

# Planning Your Wedding

## *Experienced Consultation*

Scheduling a consultation with our experienced Catering and Banquet Manager/Wedding Service Specialist is highly recommended. We will review your vision of your dream wedding, confirm available dates and give you a tour of our wedding rooms and locations — providing best fit wedding options for you.

## *Wedding Agreement*

We will reserve your space by preparing a wedding agreement based upon availability and confirmation of your wedding date. This agreement details wedding date, ballroom location, time of day and deposit schedule. Your date and room location is secured by a returned signed agreement and a non-refundable retainer.

## *Wedding Vendors*

After signing your agreement, you will meet our experienced Catering and Banquet Manager/Wedding Service Specialist to outline wedding details and assist in recommendations for wedding vendors.

## *Wedding Meal & Drink Service*

Our Catering and Banquet Manager/Wedding Service Specialist will review your meal and libation desires and consult with our award-winning culinary team to create a menu specifically for you and your guests.

## *Floor Plan*

Our Catering and Banquet Manager/Wedding Service Specialist will create a comfortable and accessible customized floor plan for your special event and will attend to any other plans you may have for this special day.

## *Wedding Trends*

As an addition, our experienced Catering and Banquet Manager/Wedding Service Specialist will share the latest wedding trends and assist in designing unique memories for your guests to remember forever.

## *Preferred Room Rates*

Special room rates are available for your guests to call in and make reservations individually and pay individually, provided you hold ten or more rooms based upon availability.



1 800-523-2464 x7504 | [banquets@cdacasino.com](mailto:banquets@cdacasino.com)

For more information, to take a tour or to customize your wedding package, contact our Catering and Banquet Manager/Wedding Service Specialist.

# Ceremony

## *Chair Set Up And Breakdown*

Skirted gift, guest book and unity candle tables  
One wireless microphone

## *Personal Wedding Services Manager*

Assists in referring wedding vendors  
Acts as a liaison between vendors and the hotel  
Manages setup of the ceremony  
Designs layout of reception room  
Creates custom menu

## *Selection of Linens Includes the Following*

Skirting for designated gift, cake and buffet tables  
Assorted linen colors available.

## *Set-Up And Tear Down Includes the Following*

Standard round tables  
Head table - 8' rectangle  
Ceremony chairs and arch  
Cake table

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## *Ceremony & Reception Support*

On the day of your wedding, our first-rate team of highly prepared wedding professionals will work dynamically behind the scenes ensuring a memorable day. The Catering and Banquet Manager/Wedding Service Specialist will oversee the comprehensive execution of your ceremony and reception to ensure that you, your wedding party and your guests are treated like royalty.



COEUR D'ALENE  
**CASINO**  
RESORT • HOTEL.

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# Wedding Package Rates

## *Chinook Meadow Ceremony And Reception*

8 hours - ending 10 PM | \$6,250

Includes set up of tables, chairs, a variety of linen colors, and complete clean up.

*Clients will need to rent in their own tenting accommodations. Please see our network of preferred vendors to secure the best offerings.*

## *Chinook Meadow Ceremony Mountain Lodge Banquet Hall Reception*

8 hours - ending 10 PM | \$5,250

Includes set up of tables, chairs, a variety of linen colors, and complete clean up.

## *Stensgar Pavilion Ceremony and Reception*

5 hours - ending at 10 PM | \$5,350

Includes set up of tables, chairs, a variety of linen colors, and complete clean up.

*Ceremonies and reception will start after 5 pm due to golf play.*

## *Customize Your Package*

Our team can also customize any package to fit your specific needs and wishes to create your dream wedding.

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## *Amenities*

When you book both ceremony & reception with us for 80 or more guests, you will get the following amenities:

Honeymoon Suite on wedding night at special group rate.

\$100 rehearsal dinner credit *(Applied to final billing).*

Ceremony rehearsal *(Subject to availability).*

On site Spa.

*Ask your event planner about maximizing actualized room use.*

*All catering incurs a 20% service charge. Plus 7% tribal tax on food & beverage.*



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# Spa Package Rates

## COEUR D'ALENE COUPLE'S MASSAGE

Relax before or after your big day with side by side massages  
\$250 - 60 minutes | \$360 - 90 minutes

*Must reserve at least two weeks in advance*

## ROSE PACKAGE

60-minute Ssakwa'q'n massage and a Seasons Pedicure | \$185

## DIAMOND PACKAGE

60-minute Ssakwa'q'n massage, Seasons Pedicure,  
and a NuBody treatment | \$310

## TUXEDO PACKAGE

Grooms deserve spa pampering too. One hour massage  
of choice, Seasons Manicure and a complimentary beverage | \$175

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## BRIDAL SPECIAL

The bride will get a complimentary hour service if six  
members in the wedding party receive a one hour service.  
The average price of the six services will determine the complimentary  
service rate available to the bride.

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On the day of your booked service enjoy full  
access to our 15,000 square feet of spa space.

Relax and unwind in one of our lounges.  
Enjoy the outdoor all-seasons, twelve person jetted hot tub,  
indoor jetted hot tub, cold plunge pool and dry saunas.

