

# 2018 Wedding Guide



ALPINE LAKE RESORT

Terra Alta, WV



## *Congratulations on your engagement!*

Dear Bride and Groom,

Thank you for considering hosting your wedding at Alpine Lake Resort. Let our experienced specialists guide you through the planning.

Are you dreaming of an outdoor wedding ceremony? Tie the knot on our beautifully landscaped golf course! Let us help you celebrate your nuptials with your family and friends in our picturesque banquet room overlooking Alpine Lake.

Our Alpine Lake Group Sales Director will provide you with suggestions and welcome your ideas on personalizing your special day.

We look forward to creating a memorable weekend for you and your guests!

Sincerely,

**Michael McGovern**

Director of Operations and Events

(304) 789-2481 Ext. 153

michaelmcgovern@AlpineLake.com

700 West Alpine Drive • Terra Alta, WV 26764 • 304-789-2481

# *Venue Pricing*

## *\* Evergreene Dining Room- \$600*

Banquet Hall for 140

(Additional \$50 per half hour past 4 hours.)

\* Minimum amount MUST exceed \$5,000 to host wedding in main Alpine Lake banquet hall

## *Mount Laurel Room - \$300*

Banquet Hall for 45

(Connects to Evergreene Dining Room.)

## *Laker's Loft - \$100*

## *Lakeside Gazebo - \$150*

You are responsible for renting your own chairs/setup.

## *Boathouse - \$200*

Holds about 50-60 people depending on setup

Must be a Property Owner at Alpine Lake Resort to rent the Boathouse

## *Ski Slope Gazebo - \$150*

You are responsible for renting your own chairs/setup.

## *Setup/Cleanup Fee*

\$250 for set-up and \$250 for clean-up services (furniture/tables)

\$100 for set-up and \$100 for clean-up (Linens)

## *Dance Floor - \$250*

## *Bartender Fee*

\$75 per bartender (Cash Bar, Open Bar, & Drink Ticket Options Available)

## *Carving Station*

\$50 carver fee for chef to tend carving station

## *Linens/Chair Covers*

\$2.50 per person—Includes table cloths, overlays and linen napkins for each guest

\$5.00 per chair cover

*All packages will be subject to 20% gratuity and 6% sales tax.*

# Preferred Vendors



## Florists

**Kelly's Flowers** | 304.225.7673 | [www.kellysfloral.com](http://www.kellysfloral.com) | Morgantown, WV

**Kam's Florist** | 304.789.5988 | Terra Alta, WV

**Coombs Florist** | 304.292.1571 | [www.coombsflowers.com](http://www.coombsflowers.com) | Morgantown, WV

**Kingwood Floral** | 304.329.2424 | [www.kingwoodfloral.com](http://www.kingwoodfloral.com) | Kingwood, WV

## Limo & Carriage Rides

**Pleasant Valley Dream Rides** | 301.334.1688 | [www.pleasantvalleydreamrides.com](http://www.pleasantvalleydreamrides.com) | Friendsville, MD

**Red Carpet Limousine** | 800.0424.3475 | [www.redcarpetlimousine.net](http://www.redcarpetlimousine.net) | Morgantown, WV

**A Touch of Class Limousines** | 301.698.2650 | [www.atouchofclasslimousines.com](http://www.atouchofclasslimousines.com) | Frederick, MD

## Music

**Troy Koon** | 304.826.6286 | [wvhoops@gmail.com](mailto:wvhoops@gmail.com) | Morgantown, WV

**Sounds Fun Entertainment** | [www.jonnyrock.com](http://www.jonnyrock.com) | Friendsville, MD

## Photographers

**McMillen Photography & Photo Booth** | 724.833.9083 | [www.bensphotos.com](http://www.bensphotos.com) | Waynesburg, PA

**Rebecca Devono Photography** | 304.225.2516 | [www.rebeccadevono.com](http://www.rebeccadevono.com) | Morgantown, WV

**Tim Ray Photography** | 304.363.8395 | [www.timerayphoto.com](http://www.timerayphoto.com) | Fairmont, WV

## Rentals

**MPE Rentals** | 304.296.6155 | [www.mperentals.com](http://www.mperentals.com) | Morgantown, WV

**June Bug Rentals** | 301.387.0445 | [www.junebugpartyrentals.com](http://www.junebugpartyrentals.com) | Swanton, MD

# Wedding Checklist

- Set up a budget plan
- Determine guest list
- Book ceremony venue
- Confirm wedding date
- Choose members of wedding party
- Pick wedding theme/color scheme
- Entertainment, DJ or band
- Photographer/videographer
- Block rooms in hotel for guests
- Find florist
- Make/order wedding invitations
- Book rehearsal dinner
- Plan meal menus and wedding cake
- Open bar and cash bar options
- Wedding gown
- Schedule hair appointment and makeup appointments
- Call guests to confirm RSVPs
- Bridesmaids and wedding party attire
- Obtain marriage license
- Favors (place cards, guest book, cake knife)
- Thank you notes
- Set up honeymoon



