



## Wedding, Reunion, Retreat Guide Handbook for The High Country Inn

We specialize in providing a complete package for hosting your wedding or other special event on-site at the High Country Inn, including lodging for your immediate family and closest friends or companions, space and activities for visiting and enjoying one another, as well as meals and snacks. Retreats and reunions are always welcome!

### Weddings

We will help with planning your ceremony as well as the party afterwards. Following is a list of accommodations and pricing, as well as policies for use of our facilities.

#### Cost for the inn and facilities for weddings

If our accommodations are used for the wedding weekend, there will be no extra charge for use of the inn and grounds. If just one room is booked for the night of the wedding, use of the inn is free for three hours, thereafter a charge of \$50 hour is made. If no rooms are booked, a charge of \$300 is made for the use of the inn and facilities, up to five hours, thereafter \$50 hour..

#### Cost of accommodations

Overnight lodging at the inn includes a full home-cooked breakfast and all amenities. The inn will accommodate up to 19-21 guests, double occupancy or about 13-15 guests, individual beds. (Rates plus tax, meal gratuity) Cabins rates are per night, multiple nights 3 or more discounted.

**Gone Fishin' Family Cabin**, sleeps up to 9 (7 beds) \$450

#### Wilderness Cabin:

Black Bear Den, use of one queen	\$139
Eagle's Nest, use of one queen	\$139
Both units of Wilderness Cabin, Two queens used	\$250
Family rate for both units: use of two queens, two twins, 2 children's sleeping bags, an extra fee of \$20 per person	\$320

#### Inside inn:

Moose Room, queen, outside entrance to hot tub	\$139
Ponderosa Pine Room, queen, entrance to patio	\$129
Game Room, 2 futons, sleeps 2-4 , half bath only	\$100

#### Overflow Rooms:

Silver Room at hosts' house, private entrance, queen,	\$99
Rose Room at host's house, queen,	\$99
<i>*One shared bath if both rooms are booked, indoor hot tub</i>	
Use of entire inn's beds, includes all above	\$1,200
Two nights total inn:	\$2,000

## Policies for use of the High Country Inn

### **Pets**

Well-behaved pets are allowed, with a crate or their own bed, for a charge of \$25. Owners are responsible for cleaning up after their pets, and for any damage done to property or otherwise. An extra fee may be charged if there is unusual soiling shedding, or damage of furnishings or inn property.

### **Catering**

Catering of all food and beverages will be done by the staff at the High Country Inn, unless special provisions are made. Price of food and beverages includes set-up and clean-up after the meal. State tax of 6% applies, and a service gratuity of 25% is added to the total cost. Linens and special serving ware are rented through the inn, at less charge than retail. A custom food and beverage package will be designed for the celebration, offering a discount on the total. A variety of fine beers and wines is available, including kegs and beverages by the case. No-host bar is also allowed if guests prefer to have guests pay for their own.

If service is needed during set-up, or just visiting before or after the celebration, a charge of \$25 hour includes wait staff and beverage (coffee, iced tea, lemonade, water) service.

## Logistics and Housekeeping

- Parties are free to move around furniture, décor, etc., as long as everything is replaced to original position when celebration is ended. (Check with host first.)
- Guests are responsible for picking up any trash, such as wrappings, bottles, cans, cigarette butts. (No smoking allowed in or near buildings.) Trash is to be placed in the green containers. For events which entail the disposal of large cartons, boxes, etc., guests are requested to take along such large items, as the inn's cans are not large enough to handle more than regular trash.
- No foil or plastic confetti is allowed as decorations, because it is not bio-degradable, and very difficult to dispose of.
- Caution guests not to drop cigarette butts or pop tops from cans on the grounds, but to place them into containers.
- Porta-potties will be ordered for parties which last several hours and are more than 50 in number, the charge for each is \$100.
- Cleaning Deposit: A refundable deposit of \$250 will be made in advance of the event, to cover any extra work entailed following guests' departure. (Includes grounds, plants, furniture, all cabins.) If balloons or signs are posted along the route to the inn as a guide for guests, it is important that these be removed following the event, as a courtesy to the inn. Otherwise, we have to come along and take everything down ourselves. If that is the case, a charge of \$50 will be made from the Damage Deposit.

## Use of Recreation Facilities

Overnight guests are welcome to use any of the inn's recreation facilities, including the hot tub, horseshoe pit, fire pit, and the Game Room.

### Hot Tub

Cover lifts up, is to be replaced after use, no children are allowed unless accompanied by an adult, and please make sure no trash is allowed into the tub, keeping it clean for the next users. Daily treatment is made by the inn, but guests are asked to remove excess make-up, deodorant, sprays, etc., before entering tub.

### Horseshoe Pit

Please replace horseshoes back into pit when finished playing. A rake is available to smooth the sand if needed. A list of rules to play the game is also available. Game Room: Children under 13 must be accompanied by adults, and all must be aware of "pool etiquette," that is to take care that no stabbing of the felt, or bouncing of the balls is done. A library of DVD's is available or you may use your own. Please put away games in proper order when done, and pick up any trash. Light refreshments are provided for our guests, please clean up afterwards. There are no facilities for general cooking, other than warm-ups with the microwave, or by special arrangement. Drinks are not to be set on pool table, game table felt, window sills or furniture. The game table is reversible and can be turned over and covered, however it is very heavy. Please turn off all electricity, including air/heat conditioners, when leaving the Game Room or any of the cabins.

### Laundry

Facilities are available in the Game Room, as well as detergent.

### Cabins

Cars are not allowed down the path toward the cabins. Free use of the inn's 4-wheeler may be used to haul luggage if needed.

### Coffee

Coffee pots and complimentary coffee, chocolate, and tea are placed in the cabins for our guests' enjoyment. We do ask that leftover coffee not be poured down the lavatories, but rather outside, as these beverages do stain the finish of the fixtures over time.

We ask that when leaving the cabins for any length of time, that all electricity be turned off. The a/c's do not need much time to restore comfortable indoor temperature.

### Hot Water

Hot water is supplied to the cabins with a tankless system, which means that only hot water is to be turned on at first, allowing about a minute to activate the system. Once hot water is running, it may be mixed and the system will keep making hot water as long as it is needed.

## Meals for the Weekend

Breakfast is included in the room rates, which will be served at a set time agreed on in advance. We will be happy to provide other meals on request if our schedule allows, or guests may choose to dine elsewhere; a Welcome Book in your room has a list of dining establishments. There are no facilities in the cabins for cooking. If "take-out" is brought in, please use the Game Room's facilities for eating. Utensils and paper ware are kept on hand. Guests are asked to clean up and dispose of leftovers in the large trash can outside.

The policies in this handbook will be included in the agreement/contract when any group event is booked, along with the catering. We will do everything possible to make your special occasion one of many happy memories! Thank you for letting us serve you.