SPA SSAKWA'Q'N™

1 855-232-2772 | CDACASINO.COM

Ssakwa'q'n Massage may be modified to a different massage service at a published rate  
for the requested 60-minute service. Treatments are reserved especially for you.

Services must be reserved at least two weeks prior to the event.

All no-shows will be charged 100% of the service fee.

# Wedding Policies & Services

## AMPLIFICATION

Wireless or wired microphones may be rented through the hotel at an additional charge of \$50 per microphone. All amplification of music must be provided by the group or its outside vendor.

## AVAILABILITY

Afternoon/evening events may be scheduled between 2 PM and 10 PM. The ceremony location will be reserved for three hours, including photography and actual time, based upon availability. Receptions may last a maximum of five hours, and end no later than 10 PM for indoor or outdoor events. Access to the event rooms prior to the scheduled time is subject to availability and must be pre-approved. Afternoon times are available upon request and based on availability. An additional hour can be added at the time of contract for \$250.

## BARS

Bars require a set-up fee of \$150 per event and may stay open a maximum of five hours. We can work with you on what portion you may choose to host or have your guests pay individually at their own leisure.

The hotel reserves the right to refuse service to anyone who may be, in the hotel's view, impaired or under the legal drinking age. The hotel reserves the right to close the bar at its discretion.

Bars close at 10 PM per policy in events.

## BOOKING

Wedding ceremonies and receptions can be booked 18 months prior to the event date with the exception of Stensgar Pavilion Weddings. Those must be booked after January 1<sup>ST</sup> for the following wedding season. We suggest you set up your wedding guest room block at the same time you book, as we book rooms out a year in advance. You are encouraged to book your personal hotel room/suite once you decide to hold your event here and contract with us. Please note we do not automatically block rooms for you and any of your guests. This is only done once you tell us to and provide your date of arrival, date of departure, and specific room type preference from the block of rooms you hold based upon our availability and provide a form of payment such as a credit card or advanced cash payment and complete mailing address for profile update. Once you do this we will send you a confirmation letter with number you must keep.

## CAKES

We offer free cake cutting service on our China for cakes purchased through the Coeur d'Alene Casino Resort Hotel. Wedding cakes may be brought in and set up from an outside cake designer and we can provide a cake cutting service at the fee of \$1.50 per person. Keep in mind we have our award-winning bakery design on staff and they can create you a memorable wedding cake!

## DECORATIONS

All candles must be enclosed in a votive holder that stands to the height of the flame. No taper, tea light candles, glitter, confetti, or loose décor with the exception of silk petals are permitted without the use of a hurricane or votive holder. Live flower petals are not permitted on the indoor floors. The hotel will not permit affixing anything to the walls, floors or ceilings of rooms. All displays and/or decorations proposed by the group shall be subject to approval of the Wedding Sales and Service specialist.

## CIRCLING RAVEN

Looking for the best golf course near Coeur d'Alene? Circling Raven Golf Club was voted North Idaho's Best Course and a Golf Digest Top 100 Course. Not only is our championship golf course the best in the surrounding Coeur d'Alene area, it offers the most scenic beauty. Nestled among 620 acres of wetlands, woodlands and Palouse grasses, you'll admire the aesthetics almost as much as the play.

## RETAINER/DEPOSIT

A non-refundable retainer will be required to reserve a date and will be applied to the final balance. The remaining amount will be due seven business days prior to your event with a cashier's check or credit card.

## GIFT DELIVERY

Transportation and/or relocation of gifts will need to be arranged by a personal friend or family member of the group. The hotel is not responsible for any lost or stolen gifts or personal items brought to the event by the group or invitees.

## MEAL GUARANTEES

The guaranteed number of attendants must be communicated to the Catering and Banquet Manager/Wedding Service Specialist at the hotel no less than three full business days (Monday – Friday, excluding holidays) prior to the event.

## EVENT ROOM ATTENDANCE GUARANTEES

If your final guaranteed number is higher than the maximum occupancy, the hotel reserves the right to transfer the event to another function room at the rates published on the hotel rental schedule based upon availability.

## LABOR CHARGES

A labor fee of \$250 will be applied to event rooms that require a change of set-up during the same day. If you choose to rent your own chair covers and sashes, the hotel will rent the individual chair cover for \$2 each and charge a labor fee of \$2 each per sash to tie if required. If rental chairs are brought from an outside source it is recommended that the set-up is arranged through the rental company or a labor fee will apply. If the group prearranges to stay one hour beyond the maximum of five hours, a \$250 labor fee will apply.

## LINEN

The hotel offers all white linen or off-white linen tablecloths. We have limited options in color linen to choose from in the napkins. Specialty linens and underlay options are available through a linen service and charged a 10% handling fee over and above the final cost for the hotel order. Please see your Wedding Services Manager for options.

## MENU PLANNING

The hotel does not permit outside food and beverage with the exception of the wedding cake. The menu must be finalized six weeks prior to the event date. If two plated entrees are chosen for guests to select from in advance of the function, the higher priced entrée will apply to all meals served. If the patron requests this option, the group does need to offer the same salad and dessert selection for all guests of the event. Again, a final count guarantee is due three business days or 72 hours prior. You will be billed for the guarantee and any last minute increases to the guarantee.

