



A WEDDING CELEBRATION *The Ideal Location for Small, Romantic Weddings*

THE WEDDING OF YOUR DREAMS AT
THE HISTORIC *Elk* MOUNTAIN HOTEL.



PLANNING YOUR SPECIAL EVENT



At The Historic Elk Mountain Hotel we can organize a comprehensive wedding package or any elements you select. For your wedding celebration we can devote the entire hotel: rooms, restaurant, etc. our hotel will be yours exclusively for your special day.

Or we can accommodate and personalize any particular segment of your special day. Please remember that any wedding proposal is a work in progress so our approach is to work closely with you to co-produce this day in a million. We can expect changes as we work together to continually improve the wedding celebration plans so that your special day is perfect in every way.

ABOUT OUR HOTEL



The Historic Elk Mountain Hotel is located along the banks of the Medicine Bow River in the small ranching community of Elk Mountain, Wyoming. Located about mid way between Rawlins and Laramie, just 3 miles south of the I-80. Take exit 255, turn south and find us 3 miles later. The Hotel and Garden Spot Pavilion are listed on the National Register of Historic Places, Wyoming # 244. Unfortunately the Garden Spot Pavilion itself is no longer in existence, but we commemorate it inside the hotel with pictures and old big band posters.

The architecture of the hotel is in the Folk Victorian style, reminiscent of what was found on the frontier during that time. The tin ceiling is a work of art in itself.

Since the early 1800's the area has been a resting place for settlers and pioneers heading west. During the 1940's and 50's the famous Garden Spot Pavilion hosted many big-named bands such as Lawrence Welk, Hank Thompson and Louis Armstrong.

After a two-year back to the frame renovation the hotel re-opened in 2003, the restoration succeeded in retaining the historic flavor of the property and many guests express a feeling of stepping back to a more leisurely, less pressured time.

OUR GUEST ROOMS AND OTHER THINGS...

The hotel has 12 beautifully appointed guest rooms all with en-suite baths.

The Evan's Suite has a large Jacuzzi tub and is usually chosen as the bridal suite.

The rooms are decorated with antiques and reproduction pieces reminiscent of the early 1900's. All rooms, except one, are on the first floor.



The hotel has a Dining Room open to the public and residents alike and features Cordon Bleu cuisine with an American twist - but more about this later.

Our parlor has a fireplace to curl up by and enjoy a good book or play chess or cards at our game table, or even watch TV or how about 'Gone with the Wind' or an old John Wayne movie on the DVD player?

Given the hectic nature of your day maybe lounging in the parlor can wait for your anniversary.

On the 3rd floor we have a conference room where you can have a retreat or store your gifts and other wedding necessities. You could even use it as a dressing room for the bridal party and we would supply a full-length mirror.

In order to have exclusive use of the hotel so that our staff can devote all their time to make your special day extraordinary, you are required to book 12 of the hotel rooms. Also if you book 8 rooms we have to reserve the entire hotel for you so your celebration does not spoil the serenity of any other guests.

Intimate gatherings may choose to hold the ceremony and reception within the hotel at anytime of the year. Larger groups may rent the gazebo for ceremonies in the summer between early June and late September.

There is a fee of \$650 for exclusive use of the hotel restaurant.

The fees include the rental of the specific facility, the set up and take-down of the tables, tablecloths, flatware and crockery, and set up of the chairs for your guests around the gazebo and service for up to 6 hours. Additional hours of service are available in ½ hour increments.

It also includes parking and the inevitable clean up after the event has successfully concluded. For larger wedding parties we advise the hiring of additional portable toilets and can advise you on the optimum number of units required for the comfort of your guests.

Hotel rooms on the first and second floor range from \$130 to \$185 per night. The lodging includes continental breakfast the following morning, unless you prefer to organize a more traditional cooked breakfast.

Total accommodation cost for exclusive use of the hotel is from \$2,200 plus tax. This includes the use of the public spaces and conference room on the wedding day for the bridal party. The entire weekend will cost \$4,000 including exclusive use of the dining room for the rehearsal dinner and all other meals. The meals you select are extra and charged separately.



The Very Special Evan's Suite



OUR CUISINE



Here at The Historic Elk Mountain Hotel we are proud of the quality and presentation of our food. Our chef and owner trained at The Cordon Bleu Culinary Institute in Paris and owned a restaurant and catering business in Brussels, Belgium for some years. For the past four years she has built a reputation for delicious food of uncompromising quality.

