoice with 6% sales tax and 18% gratuity. The client is responsible for providing decorations, wedding cake, music, photography, flowers, and officiant. The afterparty may immediately follow the reception from 4-9 p.m. or can rekindle later from 7 p.m. - 12 a.m.

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# Wedding Option Three

## Daytime wedding ceremony followed by reception at Smokey's Steakhouse and afterparty at Rendezvous Lodge

Some people just prefer life a bit more rowdy. Follow-up your wedding at Smokey's Steakhouse, our quaint timber frame pavilion located directly on the rim of the New River Gorge, with a raucous good time at Rendezvous Lodge. Located on our Mill Creek Campus, Rendezvous is the perfect place for your guests to kick up their heels while throwing back a few brews. Ceremonies are typically held on the lower deck of Smokey's for maximum views. The deck is approximately 30x60 feet and holds up to 250 chairs. In the event of rain, we do have a beautiful, white tent available. The reception is held inside Smokey's offering a natural setting with beautiful views of the surrounding scenery. The main reception area measures 40x60 feet, including dance floor and bar, while the buffet area is in an adjacent room. Smokey's can accommodate 160 guests. The after party typically begins at 8:30 p.m. when the weekly scheduled bands begin to play.

**TOTAL EXPENSE (EXCLUDING FOOD, ALCOHOL, GRATUITY, & TAX): \$8,850**

**CEREMONY DECK | SMOKEY'S FACILITY | BRIDAL READY ROOM | CEREMONY DECK TENT**

**AFTERPARTY DECK OR LOFT RENTAL | PRIVATE BARTENDER FOR AFTERPARTY**

**DAY OF COORDINATOR | SET-UP | CLEAN UP**

All receptions and ceremonies are held 11 a.m. to 4 p.m. Setup takes place the night before and early that morning. Decorations should also be brought in the evening prior so wait staff or individuals of your choosing can arrange them. Smokey's Steakhouse will provide all food and alcohol with the exception of wedding cake. These costs will be added to the final invoice with 6% sales tax and 18% gratuity. The client is responsible for providing decorations, wedding cake, music, photography, flowers, and officiant. The afterparty is usually held from 8 p.m. - 12 a.m.

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# Wedding Option Four

## Daytime wedding ceremony followed by reception at Smokey's Steakhouse and afterparty at Canyon Falls Swimming Hole

The ultimate wedding experience! Three of our best venues all rolled into one. Your wedding ceremony will take place on the lower deck of Smokey's Steakhouse overlooking the picturesque New River Gorge. Just a short walk from the lower deck is Smokey's main restaurant which will play host to your wedding reception for everyone in attendance. Follow up with an afterparty at our one-of-a-kind pool, Canyon Falls Swimming Hole, where we've hosted some of the finest weddings around. We offer a courtesy rental rate as a "thank you." Surrounded by foliage, Canyon Falls offers the most open view of the New River Gorge Bridge yet. Once the sun begins to fade, the pool and nearby lanterns will be lit to provide the perfect ambiance with cascading waterfalls and river rocks making it anything, but ordinary. Additional rentals are recommended, especially tents. We give no refunds for rain, but will try a venue change.

**TOTAL EXPENSE (EXCLUDING FOOD, ALCOHOL, GRATUITY, & TAX): \$10,500**

**CEREMONY DECK | SMOKEY'S FACILITY | BRIDAL READY ROOM | CEREMONY DECK TENT**

**POOL RENTAL | PRIVATE BARTENDER FOR AFTERPARTY**

**DAY OF COORDINATOR | SET-UP | CLEAN UP**

The space at Canyon Falls can accommodate 400 plus people. The pool, decking, and surrounding patio are more than 13,000 square feet. However, keep in mind that our ceremony deck can only hold 250 people. This option is available with minimal restrictions before Memorial Day Weekend or after Labor Day Weekend. If having an afterparty in the summer months, you cannot begin your party until 7:30 p.m. Smokey's Steakhouse will provide all food and alcohol with the exception of wedding cake. These costs will be added to the final invoice with 6% sales tax and 18% gratuity. The client is responsible for providing decorations, wedding cake, music, photography, flowers, and officiant.