## MENU TASTING

The Coeur d'Alene Casino Resort Hotel offers a tasting to all booked brides and grooms only, on two dates per year; to be announced by your wedding manager. It is the responsibility of the bride and groom to attend one of those events if they wish to taste our menu selections.

## MUSIC

The hotel does not provide amplification for music or MC services. All ceremony and reception music must be provided by a DJ or live musicians and booked by the wedding party/group. Recommendations are available through our Wedding Department.

## SEATING

The Coeur d'Alene Casino Resort Hotel banquet tables are 56" and seat 8 guests per table for plated or buffet style receptions. Hors d'oeuvre receptions will be served buffet style in separate stations.

## PLACE CARDS

Place cards are provided by the group and are required for split entrée dinners or to identify each guest entrée selection to their banquet server. All place cards must be alphabetized and given to the Catering and Banquet Manager/Wedding Service Specialist no later than 72 hours in advance. Place cards will be set on a place card table for guests to pick up as they arrive. Place cards will not be set at individual place settings. Please contact your Catering and Banquet Manager/Wedding Service Specialist for further details and table numbering.

## PARKING AND VALET

Valet and self parking are complimentary.

## REHEARSAL DINNERS

The Coeur d'Alene Casino Resort Hotel has several private banquet setting and private party rooms or locations in the Chinook and Red Tail restaurants, Chinook Aripa Room and Patio, Red Tail Patio and back room to enhance your entire wedding celebration. Please contact your Catering and Banquet Manager/Wedding Service Specialist for further details.

## SERVICE CHARGE AND TAX

All prices are quotes and are subject to a 20% nontaxable service fee.

No sales tax applies to services other than the 7% tribal tax on hotel rooms and all food & beverage.

## SLEEPING ROOMS

We will offer a discounted rate quote for your wedding guests based upon availability and excluding blackout dates. A rate quote does not guarantee a block of guest rooms and can be released at any time. You will need to contract a block of at least ten or more rooms to have a discounted rate available to your guests to call in and make reservations individually. You may hold rooms with a room list and advance form of payment to hold if you provide us a list.

## TRANSPORTATION

Transportation can be provided between the hours of 5 AM and midnight by appointment only. Two weeks advance notice is required. Individual shuttle service is \$50 per guest each way from the Spokane Airport.

A group shuttle can accommodate up to 14 passengers for \$150 or 32 passengers for \$250 each way.

A shuttle agreement is required to be signed on file with each guest's flight itinerary and contact information.

Contact your Catering and Banquet Manager/Wedding Service Specialist to set this up for you.

## VENDORS

Preferred wedding vendors are listed inside our wedding brochure. However, you are also welcome to bring in any vendors not on our preferred vendor's list, including photographers, videographers, disc jockeys, musicians and cake designers. Please provide vendor contact information to your Catering and Banquet Manager/Wedding Service Specialist and have your vendor contact the Catering and Banquet Manager/Wedding Service Specialist one week prior to the event date to discuss policies and approve each vendor's schedule for the wedding day. All vendors are held to the standards of the Coeur d'Alene Casino Resort Hotel and are expected to treat all hotel guests and staff with professional courtesy.

# Vendor List

Thank you for selecting Coeur d'Alene Casino Resort Hotel for your upcoming celebration. We are pleased to refer the following professionals to assist you with your event. Should you wish to utilize your own vendor, please provide your Catering and Banquet Manager/Wedding Service Specialist with the company name, telephone number, and email and contact name, so that we may acquaint them with our policies and procedures to ensure a successful event.

## PHOTOGRAPHY

### **More Than A Day Production**

Ian Loe  
208-771-1931

## WEDDING CAKES

### **Coeur d'Alene Casino Resort Hotel Bakery**

1 800-523-2464 x7504 | cdacasino.com

## ICE SCULPTURES

### **Coeur d'Alene Casino Resort Hotel**

## FLORIST

### **Pearl and Tin**

208-659-1963 | www.pearlandtin.com

### **DLUx Floral**

Shauna Kennedy  
509-389-4570 | kennedycarr@me.com

## DJ SERVICE & BANDS

### **Ruby Frog Entertainment**

Holly Hansen  
208-818-5182  
info@rubyfrogentertainment.com

## LIMO SERVICE

### **Executive Limousine**

208-449-8897

### **VIP Luxury Limo**

509-464-6033 | vipluxurylimos.net

## WEDDING ATTIRE

### **Tuxedo And Formal Wear Tuxedo Gallery**

208-664-6750 | Tuxedogallery.net

### **Mr. Tux**

208-667-8279 | mrtux.com

### **Cloud Nine Bridal**

cloudninedca.com

## MAKEUP

### **Honey N Sage**

Sarah or Ashley  
208-981-8004  
honey.sage.beauty@gmail.com

## RENTALS

*Dance floors, arches, specialty linens*

### **Design Events**

Mary Randsdell  
208-765-2500 | designevents.com