*It's all about the details!*



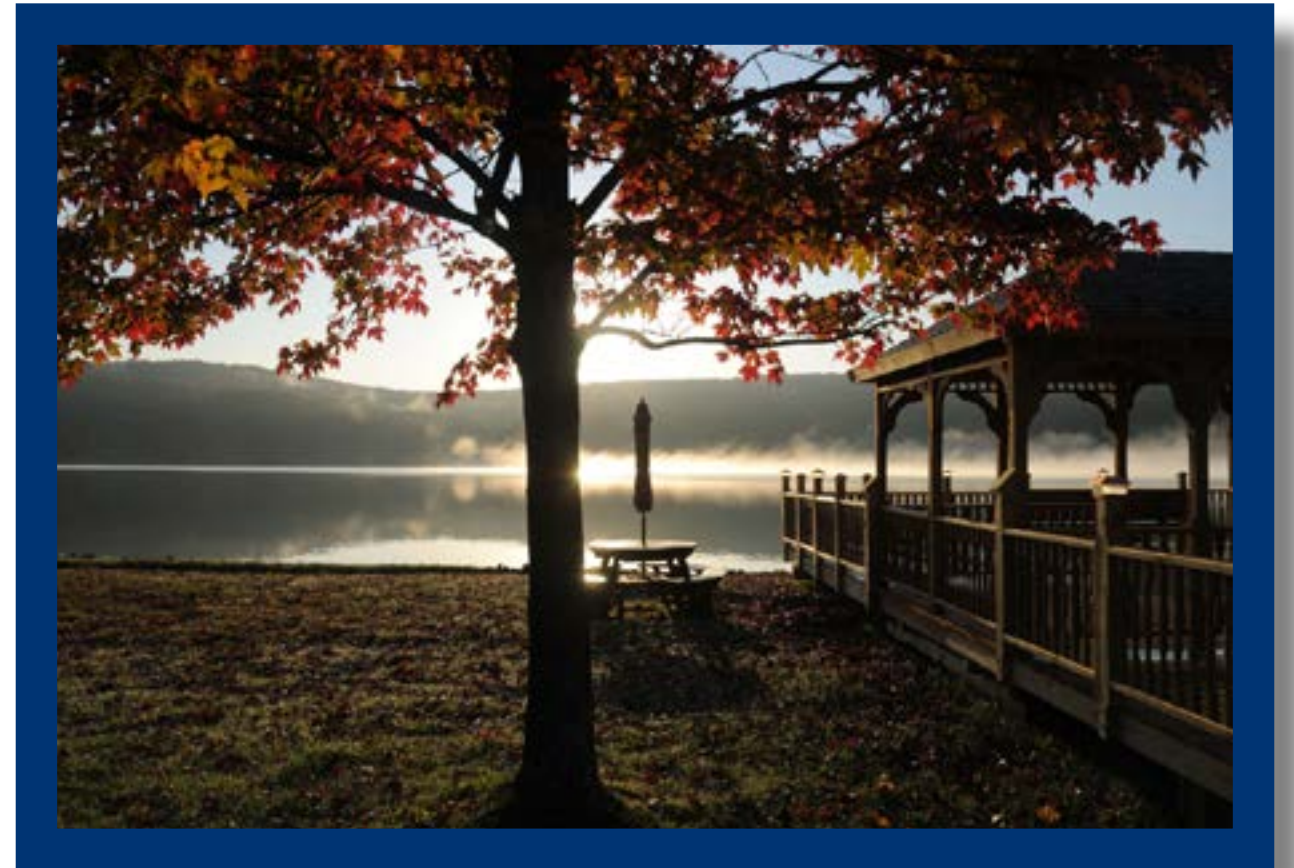
# Ski Slope Gazebo



**\$150.00** Including Tax

- Total amount due must be paid two weeks prior to the event date  
If payment is not paid two weeks prior to the event date, the gazebo will be released
- No refund after cancellation period
- Alpine Lake Resort will not be responsible for lost or damaged items
- You are responsible for decorations and other items brought into the facility
- An additional cleaning fee will be assessed if the facility is unduly soiled and/or damaged at a rate of \$50 per hour
- All trash must be placed in containers prior to leaving the facility
- Prices are subject to change without notice

