

Stone Mountain Lodge and Cabins
18055 N. St. Vrain Drive
Lyons, CO 80540-9000
Event Phone: (720) 290-7326
events@stonemountainlodge.com

Wedding Day Reminders for Clients and Guests (Addendum to Walk-through)

Event Staffing Support

- Your basic package includes that Stone Mountain Event Staff will be there to support your event starting 2 hours prior to the wedding ceremony (or Reception if there is no on-site ceremony) and 1 hour after your Reception has ended. Before this time you will have limited access and support at the Reception tent and Bridal tents (except package A) and the Pond area for decorating and set up. If you wish **earlier** support from the Event Staff, you may purchase additional contiguous support hours for \$100/hour. Extending the end of the Reception is not available; your Reception must end by 11pm.
- Please let Stone Mountain Event Staff deal with Opening and Closing the Reception and Bridal Tents. Clients and their Guests and Vendors are not permitted to open, close or remove panels, curtains, lighting or furniture from the tents. A Stone Mountain Staff person will be happy to open the Reception tent any time after 9am. If the tent is opened without Staff assistance, you will be charged \$100.
- Stone Mountain Event Staff will be there to assist in the smooth flow of your Event, however we are not responsible for doing your decorations or setting tables with linens, place settings, centerpieces, bussing tables or trash removal from your event.
- Stone Mountain Event Staff is not responsible for **running** your event. We will do limited on-site support for your vendors and parking support for your guests. We will set up the chairs for your ceremony and arrange chairs and tables in the Reception tent according to the walk-through diagrams. In the event of inclement weather, we will set up for a ceremony in the Reception tent (except package A)
- Stone Mountain Event Staff will be doing a volume check(s) to keep music at a reasonable level.
- Please do not have your guests and vendors drive down to the Pond area without Authorization from Stone Mountain Event Staff.
- Stone Mountain commends your intention to use recyclable disposables at your Event. Because there is no collection for such materials at the Lodge, please understand that all recyclable materials must be removed from the Lodge property directly after, or at the latest, on the morning following your Event. Often your caterer will be able to take care of this. If these items are not taken from the Lodge property, Stone Mountain staff will dispose of them for \$100 additional charge.
- While gratuities are not required, feel free to tip the Stone Mountain Event Staff (via our Event Coordinator) if you are pleased with their service. A suggested amount is 5 - 10% of your package price. Remember that our staff does many things behind the scenes to make your Wedding Day as perfect as possible.

Initial

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Other Reminders

- There is No Smoking in the Reception & Bridal Tents and in the Restrooms. Please make sure that your guests are aware of this policy. Let Stone Mountain Staff know where we should provide smoking pots if they are needed.
- Picnic tables are not to be moved into or out of the Garden Area
- Reception tables are not to be used in the Garden Area without permission and assistance from Stone Mountain Staff
- White folding chairs are only for use at the Arbor and in the Reception Tent. White bucket chairs are available for use in the Garden Area
- A Bartender must serve all alcoholic beverages. Cannot be a guest of the Wedding - A Separate Waiver must be signed if Bartender is not provided by your Caterer or Bartending Service.
- You/Your Vendors must provide any extension cords to support decorative lighting, electronics and food service items. The Reception tent is equipped with 4 outlets at the corners and 2 outlets at the center of the long sides. The Bridal tent is equipped with 4 outlets at the corners. The Garden Area has one outlet/circuit. The Arbor Area has one outlet/circuit.
- You/Your Caterer must provide sufficient ice for your drinks. Our ice machine is only for the support of lodging guests for their rooms/cabins.
- Be sure that all children are supervised during your Event and your Stay. We do not want them wandering unattended around the Pond or other areas of the property. Throwing rocks or moving them around is strictly prohibited - Staff time to fix this will be charged at \$75/hour!
- Stone Mountain Lodge is not responsible for Vendor Performance or Payment, however we try to screen the vendors listed on our list.
- If there are pets at the Wedding, please have them walked around the Pond or up the Trail so that they do not go on the irrigated grass.
- No wedding service provider such as DJ, musicians, clean-up crew, etc., may drink alcohol until they have completed their duties or services.
- You may not decorate inside the Reception Tent above the 8' limit (that is, above the two cross wires)
- If the Reception Tent is used on a day/night when the use has not been contracted and paid for, a \$500 fee will be added to your bill.

Signature

Date

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