



2023 Skyland and Big Meadows Lodge Wedding Policies

Group Sales Department – 540.217.6131

Wedding Celebrations

Thank you for considering Skyland and Big Meadows Lodge for your wedding ceremony and reception. Our natural setting in Shenandoah National Park will provide you with a quiet, serene atmosphere where nature is the backdrop for the wedding of your dreams. Personal attention to detail, regional cuisine and charming accommodations make your wedding here truly an event of a lifetime.

National Park Service Special Use Permit & Entrance Fees

Special Use Permits are required for outdoor events such as weddings and other ceremonies that are **not** held on Skyland or Big Meadows Lodge land areas. To apply for a Special Use Permit contact Shenandoah National Park, 3655 U.S. Highway 211 East, Luray, VA 22835, (540) 999-3500 or visit <http://www.nps.gov/shen/planyourvisit/permits.htm>. The Lodges also require a copy of the permit for their records.

An entrance fee for private vehicles entering the Park is required which provides seven day access into Shenandoah. Please check <http://www.nps.gov/shen/planyourvisit/fees.htm> for current fees. You can also purchase an entrance pass in advance for yourself or wedding guests on <https://www.recreation.gov/sitepass/74293>.

Ceremony

During our season Skyland and Big Meadows Lodge are popular and romantic locations for ceremonies with the picturesque view of the Shenandoah Valley to the west or the lush mountain scenery as the backdrop. Outdoor ceremonies at Skyland can be held on the Pinnacles lawn area or at the Peak View Stage. Outdoor ceremonies at Big Meadows Lodge are held on the lodge terrace. There is a **\$250 fee** to reserve an outdoor location. Chair rental is **\$3.00 per chair**. All rates are subject to 5.3% State sales tax.

The rental fee includes the use of a Tailgater/Portable P.A. with mic for your officiant.

NOTE: We are pet-friendly and your pet is allowed to be a part of your ceremony IF it is held outside. If the ceremony has to be moved indoors due to inclement weather, pets are not permitted.

Reception

Skyland's historic conference building accommodates up to 100 people. If your group is smaller, the Massanutten Room at Big Meadows Lodge accommodates up to 64 people.

Ceremony Rehearsal and Rehearsal Dinner

A mutually convenient ceremony rehearsal time may be scheduled at either lodge. Should you wish to book your rehearsal dinner with us, we would be happy to accommodate your group. Please contact our Venue Coordinator regarding food and beverage minimums and availability of space for your rehearsal dinner.

At Skyland we have the Mountain Room Annex located inside the dining room building at \$250 plus tax for a 2-hour time frame between 5:00 p.m. and 8:00 p.m. The fee includes set-up and tear-down of existing tables and chairs, chinaware, silverware, glasses, and napkins. The room accommodates a maximum of 30 people.

The Skyland Terrace is also available for a 2-hour time frame from 5:00 p.m. to 7:00 p.m. at \$600 plus tax. There is also a \$1,750 food & beverage minimum required before taxes and gratuities for the terrace. A section of the terrace would be held for the reception so it would not be a private event as other guests would also be dining. If inclement weather, the event would be re-located to the Mountain Room Annex but no reduction in the rental fee would apply. The fee includes set-up and tear-down of existing tables and chairs, chinaware, silverware, glasses and napkins. The maximum seating capacity is 30 guests.

At the end of the event the Mountain Room Annex and/or Skyland Terrace would be re-opened to all Skyland guests.

Initial _____ Date _____

Sep-22



Reservations and Deposit Information

In order to reserve your event date, the rental fee including sales tax (50% of which is non-refundable), a valid credit card number and a signed agreement is required within 7 days of booking the date. The rental fee will be applied to your final Master Bill.

