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# The Planning Process

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A step-by-step guide to understanding how you book, plan and pay for your dream wedding at beautiful Chase on the Lake Resort & Spa

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## FIRST THINGS FIRST GET TO KNOW US

**CHECK AVAILABILITY** | We book weddings on a first come, first serve basis.

**SITE TOUR** | Set up a private site tour with your Wedding Sales Manager.

**CUSTOM PROPOSAL** | includes estimates for lodging, rental fees, food & beverage, state sales tax, liquor tax and service fees applicable to your desired date and space. Ask your Wedding Sales Manager to create yours today!

## LOVE THE CHASE? SIGN CONTRACT + PAY DEPOSIT

To secure your desired date and space, we require a signed contract and non-refundable deposit at the time of booking. Your deposit will be applied to your final bill. All other lodging, food, beverage, and activity details will be ironed out and finalized in the months before your wedding. **Deposit Required** | 50% of Room Rental Fee

## COURTESY ROOM BLOCK DISCOUNTED RATES AVAILABLE

After contract is signed and deposit received, a Courtesy Room Block will be created with (12) classic hotel rooms for your wedding guests. You will also receive a list of lodging types and discount rates for all available accommodations during wedding weekend; at this time you may select alternative accommodation types and/or increase the number of rooms inside your courtesy room block.

## BOOKING INSTRUCTIONS SEND TO GUESTS WITH INVITES

Once you have finalized your room block selection, a Guest Booking Instructions PDF will be sent to you which includes the following information - confirmation #, accommodation types & rates within room block, along with other pertinent resort information. Send this with your save the dates or invites.

## WEDDING CHECKLIST HAPPY PLANNING

The document will help your Wedding Sales Manager and Chase on the Lake staff prepare for your wedding weekend. You are encouraged to fill it out as you plan out and finalize vendors, times, activities, and other details. This is due back to your planner 30 days prior to your wedding. A digital copy will be sent for you after booking.

## MENU TASTING EXPERIENCE 6-12 MONTHS BEFORE WEDDING

Hosted in our Waters Edge Room twice a year, this group tasting allows wedding couples exploration of select menu and drink offerings, all while enjoying views of beautiful Leech Lake. Taste test various salads, dressings, entrees, sides, breads, and Chase on the Lake house wines. Wedding couples are complimentary. Additional tasting guests are \$25 per person.

If you are unable to attend the group tasting, we also have a private tasting option available. Private tastings are available Monday-Friday at 1pm, 2pm or 3pm and require a minimum of 3 week notice. Wedding couples are \$75. Additional tasting guests are \$50 per person. Private tastings include 2 salads, 2 entrees and Chase on the Lake House Wines.

## 2<sup>ND</sup> DEPOSIT 90 DAYS BEFORE WEDDING

50% of estimated costs in proposal required 90 Days prior to Wedding

## 3<sup>RD</sup> DEPOSIT 10 DAYS BEFORE WEDDING

50% of estimated costs in proposal required 10 Days prior to Wedding

## MENU SELECTIONS 2 WEEKS BEFORE WEDDING

We request that you notify the Wedding Sales Manager your menu selections and specific details be finalized (2) weeks before your wedding.

## ATTENDEE GUARANTEE 10 DAYS BEFORE WEDDING

We request that our guests notify the Wedding Sales Manager with the exact number of guests attending the function (10) days in advance. If fewer than the guaranteed number of guests attend the function, the guest is charged for the original guarantee.

## FINAL BILL 7 DAYS AFTER WEDDING

The final bill will be prepared and emailed 72 hours after wedding. No payment is required on account at time of Wedding unless otherwise instructed. Remaining balance is due within 7 days after final bill is received.