# Lakeside Gazebo



**\$150.00** Including Tax

- Total amount due must be paid two weeks prior to the event date  
If payment is not paid two weeks prior to the event date, the gazebo will be released
- No refund after cancellation period
- Alpine Lake Resort will not be responsible for lost or damaged items
- You are responsible for decorations and other items brought into the facility
- An additional cleaning fee will be assessed if the facility is unduly soiled and/or damaged at a rate of \$50 per hour
- All trash must be placed in containers prior to leaving the facility
- Prices are subject to change without notice

# Hors d'ouvres Menu

## *Cheese Tray*

**\$4.99**

Swiss, pepper jack and cheddar cheese  
with mild honey mustard dipping sauce & assorted crackers

## *Vegetable Tray*

**\$4.99**

Assorted farm fresh vegetables served with a creamy ranch dipping sauce

## *Fruit Tray*

**\$4.99**

Assorted farm fresh fruit

## *Cocktail Meatballs*

**\$5.99**

Choice of Italian, Swedish or Sweet & Sour meatballs

## *Finger Sandwich Platter*

**\$7.99**

Assorted turkey and ham sandwiches topped with cheese, lettuce and tomato

## *Shrimp Cocktail*

**\$10.99**

Jumbo spicy shrimp served with cocktail sauce

## *Crab Dip*

**\$10.99**

Made in house with real blue crab and served with homemade tortilla chips

*Our Event Specialists can suggest additional delightful menu options to help make your occasion a memorable success!  
Prices listed above are per guest.*

# Main Menu

## *Italian Pasta Station*

**\$19.99**

Served with fettuccine pasta, parmesan cheese and garlic bread  
Choose 2 Sauces: Creamy alfredo, marinara, pesto or meat sauce  
Choose 1 Meat Topper: Grilled chicken, meatballs or sausage  
Choose 1 Salad: Garden salad, Caesar salad or coleslaw  
Add Additional Sauce \$4.00 • Add Additional Meat \$6.00

## *Alpine Dinner*

**\$24.99**

Served with fresh bread

Choose 2 Entrées: Stuffed chicken breast, roast beef, BBQ chicken, chicken parmesan, roast turkey or country ham  
Choose 2 Starches: Mashed potatoes & gravy, scalloped potatoes, twice-baked potatoes, red roasted potatoes or rice  
Choose 1 Vegetable: Green beans, sweet corn, California blend or carrots  
Choose 1 Salad: Garden salad, Caesar salad or coleslaw  
Add Additional Side \$3.00 • Add Additional Entrée \$6.00

## *Prime Rib Carving Station*

**\$24.99**

Additional \$50.00 carver fee

Juicy, slow-cooked prime rib cut-to-order.

Served with fresh bread

Choose 2 Starches: Mashed potatoes & gravy, scalloped potatoes, twice-baked potatoes or red roasted potatoes  
Choose 1 Vegetable: Green beans, sweet corn, California blend or carrots  
Choose 1 Salad: Garden salad, Caesar salad or coleslaw  
Add Additional Side \$3.00 • Add Additional Entrée \$6.00

## *Laker Dinner*

**\$32.99**

Served with fresh bread

Choose 2 Entrées: BBQ ribs, pork loin, beef burgundy, 1/2 roasted chicken or 8 oz. filet served Medium/Well  
Choose 2 Starches: Mashed potatoes & gravy, scalloped potatoes, twice-baked potatoes, red roasted potatoes or rice  
Choose 1 Vegetable: Green beans, sweet corn, California blend or carrots  
Choose 1 Salad: Garden salad, Caesar salad or coleslaw  
Add Additional Side \$3.00 • Add Additional Entrée \$10.00

*Coffee, tea, water and Coke products are available at the bar at a rate of \$1.50 per person.  
Ask about cash bar, open bar and drink ticket options!  
Dietary options are available upon request. Prices listed above are per guest.  
Sales tax and gratuity not included in price.*





## Wedding Reception & Event Contract

This contract defines the terms and conditions under which Alpine Lake Resort and \_\_\_\_\_ (hereafter referred to as the client) agree to the client's use of Alpine Lake Resort's facilities on \_\_\_\_\_ (reception/event date). This contract constitutes the entire agreement between the parties and becomes binding upon the signature of both parties. The contract may not be amended or changed unless executed in writing and signed by Alpine Lake Resort and the client.

