



Congratulations on your engagement, thank you for showing interest in Suncadia. Within this packet is information about our venue and what we have to currently offer for weddings.

Suncadia is a 6400-acre all season resort community located an easy scenic 80 miles from Seattle, on the sunny side of the Cascades. Suncadia is poised to become the premier resort destination in Washington State, and among the iconic resort locations along the west coast. Suncadia is dedicated to setting the standard as a responsible regional leader in environmentally friendly living. Suncadia exceeds the standards of a Built Green 3 Star community.

The Inn located on the public 18 hole Prospector Golf course. With fourteen spacious guest rooms and four suites each with stone fireplaces, luxury baths, built-in bookcases and private balconies with rocking chairs, The Inn has all the appeal of a special and intimate getaway. Just beyond the lobby, The Peoh Point Terrace overlooks the 9th and 18th green; the seating comes with a view and entertainment. Archies Den and the Colliery offers space for the most intimate wedding scenario. We can utilize different areas outdoors, depending on the size of the wedding and the time of the year.

The Lodge accommodates couples, families and groups both large and small. With approximately 20,000 square feet of state-of-the-art conference center, including the Rialto grand ballroom which is 6,000 square feet and Owens Junior Ballroom which is 2,800 square feet, The multiple meeting and banquet rooms, boardroom, and large mountain meadows for outdoor gathering sweeping views of the Cle Elum River Valley. The Lodge will more than accommodate intimate and large indoor to outdoor weddings. Within the Lodge is Portals Restaurant that offers breathtaking mountain and river views offering fresh, local, and artisan food, open daily for breakfast, lunch and dinner.

Suncadia's Glade Spring Spa is the first true destination spa in Washington and is an all-season luxury retreat. The spa is nestled amid pine trees in a picturesque mountain glade with creeks, hot mineral baths, rustic saunas, walking paths, forest treatment decks and a women's garden complete with its own bath and sauna. With fourteen indoor spa treatment suites offering a variety of wet and dry massages, facial, body and duo treatments. Please contact the Spa Concierge at 509-649-6470 for additional information and appointments.

We look forward to working with you and if you would like additional information, please feel free to visit our website at www.suncadia.com to request a proposal. On behalf of all of us at Suncadia, thank you for your business. We look forward to exceeding your highest expectations.

Pricing

High Season (April to October)..... \$80.00 per person

Off Season (November to March)..... \$65.00 per person

Pricing Includes

Ceremony Location

Reception & Dinner Location

Hors d'Oeuvre & Meal Selection

House Champagne & Sparkling Cider Toast

Choice of House Linen

China, Glassware & Silverware

Banquet Tables and Chairs

Five Votive Candles Per Table

Dance Floor

One Complimentary Upgrade for Honeymoon Suite for Wedding Couple

Additional Services

Wine Corkage Fee \$20.00 per bottle (.750 ml)

Cake Cutting Fee \$200.00 fee

Extended Reception Hours Past Midnight \$250.00 per hour

Location Specifics

Ceremony locations are located outdoors throughout the property during the high season from April to September, all outdoor locations have reserved indoor back-up locations. The determination to utilize the indoor location must be determined by 10am day of. A re-set fee will be applied after 10am day of the event.

Cocktail and Dinner Reception locations are available both indoor and outdoor. Outdoor locations are limited to a 10:00pm ending time.

January 2010

Subject to Change without Notice

Payment & Deposit Policy

If you choose Suncadia Resort, we require a signed contract, as well as a non-refundable advanced deposit, in order to guarantee your reservation. Until the deposit is received, all space reservations are considered tentative, and are subject to release. Final payment for all food & beverage is due two weeks prior to your wedding. Please note that deposits are non-refundable and non-transferable.

Guarantee

It is necessary that the Catering Sales Manager be informed of the exact number of guests who will attend the event by 10:00am, at least five full business days prior to the event. This number will be a guaranteed minimum, not subject to reduction, and charges will be made accordingly.

Please note that the Food and Beverage Minimum indicated in The Catering Agreement at the time of signing must be met. If a guarantee is not given to the hotel by 10:00am on the date it is due, the number(s) on the event order(s) will become the guarantee(s).

*Guarantees for Saturday, Sunday and Monday events are due by 10:00am on Wednesday
Guarantees for Thursday are due by 10:00am on Saturday.*

Service Charge and Sales Tax

A 22% service charge and 8% Washington State Sales Tax will be added to all food and beverage charges.

Frequently Asked Questions

How do I secure a Wedding Reception date?

In order to secure space, Suncadia, needs a signed contract, credit-card guarantee form and nonrefundable deposit (initial deposit) from the couple.

What are the service charge and sales tax amounts?

A service charge of 22% applies and is taxable, based on Washington State Regulations. The current State Sales tax is 8%. May Change without notice.

When should we discuss our menu selections?

Your Catering Sales Manager suggests finalizing menus not later than 1 month prior your event.

When should we notify the hotel of our guaranteed guest attendance?

The couple should communicate final attendance numbers to Suncadia by noon, 5 business days prior to the function.

What kind of linens does the hotel provide?

Suncadia provides floor length black linen with choice of square overlay of sage, white and ivory.

What does Suncadia provide?

In order to ease the stress of wedding planning, Suncadia provides full service, including food and beverage, servers, bartenders, tables, chairs, house linens, votive candles, china, silverware, glassware, cake knife and server set, dance floors, staging and set-up and tear-down of our event.

Can I use outside vendors?

Your Catering Sales Manager is happy to share a list of recommended vendors, such as wedding coordinators, florists, entertainments providers (band/DJ), photographers, lighting and specialty linen companies.

Does the hotel allow outside food and beverage vendors?

As regulated by the Washington State Department of Health and Washington Alcohol and Beverage Commission, Suncadia must supply all food and liquor

Does the hotel offer special room rates for our guests?

Your Catering Sales Manager assists couples with guestrooms or courtesy rates for your out-of-town guests.



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