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# Wedding Option Five

**Daytime or evening ceremony on wedding deck followed by dinner reception held in The Lookout Post with dancing reception on lower deck**

There's no better place for a nature inspired wedding. Our ceremony deck hugs the cliffline offering breathtaking views of the New River Gorge below. Ceremonies are typically held on the lower deck of Smokey's for maximum views. The deck is approximately 30x60 feet. In the event of rain, we do have a beautiful, white tent available. Dinner will be served in The Lookout Post, our new conference center, with the wedding deck converted into a dance floor for the reception. White linens, flatware, glassware, china, and staff will be provided. The maximum guest size for this event is 100 people.

**TOTAL EXPENSE (EXCLUDING FOOD, ALCOHOL, & GRATUITY): \$8,600**

**CEREMONY DECK | LOOKOUT POST FACILITY | BRIDAL READY ROOM | CEREMONY DECK TENT  
DAY OF COORDINATOR | SET-UP | CLEAN UP**

This option is available day or night. Setup takes place the night before and early that morning. Decorations should also be brought in the evening prior so wait staff or individuals of your choosing can arrange them. Smokey's Steakhouse will provide all food and alcohol with the exception of wedding cake. These costs will be added to the final invoice with 6% sales tax and 18% gratuity. The client is responsible for providing decorations, wedding cake, music, photography, flowers, and officiant.

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# Wedding Option Six

## Wedding ceremony on Smokey's lower deck followed by pool reception

Canyon Falls Swimming Hole is located on our Canyon Rim Campus directly behind Smokey's Steakhouse. This 3,000 square foot pool with over 15,000 square feet of surrounding deck is not only a great place to relax, but also offers some of the absolute best views anywhere in the New River Gorge. Ceremonies are typically held on the lower deck of Smokey's for maximum views. The deck is approximately 30x60 feet and holds up to 250 chairs. In the event of rain, we do have a beautiful, white tent available. The reception will be held at Canyon Falls following the ceremony. Guests will be responsible for additional rentals such as tables, tents, chairs, and linens.

**TOTAL EXPENSE (EXCLUDING FOOD, ALCOHOL, GRATUITY, & TAX): \$9,500**

**CEREMONY DECK | POOL RENTAL | BRIDAL READY ROOM | CEREMONY DECK TENT  
PRIVATE BARTENDER FOR AFTERPARTY | DAY OF COORDINATOR | SET-UP | CLEAN UP**

We provide furniture only for the buffet area. White linens are available for banquet tables. All flatware, china, glassware, and staff will be provided by Adventures on the Gorge. Smokey's Steakhouse will provide all food and alcohol with the exception of wedding cake. These costs will be added to the final invoice with 6% sales tax and 18% gratuity. All pool receptions rentals are five hours. Each additional hour is \$350.00. The client is responsible for providing decorations, wedding cake, music, photographer, flowers, and officiant. This option is swim at your own risk. The pool is only available after 7:30 p.m. Memorial Day - Labor Day, but dates outside that window are more flexible. Additional rental fees are required for tents, tables, chairs, linens and lighting. These fees may range between \$2,000.00 - \$9,000.00 depending on the number of people and your selections.

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# TERMS AND CONDITIONS

## **MENU SELECTION**

All menu prices are subject to change without prior notice unless they are on a Banquet Event Order (BEO) signed by the client and returned to Adventures on the Gorge.

## **GUARANTEED NUMBER OF GUESTS**

We need assistance in making your banquet a success. Final counts for scheduled events must be guaranteed by noon (EST) seven days in advance. If for some reason the guarantee is not received by that time, the most recent projected figure will be considered as the final count. This will be considered your minimum guarantee, not subject to reduction, for which you will be charged should fewer people attend.