### Client Information

Client Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Telephone #: (H) \_\_\_\_\_ (W) \_\_\_\_\_ (C) \_\_\_\_\_  
 E-Mail Address: \_\_\_\_\_  
 Proposed Event: \_\_\_\_\_  
 Approximate Number of Guests: \_\_\_\_\_ (200 maximum)  
 Musician Selected: \_\_\_\_\_

### Facilities and Services Provided by Alpine Lake Resort

Alpine Lake Resort will provide the facilities and services described in this contract on the event date noted above: the Evergreene Room will be available to set-up no earlier than the morning of. All other services, facilities and arrangements for services shall be the responsibility of the client and managed through a separate agreement. Free parking for guests in the parking lot located to the left of the Lodge.

### Obligatory Fees for Use of Alpine Lake Resort's Facilities

\$100 Set-up & \$100 Clean-up of table linens and centerpieces  
 \$250 Set-up & \$250 Clean-up of furniture placement (tables, chairs, dance floor)  
 \$500 Room rental fee for Evergreene Banquet Room (4 hours limit)  
 + \$50 per every half hour after 4 hour limit  
 \$75 Bartender fee for each

### Deposits & Payment Agreements

The minimum cost for use of Alpine Lake Resort and its facilities described in this contract is \$5,000.00. All catering and purchases are subject to a 20% gratuity fee and 6% sales tax. To reserve services on the date requested, Alpine Lake Resort requires this contract be signed by both parties and an initial deposit of \$500.00. A second deposit of \$2,000.00 is due one month prior to the event date. Payment of the remaining balance of the event is due the day of the event. Deposits and payments will be made by certified or bank check made payable to Alpine Lake Resort on the schedule noted below. A receipt from Alpine Lake Resort will be provided for each.

Scheduled Payment	Amount	Date Due
Initial Deposit	\$500.00	With Signed Contract
Second Deposit	\$2,000.00	_____
Remaining Balance	\$ _____	_____

### Catering Services at Alpine Lake

Alpine Lake Resort will provide all dinner and dessert utensils and plates. Linen napkins (client will choose color), white or ivory linen tablecloths, and linen overlays for all guest tables will be provided by Alpine Lake Resort for a cost of \$2.50 per person. Ask Alpine Lake Resort's Group Sales Director to view Alpine Lake Resort's Catering Menu.

### Cancellation Policy

In the unlikely event the client should cancel, all deposits are nonrefundable. In the event of a cancellation, if Alpine Lake Resort is able to rebook a comparable event on the scheduled date the second deposit made will be given back. Alpine Lake Resort shall have the right to terminate this contract if the client fails to meet or violates any terms of the contract, in which case the provisions of this cancellation policy also apply. The client shall not assign or sub-lease any terms, conditions or services contained in this contract or any interest therein without the written consent of Alpine Lake Resort.

### Alcoholic Beverages

As the host of a private party, the client acknowledges responsibility for the proper and lawful consumption of alcoholic beverages at Alpine Lake Resort during the duration of the event described in this contract. Alcoholic beverages will be purchased and served through Alpine Lake Resort. Alpine Lake Resort will exercise due care in serving alcoholic beverages, and will refuse service to any person appearing to be under the age of 21 or any person who appears to be intoxicated. Identification and proof of age will be requested from any person who appears to be under 21 years of age. Alcoholic beverages will be removed from anyone believed to be a minor or from any intoxicated person. The client agrees to fully cooperate and assist Alpine Lake Resort in enforcing the laws of the State of West Virginia. See Marketing Manager for Open Bar, Cash Bar and Ticket Drink options.

### Responsibility & Security

Alpine Lake Resort does not accept any responsibility for damage to or loss of any articles or property left at Alpine Lake Resort prior to, during or after the event. The client agrees to be responsible for any damage done to Alpine Lake Resort by the client his/her guests, invitees, employees or other agents under the client's control. Further, Alpine Lake Resort shall not be liable for any loss, damage or injury of any kind or character to any person or property caused by or arising from any act or omission of the client, or any of his guests, invitees, employees or other agents from any accident or causality occasioned by the failure of the client to maintain the premises in a safe condition or arising from any other cause. The client, as a material part of the consideration of this agreement, hereby waives on its behalf all claims and demands against Alpine Lake Resort for any such loss, damage, or injury of the client, and hereby agrees to indemnify and hold Alpine Lake Resort free and harmless from all liability for any such loss, damage or injury to other persons, and from all costs and expenses arising there from, including but not limited to attorney fees.

### Contract Signature

This contract constitutes the entire agreement between Alpine Lake Resort and the client and becomes binding upon both parties when signed.

Client: _____	Alpine Lake Resort:
Name: _____	Name: Michael McGovern
Signature: _____	Signature: _____
Date: _____	Date: _____



# ALPINE LAKE RESORT

700 West Alpine Drive • Terra Alta, WV 26764 • 304-789-2481 ext. 152  
[www.alpinelake.com](http://www.alpinelake.com)