



## **SQUAW VALLEY PRESERVE GENERAL EVENT POLICIES & INFORMATION**

Once you have selected your preferred date, Squaw Valley will issue a Contract. In order to secure the date, a signed copy of the Contract and the non-refundable deposit must be received in the Banquet Office. Food and Beverage minimums apply based on the venue you contract for use. The selected date is not considered confirmed until the deposit and contract have been received.

**DEPOSITS & PAYMENTS** To guarantee your event at Squaw Valley, an initial deposit reflecting 50% of the estimated charges must be paid along with the signed Contract. An additional 50% of estimated charges is due 20 days in advance of the event date. The initial deposit must be, at minimum, equal to the amount of the food & beverage minimum for the venue. A credit card number is required to guarantee any additional charges that occur during your event. An itemized description of the event charges will be provided by Squaw Valley Preserve within 24 hours of the completion of your event.

**CANCELLATIONS** Functions canceled after deposits are received will forfeit the entire amount of the deposit(s). Functions canceled less than 20 days of the scheduled date will be charged the full price of the estimated charges.

**FINAL GUARANTEES** The expected number of guests must be specified to Squaw Valley Preserve a minimum of 10 days prior to the event. This number will be considered the Guarantee and is not subject to reduction. If we do not receive a Guarantee within this period, the number of guests stated on the Contract will be considered the Guarantee for food and beverage, as well as Cable Car ticketing, and charges will be assessed accordingly. Your final bill will be charged your actual attendance or Guarantee guest count, whichever is greater. Squaw Valley Preserve prepares for an estimated 5% over your guaranteed guest count. If the number of guests exceeds the Guarantee plus the 5% allowance, you will be charged at a rate of 1 ½ times the per person cost of the event for the additional guests. We reserve the right to substitute other available food and services, if necessary, when the Guarantee plus the 5% number of guests is exceeded. All private parties with 10 or more children 12 years of age and younger will be assessed an additional labor charge.

**FOOD & BEVERAGE** Your menu, liquor, beer, wines and all event details must be confirmed a minimum of 30 days in advance of the event. All food and beverage are subject to 20% service charge and 7.25% state sales tax. All food and beverage must be catered by Squaw Valley Preserve and serviced by our staff. In order to ensure that the

cuisine you select is pleasing to both the palate and the eye, all selections are priced per person. All buffets will be satisfying from the first patron through the last. For this reason and health regulations, no food may be taken from the premises.

The California State Alcoholic Beverage Commission regulates the sales and service of all alcoholic beverages. Squaw Valley Preserve is responsible for the administration of these regulations, therefore policy indicates that no alcoholic beverages be brought into the resort for a private event, except where outlined in our Corkage Clause. Consumption of alcoholic beverages will be refused to anyone under the age of 21 years and anyone who does not have proper photo identification. Squaw Valley Preserve reserves the right to refuse service of alcohol to anyone we judge to be intoxicated.

CORKAGE If you choose to provide your own wine or champagne, there will be a corkage fee of \$12.00 per 750ml bottle. This fee will be based on the actual number of bottles delivered to the venue and is subject to 20% gratuity and 7.25% sales tax. Corkage rates on other size bottles are negotiable.

VENDOR MEALS If your vendors will be dining at your event, you are required to include them in your Guarantee guest count and will be billed at the menu rate.

PRICE QUOTATIONS Price quotations, verbal or written, are subject to change due to fluctuation in costs. Confirmed prices will be established only when the menu has been set and approved.

TRANSPORTATION/CABLE CAR Cable Car rates vary for daytime and nighttime use. Group rates vary depending on the number of people in your group. If Cable Car night operations are not running, the Cable Car can be chartered at a rate of \$300 per hour in increments of full hours. This charter fee is applicable to the entire time of your event and all guests must vacate the property prior the end of your chartered time. If the Cable Car is required to operate beyond your Chartered time, you will be billed at a rate of 1 ½ times the Charter fee in increments of full hours. Please confirm Cable Car operations with the Banquet Manager.

FOOD & BEVERAGE MINIMUMS PER VENUE

Terrace Room	\$2,500	up to 220 guests
Bar North	\$1,500	up to 120 guests
Alexander's	\$1,500	up to 120 guests
Observation Room	\$1,500	up to 120 guests
Red Deck	\$1,500	up to 120 guests
Upper Deck	\$1,500	up to 300 guests
Observation Deck	\$1,500	up to 200 guests

Additional labor fees apply for bar set up, when a bar is required in a venue that does not have a bar. Additional labor fees apply for removal or addition of furniture to a venue. Rental fees apply for any furniture that is not part of the venue.

TABLE ARRANGEMENTS & FLOOR PLANS Tables are arranged as indicated on the diagram for the contracted venue. A Banquet Event Order and Room Diagram will be

provided by the Banquet Manager, outlining the menu, timeline and set up of your event. You are required to approve the final details and sign off on these documents no later than 20 days prior to your event, and Guarantee your guest count no later than 10 days prior to your event.

