

Stone Mountain Lodge and Cabins  
18055 N. St Vrain Drive  
Lyons, Colorado 80540  
(720) 290-7326 - [events@stonemountainlodge.com](mailto:events@stonemountainlodge.com)

## Event Contract

This is an agreement between Stone Mountain Lodge and Cabins (hereinafter the Lodge) and \_\_\_\_\_ (hereinafter the Client), dated \_\_\_\_\_.

The Lodge will provide use of the following Facilities:

\_\_\_\_\_

And Services: \_\_\_\_\_

in accordance with purchase of a \_\_\_\_\_. Use of these Facilities are for the purpose of a \_\_\_\_\_ (hereinafter the Event) to occur on \_\_\_\_\_ from \_\_\_\_\_ until \_\_\_\_\_. There will be approximately \_\_\_\_\_ guests; the exact number will be provided to Stone Mountain Lodge prior to the Event.

For this Event, the Lodge has received a deposit of \$ \_\_\_\_\_ from the Client towards a total of \$ \_\_\_\_\_ (including tax) with balance of \$ \_\_\_\_\_ due on or before \_\_\_\_\_.

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## **Other Terms**

### **Deposits -**

**Wedding Booked 6 or More Months in Advance** - A 25% non-refundable deposit for a Wedding Package and Options is due at reservation time. Another 25% non-refundable deposit is due 2 months after booking. The total remaining non-refundable balance is due 30 days prior to the event. Whoever makes the deposit will be responsible for the balance of payment. Your Wedding Event will not be reserved until deposits are received. Deposit may be via Visa, MasterCard, Discover, American Express, Certified Funds, or Local Check with 2 Ids.

**Wedding Booked Less Than 6 Months in Advance** - A 50% non-refundable deposit for a Wedding Package and Options is due at reservation time. The total non-refundable balance is due 30 days prior to the event. Whoever makes the deposit will be responsible for the balance of payment. Your Wedding Event will not be reserved until deposits are received. Deposit may be via Visa, MasterCard, Discover, American Express, Certified Funds, or Local Check with 2 Ids .

**Cancellation** - Deposits for a Wedding Event will be forfeited on cancellation. In the case of a military deployment, your deposit will be held for your wedding to be rescheduled at a future date.

**Payment** - The total non-refundable balance for a Wedding Package and Options is due 30 days prior to the event. Whoever made the deposit will be responsible for the balance of payment. Payment may be in the form of Visa, MasterCard, Discover, American Express, or in Certified Funds. We will require a credit card on file in case of damage or additional last-minute services.

**Upgrades** - Adding Options may be done up to 31 days prior to the Event Day with a 50% non-refundable deposit for the options. Within 30 days, additional Options must be paid in full and are non-refundable. (Options are subject to availability).

**Number of Guests** - There may be no more than the maximum number of guests allowed for the specific event Package except with written permission from the Lodge. There may be additional fees for more guests than allowed by the Package. Please let Stone Mountain Lodge staff know of your expected number of guests at least 7 days prior to the Event. If the Lodge is contracting your catering, we need your Guaranteed Attendance 10 days prior to Event.

**Event Time** – At least 48 hrs prior to the Event, Client will notify Lodge of expected Vendor and Guest arrival times.

**Hours** – Unless noted above, your use of the Facilities in accordance with your Package are for the Entire Day of your Event (from 9am to 11pm). From 9am until 2 hours before your ceremony, support from Stone Mountain staff will be limited; however, you will have access to the reception tent and Pond area for decorating, photos and rehearsal. After 9 pm, please limit music volume to be respectful of our other guests. Between 11pm and midnight, you and/or your caterer or other vendors must clean up any items brought to the tent or Pond area.

**Decor** - You may decorate the Lodge property in a temporary manner for your Event with written permission from the Lodge obtained before your event day. All decorations must be removed at the end of the Event. You will be charged \$75 per staff-hour for Lodge Staff to remove your decorations. No confetti is allowed. Flammable items are limited\*

**Cleaning Deposit** - You are responsible for cleaning up the Facilities of all trash plus any items that you have brought in. If you do not clean up the Facilities, you will be charged \$75 per staff-hour for Lodge Staff to clean up. There is a \$500 refundable cleaning/damage deposit that will be returned 2 to 4 weeks after the day of the event, less damage costs and extra cleaning (\$75/hour). This amount is added to the package price at the time of booking.

**Vendors/Catering** - If you arrange for vendors such as caterers, musicians, photographers, etc., have the vendors contact Stone Mountain Lodge prior to the Event Day to arrange for parking & setup. A property walk-through is encouraged especially with your caterer or anyone that needs extensive setup. We do not provide ice for events.

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**Non-Approved Catering** - A non-refundable service charge of \$250 is added for the use of a caterer that is not approved by Stone Mountain Lodge, or if you provide your own food. An approved caterer must provide full service for your event including full set-up, clean-up, food service and bartending. Your caterer must be approved before the total balance is due 30 days prior to the event.

**Alcohol** – You must hire a licensed/insured bartender to serve alcoholic drinks. This person must be over age 21, must check IDs, and must not drink alcohol during the event. All alcohol must be poured by the bartender and the bartender must not serve someone who is obviously inebriated. You may not have a cash bar. Alcohol must be provided by an outside vendor.

**Gratuities** – Fees charged by the Lodge do not include gratuities for any Lodge Staff or Vendor Staff such as caterers, musicians, etc. It is up to the Client to handle gratuities appropriately and these are much appreciated.

**Lodging** – Lodging arrangements are not part of the Wedding Contract. Please ask the Event Coordinator about Group Reservations and make individual arrangements with the Lodge Front Desk - Please be aware that Check-in time is 4:00 pm. Check-out time is 11:00 am. Arrangements for *early check-in* or *late check-out* must be made in advance, but may not be possible during busy times. Early check-in or late check-out may be available at the manager's discretion and are subject to the timely availability of that particular unit. You/your guests may be able to use the property before check-in with prior arrangement, please inquire.

**Wedding Toss-Its** - Your guests may throw rice, grass seed, bread crumbs, or flower petals after the Wedding. These are all fine for the ducks and the property. Bubbles are OK too!

**Wedding Rehearsal** - A rehearsal date/time and must be scheduled with the Lodge Event Coordinator to occur within 2 weeks of the Wedding subject to availability of the Facilities.

**Walk-through** - A walk-through date/time must be scheduled with the Lodge Event Coordinator to occur within 2 weeks of the Wedding subject to availability of the Facilities. Any changes to the facility set-up agreed to during the walk-through must be approved in writing by the Event Coordinator at least 48 hours prior to the Wedding. Last minute changes will not be allowed or supported.

**Wedding Time** – At least 48 hours prior to the Wedding, Client will notify Lodge Event Coordinator of any changes to Ceremony/Reception times.

**Lodge Event Coordinator** - Our event coordinator will be available as you plan your wedding to offer suggestions for vendors, officiates and caterers. On the day of your wedding, our Event Coordinator will generally arrive about 2 hours before your ceremony to see that all is going smoothly, and stay until your Reception is underway. Assistant Event Staff will remain available for the duration of your event.

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**Authorized Signature Stone Mountain Lodge**

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**Client Signature**

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**Date**

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**Date**