- **Reception Room Rental Fees**

\$ 3,000.00	Skyland	Saturdays – April through mid-September and mid-to late November
\$ 1,500.00	Skyland	Fridays & Sundays – April thru mid-September and mid-to late November
\$ 4,000.00	Skyland	Fridays/Saturdays/Sundays – Holiday and Peak Fall Weekends (late September thru early November)
\$ 2,500.00	Big Meadows Lodge	Saturdays – April through mid-September
\$ 1,250.00	Big Meadows Lodge	Fridays & Sundays – April thru mid-September
\$ 3,000.00	Big Meadows Lodge	Friday/Saturdays/Sundays – Holiday and Peak Fall Weekends (late September thru early November)

- The room rental fee includes set-up of tables & chairs, china, silverware, glasses, white tablecloths and napkins. Colored and upgraded linens can be ordered through our coordinator and are subject to availability. The fee also includes use of a Tailgater/Portable P.A. with mic. Additional fees will apply for colored linens.
- The fee is due within 7 days from date of confirmation. The fee does **not** include chairs or other items for outdoor ceremony.
- Chair rental for the wedding ceremony is available at Skyland and Big Meadows at \$3.00 per chair plus tax.
- A wooden arch is available for the wedding ceremony at Skyland at \$120 plus tax.
- With the booking of a party, you are allotted a 5-hour block in which your ceremony and the end of the reception is to be held. However, you will have access to the reception area by 9:00 a.m. the morning of the event for decorating.
- A food and beverage minimum is required in order to book our facility. Please reference the Catering Arrangements section for details.
- The Skyland Historic Conference Building will accommodate up to 100 people. The Massanutten Room at Big Meadows accommodates up to 64 people.
- A storage fee is charged for rental chairs, linens, arch, etc. The cost is determined based on items and days of storage required.
- Every effort will be made to accommodate the requests of the wedding party for their room set-up. However, due to space limitations, final room set-up will be at the discretion of the Catering management.
- In compliance with local fire codes, our maximum room occupancy may not exceed the posted room limitation. These load limits are strictly enforced. The Lodges reserve the right to inspect and regulate all private parties, meetings and receptions.
- In consideration of other guests, the event must conclude by 9:30 p.m. This policy stands firm. All music volumes will be monitored and controlled at the discretion of Hotel management.



Catering Arrangements

With the exception of the wedding cake, the lodges are the sole purveyor of all food and beverages for on-site events. It is also the lodge's policy that all alcoholic beverages are provided by the lodges only. To assist you with your budget and planning, an average bar estimate is \$15 - \$30 per guest, depending upon the selection of beverages to be served.

Prices quoted are subject to reasonable increases to meet increased cost of goods, suppliers and operating expenses. The patron agrees to pay for such increases. As an alternative the Lodge may, at its sole option, make reasonable menu substitution and the patron agrees to accept such substitutions in lieu of increased prices. Prices for all meal functions will be guaranteed by the Lodges 90 days prior to the function.

Final food details (reception, bar & menu selections, head counts) are required **30 days prior** to the event date. This given number will be considered the final count for service and will be used for billings, even though the actual allowance may be lower. IF the guarantee is not given to the Lodge 30 days in advance, then the Lodges will prepare and set for ten percent (10%) above the estimated number of guests. Management must give their approval before any increases in this number will be set up or served.

If more than one entrée is chosen, colored place cards must be provided by the wedding party indicating the guest name and entrée requested. E.g., red card for beef, yellow card for poultry, green card for vegetarian.

Should you have guests with special dietary needs, our Chef will be more than happy to prepare a special entrée. Please provide these requests at least 30 days prior to the event date.

On all food and beverage sales, a 20% gratuity charge and all applicable State & local sales taxes and utility fees will be added.

A minimum \$50.00 fee is charged if our staff is requested to cut and serve the wedding cake.

A minimum fee of \$50.00 will be charged for Welcome Bag delivery (refer to Page 4 for details).

No outside food or drink items are allowed to be brought into the Lodges banquet rooms or any organized function area. Should any guest be found to have outside alcohol in his/her possession or consumed by minors, the Lodge management reserves the right to close the bar immediately or to terminate the function at the patrons' expense.

If the guests request a change to the final details after the 30 day cut-off date a 10% service fee will be assessed based on the total reception costs or minimum of \$150, whichever is greater. This includes but is not limited to changes in guest count, timeline, room lay out, food and beverage choices.

A minimum of 60 paid adults or \$2,400 is required for food at Skyland. A 40 paid adult minimum or \$1,400 is required at Big Meadows. The minimum is based on total cost of food before gratuity and taxes. Alcoholic beverages are additional. If the minimum is not met, a surcharge will be assessed.

Site Visits and Tastings

As our sales office is not physically on site, we ask that you please call ahead and schedule a time for your site visit. Site visits are expected and we are happy to set up by appointment only.

