

## A PURELY NORTHWEST WEDDING

With a stunning vantage point directly above historic Snoqualmie Falls, the Salish Lodge & Spa is an iconic location for your perfect day. From an intimate ceremony in our Hidden Terrace to a luxurious evening in our impressive Ballroom, Salish Lodge is the ideal destination wedding venue that is close to the city, while feeling miles away. It's not only our location that makes us unique, our team members offer exceptional service that will exceed your wedding expectations. We take care of all the details – customized décor, personalized menus, seasonal Northwest cuisine – so you can enjoy a carefree evening toasting with family and friends.

## CUSTOM WEDDING EXPERIENCES AT SALISH INCLUDE:

**Set Up:** White wedding chairs for outdoor ceremony, in house chairs for indoor events, tables, glassware, flatware, china, gold and bronze votive candles, your choice of in-house linen colors: white, ivory, or black.

**Conference Services Manager:** The Conference Services Manager will help plan the details of your wedding as it relates to Salish Lodge & Spa. They will assist with your food & beverage selections, floorplans and event timing. They may also assist with rentals such as colorful linens, chairs, draping and additional décor items.

**Event Staff:** Will set up all in-house items prior to client set up time and tear down at the end of the event. This includes staff for food service and bartenders for hosted bars during the event. Our staff is not responsible for any items provided by the client or outside vendors.

**Event Timing:** Includes 5 hours of event time from guest arrival to guest departure as well as 1 hour of client or vendor set up prior to event time. Additional event time can be added prior to the event for \$150/ hour.

**Rehearsal:** Your Conference Services Manager will arrange a one (1) hour ceremony rehearsal for you and your wedding party. Time and space are confirmed up to two (2) weeks prior to your wedding date and are based on availability. Please contact your Conference Services Manager in advance to schedule your rehearsal.

**Tasting:** Tastings are included for groups with a food and beverage minimum of \$5,000 or more. Tastings are not included in our Wedding Packages. Events that do not meet the above criteria can arrange a tasting with your planner for an additional fee.

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## FREQUENTLY ASKED QUESTIONS

### WILL THERE BE A DEDICATED WEDDING PLANNER ON SITE AND HOW IS THIS ROLE DIFFERENT THAN MY CONFERENCE SERVICES MANAGER?

Wedding planners can be contracted by outside vendors. Your Salish Conference Services Manager's primary duties the day of your event is to act as the liaison between our culinary and banquet teams and oversee the setup of your function space, food preparation and other venue operations.

### IS THERE A PLACE FOR THE WEDDING PARTY TO GET READY?

Salish Lodge and Spa does not have designated bride and groom ready rooms. We highly recommend booking a room for the night before and the night of your event to give you the best experience. Treat yourself to one of our Riverview Suites for the ultimate wedding day experience!

### CAN WE BRING IN OUR OWN DÉCOR?

Salish Lodge & Spa is pleased to provide three complimentary votives per dining table. Additional candles provided by the client or florist are permitted in the event spaces. Due to fire regulations all candles must be in a holder that extends at least one inch above the flame. Taper candles are not allowed. Additional décor can be provided by client or an outside vendor. Any décor brought in by the client or vendor must not damage the space in any way. Set up, drop off or holding items outside of the designated time included must be arranged with your Conference Services Manager.

### CAN I PROVIDE MY OWN VENDORS?

Yes! You are not required to use our preferred vendors, but they are people we know and love that will do a great job and know our spaces very well.

### CAN YOU PROVIDE CHILDREN'S MENUS AND VENDOR MEALS?

Children (age 12 and under) and vendors may be provided a meal at a reduced cost. Please ask your Conference Services Manager for full menu details.

### WHEN MY GUESTS ARRIVE AT SALISH, HOW WILL THEY KNOW THE LOCATION OF THE CEREMONY AND RECEPTION?

The professional staff at Salish Lodge & Spa will direct your guests to the location of your ceremony and reception. Your event space will be clearly labeled with a personalized sign.

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### POLICIES AND PROCEDURES

#### Booking Requirements

Upon selection of your wedding date and event space, a non-refundable deposit of 25% and signed contract are required to confirm your wedding date. Your contract value is equal to your room rental plus food and beverage minimum spend requirement. These booking requirements are the minimum spend required to book your event at the Lodge. You will likely exceed your minimum after selections are made.

#### Payment

All payments are processed through our secure online portal. Full pre-payment is due 5 days prior to event date based on your final selections reflected in an Event Order created by your conference services manager. This payment includes your actual projected spend after your minimums are met (or exceeded), including the required tax and service charge.

#### Tax and Service Charge

All food and beverage and audio-visual equipment are subject to a 24% taxable service charge and prevailing 8.7% Washington State Sales Tax. Tax and service charge do not contribute toward food and beverage minimums.

#### Guest Rooms

Salish is pleased to offer discounted guest rooms for groups that contract (5) or more rooms. Guests can book and pay for their rooms individually, but the client will be financially responsible for any rooms in the block that are not booked.

#### Event Time

Salish includes 4-5 hours of event time based on the package booked. Additional hours can be added for \$150/hour prior to the event date. If a group's event extends past the agreed time reflected on the Event Order, the lodge reserves the right to charge for additional hours.

#### Food and Beverage

At the Salish Lodge & Spa, our goal is to bring you mouthwatering, purely Northwest cuisine using fresh, vibrant and seasonal ingredients. Our culinary team takes great pride in creating customized and unique menus to make your private event memorable. Please consider the enclosed menus as a starting point as you begin visualizing your special day. To preserve our culinary team's authentic cuisine, we do not allow outside food and beverage to be brought in for events.

