



*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 9<sup>th</sup> and 18<sup>th</sup> green; the seating comes with a view and entertainment. Archie's Den and the Colliery offers space for the most intimate year round 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](http://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.*



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**Suncadia Wedding Packages**

*All of the following are included in our wedding packages*

*Reception & Dinner Location*

*Hors d'Oeuvre & Meal Selection*

*House Champagne & Sparkling Cider Toast*

*Choice of House Linen*

*China, Glassware & Silverware*

*Banquet Tables and Chairs*

*Votive Candles on Tables*

*Dance Floor*

*One Complimentary Upgrade to a Honeymoon Suite for the Wedding Couple*

**Suncadia Complimentary Luxury Experiences**

*(Applicable to weddings contracted by April 30, 2012)*

**Weddings with 80 or more guests**

***Spa***

*Complimentary Glade Spring Spa day passes for the bride, maid of honor and mother of the bride and groom.*

*Enjoy the peaceful serenity of the spa the day before the wedding, and unwind in the mineral pools or enjoy a cup of hot tea while lounging in our luxurious robes in the Spa Sanctuary. Complimentary 50 Minute treatment for the Bride and Groom after the wedding day, choosing between a manicure, pedicure or facial.*

***Golf for the Guys***

*A complimentary foursome of golf on Prospector or Rope Rider the day before the wedding. Includes range balls and 2 golf carts.*

**Weddings with under 80 guests**

***Spa***

*Complimentary Glade Spring Spa day pass offer for the bride and maid of honor. A complimentary 50 Minute treatment for the Bride and Groom after the wedding day, choosing between a manicure, pedicure or facial*

***Golf for the Guys***

*A complimentary twosome of golf on Prospector or Rope Rider the day before the wedding. Includes range balls and a golf cart.*

**Weddings with under 40 guests**

*Complimentary Bride & Groom Spa Day Passes*

*January 2010*

*Subject to Change without Notice*

### ***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.*



### ***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.*

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## ***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%. Subject to 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. Your Catering Sales Manager can provide you with contact information for linen rentals and they will be delivered directly to Suncadia for your event.*

### ***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.*

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***Do I need a Wedding Planner?***

*It is recommended that you hire at least a “day of” wedding coordinator to ensure that your day runs smoothly for you. The “day of” wedding coordinator will help you by calling all vendors ahead of time to confirm delivery times, help setup your décor, be the “go to” person during your ceremony and reception and make sure that all décor is put away for you. Your Suncadia Catering Sales Manager is responsible for ordering your food and beverage and making sure your space is held according to your wedding/dinner/reception times. If you do not obtain a “day of” wedding coordinator, and have friends or family that are taking care of this for you, your Catering Sales Manager will need all names and contact information for those involved. There is a charge of \$100 per hour for the Catering Sales Manager to be involved in decorating, tracking down vendors or cleaning up at the end of your event.*

***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 with the exception of the wedding cake or cupcakes.*

***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.*

***Contact Information***

***Stephanie Simmons ~ [ssimmons@suncadia.com](mailto:ssimmons@suncadia.com) or 509-649-6454***  
***[www.suncadia.com](http://www.suncadia.com)***



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