## **ALCOHOLIC BEVERAGES**

The West Virginia State Liquor commission regulates the sale and service of all alcoholic beverages. Adventures on the Gorge, as a licensee, is responsible for the administration of the sale and service of alcoholic beverages in accordance with West Virginia ABC regulations. Provisions of the resort's liquor license prohibit the patron or attendees from providing alcoholic beverages from outside sources. Alcoholic beverages served on resort premises require resort servers and bartenders to dispense these beverages.

Our alcoholic beverage license requires us to (1) request proper identification (photo ID) from any person of questionable age and refuse alcoholic beverage service if proper identification cannot be produced; and (2) refuse alcoholic beverage service to any person who in the resort's judgment appears intoxicated. If this policy is violated the function(s) may be terminated at this point, without a refund. WV ABC regulations prohibit the resort from serving alcohol before 1 p.m. on Sundays.

## **OUTDOOR EVENTS**

When reserving Canyon Falls Swimming Hole, you are required to rent tents, tables, chairs, and linens from an outside vendor. There is no backup plan for this event so a tent is required in order to reserve this space. If you are having your reception inside of Smokey's, we can move the ceremony inside of Smokey's in the event of inclement weather.

## **MEETING TIMES AND AGENDA**

We require that all groups adhere to the beginning and ending times stated in your contract. Facilities are reserved only for those times stated. If your event goes later, you will be charged \$350 for each additional hour if it is possible to extend the event.

## **SECURITY AND LIABILITY**

Adventures on the Gorge will not assume any responsibility for the damage or loss to any merchandise or articles left at the resort prior to, during, and after the event. The customer shall be responsible for any and all damage or injury to persons or property arising of its use of Adventures on the Gorge, facilities, services or the conduct of a guest. The customer shall keep the premises in a clean and sanitary condition and conduct activities in accordance with the state statutes and local ordinances, including the regulation of alcoholic beverages.

## **FOOD AND BEVERAGE POLICIES**

We have a minimum food & beverage fee of \$3,000 for all venues inside Smokey's or at Canyon Falls Swimming Hole. We prepare 3% over the guaranteed number. Additional guests over that 3% will be charged a 15 per person fee. We have a minimum number of 50 guests for all options. You can have fewer guests, but will still be charged the minimum fee. All Food and Beverage service must be purchased through Adventures on the Gorge. The sales and service of our Food and Beverage department are regulated by the state of West Virginia. Adventures on the Gorge, as a licensee, is responsible for



the administration of those regulations. Therefore outside food or beverages cannot be brought into public rooms.

If alcoholic beverages are to be served on the premises, ABC regulations require that AOTG servers and bartenders serve the beverages. Our staff is instructed to request proper identification verifying legal age for consumption and has the right to refuse beverage service to any person who in our opinion appears to be intoxicated. Your cooperation in this will help assure your event is a success. All alcohol and beverages will be billed based on consumption and/or bottles and kegs which have been specially opened for the purpose of the wedding whether they are partially consumed.

Customized & specialty menu requests for vegetarian, dietary needs, or otherwise customized can be accommodated. We will be happy to prepare a menu to meet these specific requirements. However, a minimum 30 days notice is required.

### **MINIMUM CATERING FEES BEFORE TAX AND GRATUITY**

Saturday: \$6,000

Friday: \$4,000

Sunday - Thursday: \$3,000

### **TAX EXEMPTION**

Groups requesting tax exemption must submit their signed tax exemption form, including number to the sales office a minimum of (14) days prior to the date of event.

### **PAYMENT AND DEPOSITS**

An initial \$500 non-refundable deposit will need to be made in order to secure your date. Once we have put together your reservation we will then expect equal monthly payments for the total due so that you are paid in full at the time of your event. Please see the cancellation policy for what you will be charged in the event of a cancellation.

Everything must be paid in full 30 days prior to the event. The only exception to this is for a product not yet consumed (alcohol). We will give you an estimate for the bar charges and we require at least half is paid up front with a credit card left on file to charge for what is actually consumed. Deposits are payable by check, wire transfer, or credit card. Regardless of method of payment, AOTG requires a signed credit card authorization form in order to hold the space listed above which will be used in accordance to the below instruction.

