

Weddings at The Lodge at Wakulla Springs

EVERYTHING YOU NEED TO KNOW

WHAT'S ALL THIS PAPERWORK ABOUT?

Through this process you will work through three sets of documents.

1. **THE CONTRACT**—Think of this as the framework, the foundation, the top of a 'funnel of information'. This contract secures your date, rates, and space.
2. **BEOS (BANQUET EVENT ORDERS)**—Your BEOs are what hotel-people use to actually execute your event. These documents begin to take shape during the planning process, but not until after the contract is signed. By the time these documents are complete (no less than two weeks prior to your event) every detail, menu item, service time, table placement, linen color, etc. will be planned. These BEOs will be presented to you for your approval and signature. This is the middle of the 'funnel'.
3. **BANQUET CHECKS**—About two weeks prior to your event we will ask for final numbers from you. With those numbers we will generate your banquet check—which is your bill—the 'bottom of the funnel'. This will be presented to you to be signed and is what we will base our charges on.

I'M READY TO SECURE MY DATE AND SPACE. WHAT HAPPENS NEXT?

Simply contact the salesperson you've been working with and let us know. We will draft a contract for you outlining the broad details of your event. Once this contract is signed and returned to us, your date is secure. NOTE: It's not yet time to worry about menus, timelines, décor, etc.

Your contract will also outline the deposit due to The Lodge. Deposits must be presented with your signed contract.

I SEE PRICES ON THE WEDDING KIT— TELL ME MORE.

The prices listed are exclusive of tax, service charge, room rental, equipment rental, audio visual support, etc. (basically, it's just the food). Service charge on all catered events is 20%, and sales tax is 7%. If you are also staying with us at The Lodge, there is an overnight accommodations tax of 4%.

I NEED GUESTROOMS TOO.

It's our pleasure to help! We are happy to extend a courtesy block (based upon availability) for our groups and clients. Please note—due to the limited amount of accommodations available we do not offer group discount rates. Arrangements will all be discussed prior to finalizing your contract and all the terms will be included there. Thirty days prior to the main arrival date, any unsold guestrooms will be released for general sale.

DO YOU HAVE A BRIDAL SUITE?

No, we do not have a bridal suite. But we do have a few suites available on property. Based upon availability, one of these suites can certainly be booked for your event. There is also an adjacent meeting room with a connecting door that can be booked in coordination to give you some room to wiggle.

Groomsmen typically get ready in a guestroom based upon availability.

DOES SOMEONE ON-SITE HELP ME COORDINATE MY WEDDING?

The short answer—yes. Our sales and events team are here to assist you on the day of your event. It is your responsibility however to liaise with your vendors (florist, officiant, DJ/entertainment, photographer, etc.). And your timeline of events should be arranged and finalized with your DJ or reception entertainment and then given to us so we can coordinate your food service. This should be done no later than 14 days prior to your event (but absolutely the sooner the better).

WHAT ABOUT AN OUTSIDE EVENT COORDINATOR?

A full-time event coordinator differs from our team in that this person would be available to assist with every detail of your event—even outside the ceremony and reception venue. This person would also likely be available to set up your décor, etc. Should you choose to hire an outside coordinator we will also work directly with that person.



THE LODGE AT WAKULLA SPRINGS
WAKULLA SPRINGS, FLORIDA

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I'M READY TO PLAN.

Terrific! Three to four months prior to your event is when we will begin finalizing the details.

AND HOW ABOUT A TASTING?

We are happy to provide a complimentary tasting for up to two people. Additional guests will be charged \$25 per person (plus tax and gratuity). We have a few ground rules:

1. The tasting **MUST** be scheduled with your salesperson.
2. Your tasting cannot be more than 6 months in advance of your event, and no less than 2 months prior.
3. We can only prepare entrees for tasting, and a limited amount of individual hors d'oeuvres.
4. We are happy to prepare up to 4 entrees.

CAN THERE BE TWO WEDDINGS BOOKED ON THE SAME DAY?

Yes. Because of our multiple venues we do have the ability to host multiple weddings on the same day however, never at the same time.

CAN I HAVE ACCESS TO THE WHOLE PARK FOR PHOTOS?

Absolutely. Keeping in mind that we are in a state park and we are here for the enjoyment of all. We ask all our guests to simply be mindful and courteous of one another.

YIKES! MY PLANS NEED TO CHANGE. WHAT NOW?

Contact your salesperson immediately. We will do our best to move things around for you and find a suitable solution.

CAN I ORDER LUNCH PRIOR TO THE WEDDING?

Absolutely! Talk with your coordinator and we can pre-arrange something to be delivered to your room.

DO MY GUESTS PAY THE PARK ENTRANCE FEE?

No, they simply inform the gate attendant of the name of the event they are attending and they will not be charged.

SO YOU'RE IN A STATE PARK. ARE THERE SPECIAL RULES THAT APPLY?

We're so glad you asked – because yes, there are.

1. First and foremost – the park and all the facilities here are here for the enjoyment of all. We love having special private events, but we always want to be courteous to all around. That means that there may undoubtedly be people overlooking your wedding, or swimming in the spring in the summer, or the sound of children laughing as they run through the park.
 - (a) This also means that the lodge, the dining room, the soda fountain, etc. will all be open for normal business hours.
2. Outside food and beverage (with the exception of wedding cake) is not permitted.
3. If you are interested in having a bar or serving alcohol outside we need to follow a very specific set of rules.
 - (a) No glass on park grounds. This means anywhere outside of the lodge.
 - (b) Any alcohol service outside must take place within an outlined location. This means that we may need to tape off an area if you are serving alcohol outside the lodge.

WHEN DO I HAVE TO PICK UP DÉCOR AND ITEMS FROM MY EVENT WHEN IT'S OVER?

Speak with your salesperson. In most cases, all décor and items must be removed immediately. We are certainly here to help you though. Please note: if anything is left overnight The Lodge cannot be held responsible.

WE THOUGHT WE HEARD FROM EVERYONE, BUT WE DIDN'T KNOW THEY WERE COMING.

The guarantee that is given to us 14 days in advance is the number you will be charged for and the number of guests for whom we will prepare food. As a standard, we will over-prepare for up to 10% above the guarantee. If additional guests arrive, you will be charged for the total number.

If you have no-shows, you will be charged for the guarantee number of guests.



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