#### Wedding Cake

Wedding Packages include a wedding cake provided by our partners at Crème de la Crème. For additional information please contact your Conference Services Manager for more information. If you would like to bring in a cake from an outside licensed bakery, a per person cake cutting fee may be applicable.

#### Dietary Restrictions & Allergies

For guests with dietary needs or allergies, please provide a list of guest names & restrictions no later than 14 days prior to the group's arrival date.

#### Parking

Complimentary self-parking is available for all event guests in the Snoqualmie Falls parking lot, located across the street from the Lodge. Valet parking is part of the resort fee for guests staying overnight at the Lodge.

#### Drones

The Snoqualmie Falls is home to a bird sanctuary and because of this there are no drones allowed on property or over the Falls

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## SALISH LODGE & SPA - RESPONSE TO COVID19

### HOW IS SALISH ENSURING A SAFE ENVIRONMENT FOR GUESTS?

Salish is implementing the Columbia Clean project property wide. Please see page 5 for details regarding this project. All common areas are being sanitized throughout the day by a dedicated team member. All employees and guests are screened upon arrival with a temperature check and questions provided by the CDC. All employees, whether front or back of house, are required to wear masks while on property as well as lodge guests.

### ARE MY GUESTS REQUIRED TO WEAR FACE COVERINGS?

Salish is required to follow the Wedding and Event/Restaurant COVID-19 requirements. All staff servicing the event will be wearing masks and gloves. All employees, members, and guests in attendance shall wear face coverings before, during and after the service (whether indoor or outdoor) All guests shall wear face coverings anytime they are not seated at the table consuming food or beverage (being seated or leaving, going to the restroom, etc.).

### IS SALISH ACCOUNTING FOR PHYSICAL DISTANCING IN ROOM SETS?

Yes. We have updated our maximum capacity in each space to comply with the 25% capacity regulations from the CDC for Phase 2. We have sample setups available to share with our clients.

### WHAT WILL MY FLOOR PLAN LOOK LIKE THE DAY OF MY WEDDING?

Our conference services team will create a customized floor plan in accordance with health and safety guidelines at the time of your wedding. An attendee list will be required for the event to ensure up to two immediate households are seated together approximately six feet apart to comply with CDC regulations.

### DO CHILDREN COUNT TOWARDS THE MAXIMUM CAPACITY OF THE SPACE?

Yes. Children and infants do count toward the maximum allotted capacity in each space.

### HOW IS SALISH HANDLING WEDDING MEAL SERVICE DURING PHASE 2?

Plated meals and buffets are available. Buffets will have hand sanitizer located at the beginning of the line and on each dining table. Guests are limited to six people per table and tables spaced 6' apart. Servers will be gloved and masked during the service of your meal.

### IS THERE A WAY TO HAVE HYBRID WEDDINGS AT SALISH?

We have the ability to connect to a video conference call in every suite and wedding space. All weddings will have the option to connect with family and friends around the globe with access to our free highspeed Wi-Fi.

### WHAT IF THERE ARE RESTRICTIONS IN PLACE DUE TO COVID-19 AT THE TIME OF MY EVENT?

Salish Lodge & Spa is complying with all Washington State social distancing and phasing protocols for reopening businesses. Your Conference Services Manager will work with you if you cannot have your wedding due to capacity restrictions set by the WA state phasing schedule.

### HOW ARE CANCELLATIONS OR RESCHEDULING BEING HANDLED DUE TO COVID-19?

Please reach out to your Conference Services Manager directly to discuss options moving forward if your original dates cannot be accommodated due to travel complications or safety and health protocols in response to Covid-19.

## CLEANLINESS IS KING AT SALISH LODGE & SPA

The wellbeing and health of our team members and guests is always of paramount importance to us here at Salish Lodge & Spa. In light of COVID-19, we've strengthened our health and safety procedures to keep our lodge cleaner than ever. As we navigate the ever-changing climate, we are still committed to providing an exceptional and memorable experience for our guests.

Through our management company, Columbia Hospitality, we've partnered with Ecolab, a global leader in infection prevention, to take our already stringent safety and sanitation protocols to the next level through the Columbia Clean program. Columbia Clean is an elevated set of health, hygiene, safety and sanitation standards developed in response to the COVID-19 pandemic to create a cleaner, safer environment for our guests.

## COLUMBIA CLEAN

### Columbia Clean Protocols Include:

- Utilizing highly effective and sustainable Ecolab cleaning products to clean and disinfect throughout the properties.
- Utilizing training and procedures as recommended by Ecolab and the CDC.
- Increasing the frequency and intensity of cleaning and disinfecting high-touch, high-traffic areas at every property, such as light switches, door handles, remotes, elevator buttons, thermostats, and more.
- Increasing the frequency of cleaning and sanitizing culinary tools and kitchen work areas, along with team members wearing personal protective equipment, sanitizing POS systems between uses, and more.
- Enhancing cleaning and sanitation standards throughout guestrooms, event spaces, common areas, heart-of-house spaces and more.
- Implementing physical distancing layouts, markers and signage in restaurants and bars, common areas, meeting and event spaces, and amenities.
- De-cluttering paper and other amenities, such as pen, paper, directories, magazines, scorecards, etc. and supplementing with digital options or providing amenities upon request.
- Increasing the number of customer-accessible sanitizing stations at primary entrances and high-traffic locations like elevators and lobbies.
- Launching Columbia Clean Teams; team members thoroughly trained on health, hygiene, safety and sanitization standards and responsible for upholding these standards.
- In addition, we've adapted our cancellation policy so that any stay through March 15, 2021 can be changed or canceled without penalty. Please call our reservations team at 800. 272.5474 to make changes or cancellations.

Please do not hesitate to reach out with any other questions, 425.888.2556.

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