



L'AUBERGE de SEDONA
INN • SPA • RESTAURANT

Weddings at L'Auberge General Information

Site Fees: All ceremony and reception sites are subject to a site fee depending on the time of the day and duration of event. The rental of each location includes tables, chairs, hotel linens, china, flatware, glassware and set-up/ breakdown.

Lodging Requirements: Minimum lodging requirements apply for the three reception venues as follows: For a Creekside Lawn wedding, the Creek House is a required rental. For a CottageSide Lawn reception, Cottages 1 through 4 must be rented. For The Garden and Monet Ballrooms, rental of four rooms in our Main Lodge is required. Please note that for weekend weddings, the required lodging as well as all guest rooms associated with the event must be rented for a minimum of two nights, possibly more, and that all rooms are furnished with either a king or queen bed.

Minimums: A minimum expenditure for food and beverage is required for each reception venue. L'Auberge de Sedona reserves the right to adjust those requirements as business dictates.

Deposits: A non-refundable deposit of \$1,500.00 or 15% of estimated total is required in order to confirm your reservation. 35% of your estimated balance is due 6 months prior to your wedding date. An additional 35% of your estimated balance is due 4 months prior to your event. The estimated final balance is due 10 days prior to your event date in the form of cash, credit card or cashier's check. L'Auberge will add an additional 15% to your final estimated total as a "security deposit" to cover any additional charges accrued after the final estimate. A final estimate will be figured in time for the final deposit as L'Auberge does require all charges to be pre-paid. If there is any overage of payment after the master account is closed, L'Auberge will credit your account. We require that a Major Credit Card is left on file for all incurred charges. All deposits are subject to the cancellation policy listed in the contract.

Service Charge and Tax: A taxable service charge, gratuity, and the prevailing Arizona State sales tax will be added to all audio visual, site rental, labor, specialty linen, and food & beverage charges.

Wedding Coordination: We do require that any wedding, not including those that are ceremony only or part of the Intimate Wedding Package, confirm that they have a wedding coordinator. The Wedding Coordinator can be of your choice of source and amount of involvement. As an added convenience we offer on-site wedding coordination by Meghan Rudolph. Meghan does "Full Service" or "Day Of" planning exclusively here on site. She will be your point of contact for the property, making it easier and less stressful. Kara will be happy to discuss this option during your phone consultation and/or site tour.

Guarantees: We request that your final attendance guarantee be communicated to the catering department by one week prior to the event. This will be considered the minimum guarantee for which you will be charged. At this time, we also request your final split entrée count and a sample of your "meal ticket" or entrée coding. For plated dinners we must know how many of each entrée, if more than one, and who gets which meal. We do require place cards for multiple entrée plated dinners and would be happy to assist with this. If the guarantee is for more than 100 guests, the Hotel will set and prepare for an additional 3%, upon request.

Guest Rooms and Rates: A special rate will be offered to your guests for your event, based upon availability. For individual rooms please advise your guests to call 1-800-272-6777 and ask for the wedding rate.

Venue Timeframes: All outdoor evening events must conclude no later than 9:00pm. For the Creekside and CottageSide Lawns, all events must start no earlier than check-in time, or 3:00pm. If you wish to have an event earlier than 3:00pm on either site, you must rent the required lodging for each site on the evening prior to as well as on the day of the event.

Scheduling: Patron agrees to begin function promptly at the scheduled time and agrees to vacate the designated function area at the closing hour as indicated. Starting at 30 minutes after the contracted event end time, patron will be charged \$100.00 per 15 minute interval that guests remain in the room.

Amplified Music: Due to City of Sedona Noise Ordinances, amplified music is only allowed in the Monet Ballrooms in the Main Lodge and in the Creekside Lodge until 10:00 pm. At all other outdoor venues on property, music must be of acoustic nature only until 9:00PM.

Weather: Due to limited available indoor space, outside venues are not guaranteed backup space. During cooler months, it is recommended that portable heaters be rented prior to your event. We suggest a ratio of one heater per table. Tents are also recommended if inclement weather is forecasted.

Menus and Pricing: Food and Beverage prices will be confirmed 90 days prior to event date. In accordance with the Arizona Health Codes and L'Auberge policy, all food and beverages to be consumed in our function areas must be provided by L'Auberge. Wedding Cakes, provided by licensed food handlers, are the only exception to this policy, and are subject to a \$2++ cake cutting and service fee per guest. Any excess food and beverages from a catering function is not permitted to leave the premises due to health liability concerns. Pricing on plated meals with more than one selection will be based on the higher priced selection for all entrees.

Special Event Professionals: We partner with several preferred vendors to assist you with creating an event to fit your specific needs. If you wish to enlist the services of a vendor other than our recommendations, please notify your Catering Manager so we may share our policies and procedures with them.

Special Event Décor: Prior to your arrival, decorations brought into the hotel must be approved by your Catering Manager. All decorations must be removed immediately following your event unless prior arrangements have been made. Any use of open flame in conjunction with décor or floral arrangements is not permitted. All candles must be enclosed in glass and fog/smoke machines are prohibited as they interfere with the hotel's fire alarm system. Rice, Birdseed, and Confetti are not permitted.

Marriage License: Both the bride and groom must be present to apply for the license. The license is valid anywhere in Arizona and will expire one year from date of issue.

Bartender Fees: Bartender Service is available at a fee of \$25++ per hour for a minimum of 2 hours. Guests who appear to be under 21 years of age will be asked to present valid identification.

Parking: The Resort has more than 140 car parking spaces on premise, and has not experienced any problems in the past even with large weddings of more than 120 people. Obviously on busy weekends when heavy parking is anticipated, special arrangements will be made for employees and vendors alike to park somewhere else than on property, so as to ensure sufficient spaces for our guests. Should that be a concern, valet parking can be arranged at an additional cost through the Resort.

Table Arrangements: Based on your expected attendance, we will recommend whether to seat 4-12 people per table in order to allow room for dance floor, stage, sweetheart table, cake table, etc. Our dining tables are 60", 66", and 72" in diameter and can seat up to 12 people comfortably.

Confirmation of Setup: Preliminary set-up arrangements are due (2) weeks prior to your event date. Confirmation of final room setup arrangements is due for food functions at the time of your final number guarantee, and not later than 24 hours prior to the start of your function. Changes made within 24 hours of your event will incur a minimum labor charge of \$100.00.

Dance Floor: Based on your guest count, we will recommend a dance floor that will accommodate your guests in the space provided. Cost of the rental varies depending on the size of the dance floor put together by 4'x 4'.

Riser/Stage: Risers can be arranged through the Resort. Cost is determined by size of the stage required.

Table Linen and Chair Covers: Special linen and chair covers can be arranged at an additional cost. The Hotel Standard is white or ivory linen with white or ivory napkins.

Children's Room: A separate room can be designated as the children's room. Special furniture, such as kiddies table and chairs can be rented through the Resort at an additional cost, subject to availability.

Children's Menu: A special children's menu can be arranged if required. Our suggested menu featuring a fruit cup, chicken fingers with fries and chocolate chip cookie. Ages 4-11 are \$29.95, and 12 and older are considered adults.

Vendors Meal: Can be arranged in a separate function room. Special Vendor plates can be arranged in advance.

Wedding Favors: Requested Gift Baskets/Bags/Envelopes handed out at check-in, is complimentary. Deliveries to rooms will incur a \$5.00 delivery fee per room.