

Cedarbrook



Washington Mutual Leadership Center

WEDDINGS

CEDARBROOK WEDDINGS & RECEPTIONS

Nestled on 18 acres of restored natural wetlands, Cedarbrook provides the perfect atmosphere for your wedding. We offer all the essentials necessary to ensure a perfect day. Cedarbrook also has 102 overnight guestrooms to accommodate your guests.

Ceremony Package

\$1,400

The Cedarbrook staff wants to make this moment memorable and personal. You will have the dedicated attention of our onsite Event Planning Manager. Included in your ceremony package are the following items:

- A bridal changing room suite
- A groom's changing room
- An overnight guestroom
- Chair setup and teardown
- Use of the Reflections Gallery or the Evergreen Moon Lawn

Reception Room Rental Package

\$2100

Cedarbrook's complete reception room rental package offers you an easy way to calculate the cost of your event. Included in your reception room rental package are the following:

- The Stuffed Mushroom Dining Room (4,380 square feet), the Copper Leaf Room (2,423 square feet), and the Lending Library (673 square feet)
- Cedarbrook glass, china and silverware
- Cedarbrook linens
- Mirror tiles for table decoration
- Candle votives (3 per dining room table)
- Tables and chairs for guaranteed number of guests within room capacity (see page 4)
- The setup and teardown of tables and chairs and Cedarbrook linen
- Space for a band or DJ

- Two easels
- Coat check
- Guest book table
- Gift table
- Cake Cutting Service
- Special venues for celebrations less than 100 people may be available, please inquire.
- **Special rate for January, February, March, or November reception fee \$1,500**

Set-up

We offer a set up time of three hours prior to wedding ceremonies and receptions. It will be your responsibility to advise your contracted vendors such as florist, DJ's, band and cake providers of the time that is allowed for set up. It is also your responsibility to direct your providers as to the location of where the items they are providing are to be placed. Please advise your contracted providers to call, prior to the event day, if they have any questions.

Menu Selections

We have a wonderful selection of menus for you to choose from and our Cedarbrook Event Planning Manager can assist you with selecting the right menu for your needs.

	<u>Food Minimum</u>
	<i>Based on 125 people</i>
	<i>* Based on 150 people</i>
January	\$7,000
February	\$7,000
March	\$7,000
April	\$7,000
May	\$7,000
June	\$7,000
* July	\$9,000
* August	\$9,000
* September	\$9,000
October	\$7,000
November	\$7,000
December	\$7,000
** Holiday	\$9,000

** Minimum of 15 overnight guestrooms required*

*** Memorial Day, July 4th, Labor Day, Thanksgiving Day, the day After Thanksgiving, Christmas Day, New Year's Eve, and New Year's Day*

Capacity

	<u>Buffet</u>	<u>Plated</u>
Stuffed Mushroom Dining Room	185	225*
Reflections Gallery		
The Cedars	180-225*	180-225*
Waterleaf Terrace	50	N/A

**Extra fee for more than 185 guests*

Service Charges

Please note all food, beverage and audiovisual prices quoted are subject to a 20% service charge, in addition to the applicable state sales tax, currently 9.4% on food and beverage, 12.6% on room accommodations, and 8.9% on all other items. All room rentals are subject to applicable state sales tax.

Dance Floor

A 15' x 15' dance floor is available at the rate of \$300.

Overnight Accommodation Package

\$225 per night
(Based on double occupancy + tax)

If you are in need of overnight accommodations for you and your guests, Cedarbrook offers 102 guestrooms, including 36 double rooms and 66 single rooms.

If your wedding and/or reception is during the months of July, August, or September, it is required that you reserve a minimum of 15 guestrooms.

Included in your Overnight Accommodation Package are the following:

- Free parking
- Shuttle service to and from SeaTac airport
- Continental breakfast
- The use of the hospitality areas in the Sleeping Spruce and Dreaming Dogwood buildings, which includes a variety of non-alcoholic beverages and an assortment of snacks

Beverage Services

Cedarbrook offers a wide selection of premium wines, beer, liquor and non-alcoholic beverages to complement your event. All beverages will be charged on a per consumption basis, and we can easily accommodate your needs for a hosted and/or non-hosted bar for your guests. Please see the enclosed beverage detail list for exact pricing information. To assist you with your budget and planning, an average bar estimate is \$25 - \$35 per guest, depending upon the selection of beverages to be served.

Sound System Package (Optional)

\$1,000

In order to ensure your ceremony is heard by all of your family and friends, Cedarbrook offers the following Sound System Package for outdoor weddings:

- Wireless lavalier microphones for bride, groom and officiator
- Two PA system speakers to project the perfect volume to your guests
- Dedicated audio engineer for four hours

Music

We welcome outdoor acoustic background music until 9:00pm. We allow a disc jockey or live music (up to a five-person ensemble) until 11:45pm within our banquet rooms. All music volumes will be monitored and controlled at the discretion of Cedarbrook management.

ROMANTIC SLIDE SHOW PACKAGE

- Package # 1: includes a laptop, projector, AV cart, and pipe & drape for the screen in the Stuffed Mushroom. For slideshows without sound.
- \$375/ without laptop \$300.
- Package # 2: includes a laptop, projector, PC audio, mixer, speakers, AV cart, pipe & drape for the screen in the Stuffed Mushroom. This is the package you'll want if you have sound with your slideshow.
- \$450/ without laptop \$375

**We kindly ask that you bring in your disc or media prior to the day of your event.*

**We also offer Tech services (recommended) at the rate of \$45.00 per hour based on a 4 hour minimum for a professional Tech to run your slideshow.*

Decorations

All decorations, signs, and displays brought into Cedarbrook must be approved prior to the start date of the event. Flowers and large rental items may be delivered to Cedarbrook the day of your function. All decorations and personal items must be removed at the conclusion of the event. Cedarbrook and its staff will not be responsible for any items left behind. Without prior special arrangements, any items left behind may be subject to a daily storage fee of \$200. The use of glitter, sand, confetti and/or fresh flower petals is not allowed.

Booking & Deposits

- 10% of the total estimated cost of your event is due with your signed contract***
- 90% of the total estimated cost is due 30 days in advance of the event
- Please note that we do have a maximum capacity of 185 guests in our dining room for a buffet or 225* plated style wedding reception.

**Extra fee for more than 185 guests.*

****If the wedding/reception is booked within six months of the event 30% of the total estimated cost is due with your signed contract. Payment of the total estimated event bill is due 30 days prior to the date of your events. The final billing will be issued within 14 days of the event. The final billing amount will be due within 14 days of receipt.*

Rates for 2009 are subject to change. These rates will be subject to any state and city tax in effect at the time of the group's event.

Damage Deposit

A damage deposit of \$400 is required for all events.