To schedule a menu tasting you must contact our Venue Coordinator at least three (3) weeks prior to set up a mutually convenient time. A fee is charged based on the number of people at the tasting and items selected.

Lodging Arrangements

A deposit of one night's room plus tax & surcharges is required at the time of booking. A group code will be provided for your guests to reserve their rooms. A maximum number of rooms available for your wedding guests will be provided and a cut-off date to book the reservations will be provided. Check in time is 4:00 p.m. on day of arrival. Check-out time is 11:00 a.m. on day of departure.

Decorations

Flowers and large rental items may be delivered to the lodges the day of your function. Smaller items such as place cards and favors may be delivered to our Venue Coordinator at an agreed upon time.

Room decorations are the responsibility of the wedding party. All decorations and personal items must be removed immediately at the conclusion of the event. The lodges and its staff will not be responsible for any items left behind. A ladder will be provided and a decoration waiver is required by the Lodges from the wedding party.

No sparklers, glitter, confetti, bird seed, lavender, rice, etc. is allowed inside the banquet room or outside on the parking lot and lawn areas. **All indoor and outdoor** decorations must be discussed and approved at least 30 days prior to the event. Guests may bring plants or flowers for use during the ceremony but shall remove all such materials to include leaves, stems, petals, pieces and/or plant parts at the conclusion of the event, due to the potential for non-native and invasive species to be left behind.

All candles must be LED or battery powered. No real flame candles will be allowed.

Set Up

The Skyland Conference Building and Big Meadows Massanutten Rooms will be available for entry at 8:30 a.m. on the day of your event. It will be your responsibility to advise your contracted suppliers such as florists, DJ's, and bands of the time that is allowed for set up. It is also your responsibility to provide names and contact information for the contracted suppliers to our group event coordinator at least 30 days prior to the event. Please advise your contacted contributors to call us prior to the event day if they have any questions.

Due to health and safety codes, cold storage is not available for any desserts or floral arrangements in the Lodge kitchens or conference room areas.

Photography

Photography is a welcome part of wedding ceremonies and receptions. We do ask that you please be sensitive to our other guests by not blocking walkways. Public areas must remain open and free of obstacles for all hotel guests.

Entertainment

We hope that your wedding is a truly joyous and memorable occasion. So that we may provide this courtesy to all our guests, quiet time for indoor group events is 9:30 p.m. and is strictly enforced. This policy stands firm. All music volumes will be monitored and controlled at the discretion of Hotel management.

All outside amplification requires advance approval from the property. Noise levels will be monitored by the lodge management and we reserve the right to adjust sound as needed.

Gift Bags

If you wish to have our staff give gift bags to wedding guests at check-in, this must be arranged at least 30 days prior to the event. There is a fee of \$50 for 20 or less bags, \$75 for 21 to 40 bags, \$100 for 41 to 50 bags. Bags cannot have individual guest names listed and must be generic. Fee is subject to applicable tax.

Wedding party is responsible for delivery of gift bags if advance notice is not received or if marked for individual guests.

Skyland Fire Pit Usage Guidelines & Fee

The fire pit at Skyland can be used for outdoor gatherings with advance notice. There is a \$50 per hour charge which includes NPS approved firewood. Skyland staff sets up and maintains the level of the fire during the time reserved. The usage end time is 10:30 p.m. Noise levels will be monitored by staff and the event will end if determine it is necessary. Please be considerate of your neighbors and keep in mind that many of our historic buildings lack insulation that buffers sound.

S'mores can be provided at \$5.00 per person plus gratuity & taxes. Basic ingredients (graham crackers, chocolate bar, marshmallows, roasting stick) are provided to make 2 s'mores.



Payments & Cancellations

Deposits Schedule

7 Days Following Booking

90 Days Prior to Event

30 Days Prior to Event

Conclusion of Event

Cancellation Schedule

120 Days Prior

89 or Less Days Prior

Payment Due

Signed contract and rental fee (50% of which is non-refundable).
Rental fee is applied to final balance.

50% of food & beverage minimum and rental fees (non-refundable).

100% of food and beverage and rental fees (non-refundable).
Final head count & menu selections.

Open bar tabs or any additional expenses incurred during event.

Due Date

Total banquet cancellation notice required for a refund of the initial deposit less non-refundable fee.

100% of F&B deposits are non-refundable.

Call 540-217-6131 to reserve your date or for more information.