**GREETER** In order to better serve your guests, a Greeter may be provided in the Cable Car lobby for \$25 per hour to distribute Cable Car tickets to your guests. You are required to provide a Guest List for the Greeter no later than 10 days prior to your event date. When a Squaw Valley Preserve Greeter is used, the Greeter will return the unused Cable Car tickets to the Banquet Manager, at the end of the contracted greeting period. Those unused tickets are eligible for refund/credit to your invoice.

You may bypass the Greeter fee by providing a member of your group to collect all the tickets at once and distribute them accordingly. If you elect to use your own greeter, you must return the unused Cable Car tickets directly to the Banquet Manager prior to the end of your event, in order to qualify for a refund. Cable Car group rates may be affected by the number of unused tickets returned for credit.

**TIME LIMITATIONS** Squaw Valley Preserve food and beverage venues may be reserved for private use adhering to the following time restrictions:

Hors d'oeuvres/Cocktail Reception	2 hours
Wedding Ceremony	2 hours
Buffet Lunch or Dinner	2 ½ hours
Hors d'oeuvres/Cocktail Hour with Lunch or Dinner	4 hours
Wedding Ceremony which includes Buffet Meal	4 hours

We are happy to extend the amount of time in a venue for an additional labor charge of \$150 per hour, when the overtime is scheduled in advance. Extended bar service is offered at a rate of \$50 per hour per bartender (1 bartender per 100 guests).

**AUDIO/VISUAL** Complete audio/visual services are available through area vendors. See our list of vendors for referral information.

**VENDORS** Squaw Valley Preserve can provide a complete referral list of vendors who may assist you with flowers, photography, music, etc. If you prefer, you are welcome to make arrangements with your own vendors. Please advise them to contact our Banquet Office for instructions concerning the resort's vendor policies. Squaw Valley Preserve reserves the right to approve all vendors and to regulate set-up times or access to the resort. Squaw Valley Preserve will provide you with complimentary Cable Car tickets for your vendors: 10% of your Guarantee guest count, up to a maximum of 6 complimentary tickets.

**DECORATION** Decorations must be displayed within your contracted event space(s). Items may not be attached to any stationary wall, floor, window, or ceiling with nails, staples, tape, or any other substance. Decorations must be set up and displayed so as not to interfere with the resort's daily operation. Any supplies needed to decorate are the responsibility of the client and/or vendor. All decorations must be removed immediately

following the event or may be subject to labor fees for Squaw Valley Preserve staff to remove for disposal.

SET-UP/BREAK-DOWN Squaw Valley Preserve does not have the space available to store personal property, equipment, or supplies belonging to or rented to an event host. All such items must be removed from the property at the end of the function. Squaw Valley Preserve will not assume or accept responsibility for damage to or loss of personal articles or rented equipment left on the property prior to, during, or following any event. The client and their agent shall have limited access to the facility one hour prior to commencement of the event. All property belonging to the client and their agents shall be removed from Squaw Valley Preserve property immediately after the event.

WEDDINGS Squaw Valley Preserve does not allow the throwing of confetti, rice or faux flowers. Sparklers, fireworks, or explosives of any kind are not permitted on Squaw Valley Preserve property.

WEDDING PLANNERS/COORDINATORS In order to ensure a flawless event, we suggest that you hire a professional Wedding Planner/Coordinator.

REHEARSALS If your wedding ceremony is to take place on-site, a rehearsal of the processional may be held at the venue. One hour is allotted and is scheduled subject to availability. Please arrive promptly to the appointment, as the complimentary time permitted begins on the scheduled hour. We would be happy to extend your wedding rehearsal time at a rate of \$100 per hour, if the time is arranged in advance. Your officiant or coordinator is required to be present, in order to conduct your rehearsal. Squaw Valley Preserve will provide you with complimentary Cable Car tickets for your rehearsal: 10% of your Guarantee guest count, up to a maximum of 20 complimentary tickets. These tickets are time sensitive and will only be valid for the time reserved for your rehearsal.

GUEST CONDUCT Your guests must conduct themselves in compliance with all applicable laws, ordinances and regulations. You will be responsible for any damage caused by your party. Functions must be limited to space(s) reserved and must begin and end according to the agreed upon schedule, or be subject to overtime charges. Per California Law, smoking is not permitted in any of our indoor facilities or outdoor bar or dining areas. We reserve the right to control all functions held on resort property and to discontinue the service of alcoholic beverages at any time, if, in the judgment of management, it would be in the resort's best interest.

WEATHER Squaw Valley Preserve cannot be held responsible for inclement weather. Due to the unpredictability of weather in the area, we recommend informing your guests to dress accordingly. Squaw Valley Preserve cannot and will not be held responsible for the closing of the Cable Car or other operations due to wind, weather, storm or mechanical difficulties.