Upon completion of the event, any remaining balance will be charged to the credit card on file unless alternate arrangements have been approved by AOTG prior to the event. AOTG will send a fully itemized copy of the invoice to the email on file. In the event of non-payment (e.g. with credit card decline), all unpaid, undisputed balances are considered delinquent if payment has not been received within 30 days of billing date. All delinquent balances shall accrue interest at the rate of 1.5% per month, compounded monthly, until paid.

### **SERVICE CHARGE AND TAX**

A taxable 18% gratuity and 6% local food and beverage tax is added to all food, beverage, and service. In the event that you are having a high maintenance event with very little food and no bar an additional gratuity fee may be added to cover the cost of staff. This will be discussed with you up front.

## **CANCELLATION POLICY**

Adventures on the Gorge will charge a cancellation fee if the event is cancelled after acceptance of this agreement. The fee will be based on the anticipated revenue for your event at the time written notification of the cancellation is received by AOTG. The terms are as follows:

Within 120 Days of Event: 100% of anticipated revenue  
120 - 180 Days: 75% of anticipated revenue  
180 - 270 Days: 50% of anticipated revenue  
Upon Signing: 25% of anticipated revenue

## **CONTRACT AGREEMENT**

Anticipated revenue will be defined as the food and beverage minimum plus venue and miscellaneous fees or current event proposal, whichever is greater.

## **SHIPMENTS AND DELIVERIES**

Please have all packages delivered to:

Adventures on the Gorge  
219 Chestnutburg Road  
Lansing, West Virginia 25862

Please side mark the package with your name and the date of event.

## **MUSIC AND ENTERTAINMENT**

All music must be turned off at midnight or to a lower level. We reserve the right to ask your band or DJ to lower the volume, adjust the base, or redirect the speakers so as not to bother our neighbors.

## **CANYON FALLS SWIMMING HOLE RENTALS**

This is your event and we want to make you happy. If you want to have your guests swim they are welcome to. Just please notify us in advance so we can have a lifeguard on hand. Also, please advise your guests that there is no diving or flips allowed into the pool and proper swim attire is required.

If you have a reception at the pool, tent rentals are required. We will work with your vendor to ensure you have what you need. You will be responsible for tents, tables, chairs, lighting and linen when at the pool.

## **TENT RENTAL**

If using the **Ceremony Deck** for an event, you are required to rent the tent to have available if needed. We will reserve it and hold it so that it does not get used elsewhere. You determine if you want to use it or not and what size you would like, but you will be charged regardless if the tent is used or not. The tent is available in three sizes: 30x30, 30x45, and 30x60. It has clear sides available to block the elements or tent skirts for the poles.

If using **Canyon Falls Swimming Hole**, you are required to rent tents from a third-party vendor. Please see additional sheet for information.

## **SMOKING**

Adventures on the Gorge is a non-smoking resort. Smoking is allowed outside of our facilities on the grass or gravel. No smoking is permitted in the pool area, decking, facilities, patio areas, or inside any building.

## **DAMAGE AND LOST PROPERTY POLICY**

You are responsible for the security of all items belonging to yourself and event attendees. Any items left on AOTG property are left so at the owner's risk. AOTG will not be held responsible for the security of any items before, during, or after the event. The client shall be responsible for all liabilities, losses, claims, demands, damages, costs, and expenses, including (without limitation) property damage and/or personal injuries suffered or incurred by the resort, any employee, or staff member of AOTG or other guest or invitee of AOTG which are based upon, arise out of client's negligence or willful misconduct or that of any of its employees or any invitee or outside contractor hired or engaged by the client.

## **INDEMNITY**

The client agrees to indemnify, defend, and hold harmless Adventure WV, LLC, its subsidiaries, each of its directors, officers, employees, managers, and agents (dba, "Adventures on the Gorge) from and against all liabilities, losses, claims, demands, damages, costs, and expenses (including, but not limited to reasonable legal fees and expenses) suffered or incurred as a direct result of any claim, proceeding, civil, criminal, or administrative action, inquiry, suit, or legal action instituted against Adventure WV, LLC which is based upon, arising out from, or in any way connected to the event or the client's use of the services and facilities Adventure WV, LLC. However, in no event shall this paragraph apply to the extent Adventure WV, LLC seeks indemnity for its sole negligence or willful misconduct.

Adventure WV, LLC agrees to indemnify, defend, and hold harmless the client and each of its directors, officers, employees, and agents (collectively, the "Client Indemnities" and individually, a "Client Indemnity") from and against all liabilities, losses, claims, demands, damages, costs, and expenses (including, but not limited to reasonable legal fees and expenses) suffered or incurred by any client indemnity and arising as a direct result of any claim, proceeding, civil, criminal, or administrative action, inquiry, suit or legal action instituted against a client indemnity and arising as a result of the negligence or willful misconduct of Adventure WV, LLC in respect of the event or the client's use of the services and facilities of the hotel. However, in no event shall this paragraph apply to the extent that a client indemnity seeks indemnity for its sole negligence or willful misconduct. The foregoing is not intended to modify the rights or obligations of the parties as set out in the applicable.

## **INSURANCE**

Client and AOTG agree to obtain and maintain throughout the term of the event, insurance of such types and in such amounts as a reasonably prudent persons in their respective capacities would obtain and, upon request, each agrees to provide the other with evidence of such insurance.

## **FORCE MAJEURE**

If for any reason beyond the AOTG's or client's reasonable control (including, but not limited to lightning strikes; labor disputes; acts, regulations or orders of government authorities; civil disorder; disasters; acts of terrorism; acts of war; acts of God; fires; flood or other emergency conditions; any delay in necessary and essential repairs to the AOTG) it is impossible or illegal for AOTG or client to perform its obligations under this Agreement, such non-performance is excused and such party may terminate this Agreement without further liability of any nature, and any Deposits shall be returned. The parties agree to negotiate in good faith to rebook any event cancelled due to a Force Majeure event. Deposits may be applied to the rebooked event.

Your signed agreement states that you have read all of the Terms and Conditions and agree to them.

# NEW WEDDING INQUIRY

DATE OF INQUIRY \_\_\_\_\_ DATE OF TOUR \_\_\_\_\_

DATE OF WEDDING \_\_\_\_\_ ALTERNATE DATE OF WEDDING \_\_\_\_\_  
NUMBER OF ATTENDEES EXPECTED \_\_\_\_\_ PREFERRED TIME OF EVENT \_\_\_\_\_

## BRIDE

NAME \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
CITY \_\_\_\_\_ STATE \_\_\_\_ ZIP CODE \_\_\_\_\_  
PHONE \_\_\_\_\_  
EMAIL \_\_\_\_\_

## GROOM

NAME \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
CITY \_\_\_\_\_ STATE \_\_\_\_ ZIP CODE \_\_\_\_\_  
PHONE \_\_\_\_\_  
EMAIL \_\_\_\_\_

## BRIDE'S PARENTS

NAME \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
CITY \_\_\_\_\_ STATE \_\_\_\_ ZIP CODE \_\_\_\_\_  
PHONE \_\_\_\_\_  
EMAIL \_\_\_\_\_

## GROOM'S PARENTS

NAME \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
CITY \_\_\_\_\_ STATE \_\_\_\_ ZIP CODE \_\_\_\_\_  
PHONE \_\_\_\_\_  
EMAIL \_\_\_\_\_

HOW DID YOU HEAR ABOUT US \_\_\_\_\_

WHICH OPTION DO YOU PREFER \_\_\_\_\_

WHO IS RESPONSIBLE FOR PAYMENT \_\_\_\_\_

ADDITIONAL COMMENTS \_\_\_\_\_

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\_\_\_\_\_

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