We use only the freshest available produce the area has to offer and pride ourselves preparing excellent cuisine enjoyed by all. Our chef and kitchen staff will devote themselves entirely to your function from the initial menu planning through to the celebration. Availability of product and delivery schedule vary with the seasons, which is why we recommend working with our chef, at least, 60 days prior to the wedding to lock-in menu choices and determine guest counts that must be fixed 21 days prior to the wedding event.

We can provide anything from appetizers to full service plated entrees depending on the size of your party. The dining room can accommodate breakfast, luncheons or dinner for up to 50 people for plated dinners and slightly fewer people for buffets.

Attached are sample menu suggestions and packages. If you don't see what you want please call and let's discuss.



LET'S PLAN TOGETHER



In planning your special day, remember that there are numerous elements, which together make up a wedding package.

It is important to address all of them so that everything flows, but remains within your budget. Remember that special requests are not a problem as long as we have sufficient time to meet them.

Your wedding at the Historic Elk Mountain Hotel may consist of:

- ♥ Pre wedding events (rehearsal dinner etc.)
- ♥ Preparation of floor plan & table arrangements specifically for your guests
- ♥ Complimentary one hour on-site pre-scheduled rehearsal.
- ♥ Musicians provided with necessary tables, chair and electricity hook-up.
- ♥ Ceremony – (outdoor in meadow with gazebo, in the hotel parlor, in the town church).
- ♥ Reception – (in the Hotel or in the meadow depending on size of party and the time of year).
- ♥ Vegetarians and vegans accommodated at no extra charge.
- ♥ Children under 10 are 1/2 the price of regular guests.
- ♥ Special entrées selections available for children.
- ♥ Meals for staff (musicians and photographers) are ½ the price of regular guests.
- ♥ Beverage options
- ♥ Accommodations – we can reserve the entire hotel for your exclusive use: 12 rooms, parlor, dining room and the grounds.
- ♥ Music – choose from bands to DJ's we have a list of vendors willing to perform at the hotel.
- ♥ Dance floor and lighting effects are available to rent from \$250.
- ♥ Complimentary self parking for guests and reserved spaces for bride and groom and specified guests in hotel car park.
- ♥ Photography – we have several photographers to choose from if you do not have anyone in mind, and they represent an array of styles and budgets.

- ♥ Flowers – we can suggest some florists who have worked with the hotel in the past to help you decide on your personal requirements, from the essential bridal bouquet, bride's maids' boutonnieres and corsages, or you can continue the motif throughout the function (centerpieces, gazebo decorations, aisle or pew décor, cake table and candles).

- ♥ Cake – We can suggest some experienced wedding cake makers in the area who can provide your special cake, and the serving of that cake is included in the cost of the wedding package.
- ♥ Refreshments – We can supply both soft drinks and a full bar. We can offer a hosted bar or a no-host cash bar, depending upon your budget and preference.
- ♥ Champagne or sparkling wine toasts can be easily organized and you can pre-select the quality of the Champagne or sparkling wine you prefer.
- ♥ Specialty desserts can be provided starting from \$6 per person.
- ♥ Quoted prices exclude; lodging and sales taxes and a taxable 20% service fee.



WEDDING MENUS

AS THE CEREMONY FINISHES AND PHOTOGRAPHS ARE TAKEN GUESTS WILL BE OFFERED A CHOICE OF 2 APPETIZERS AND A WELCOME DRINK THAT WILL BE PASSED AMONG THE GUESTS BY THE WAIT STAFF.

For all menus select two appetizers to be served during the photo session

- 🍷 Baby Beef Wellingtons
- 🍷 Mini Pork, Chicken, or Shrimp Tandoori Spice Kabobs
- 🍷 Mozzarella, Tomato and Basil skewers
- 🍷 Spicy Triangles (beef, jalapenos and spices from India wrapped in pastry, deep fried - vegetarian versions available)
- 🍷 Mini Pigs in Blankets
- 🍷 Tex-Mex Avocado Egg Rolls
- 🍷 Golden mini crab cakes
- 🍷 Mini Quiches OR Cheese Puffs
- 🍷 Butter fried shrimp
- 🍷 Cocktail feta, red pepper and basil muffins

ALL MENUS INCLUDE DINNER ROLLS.

THE CLASSIC WEDDING BUFFET \$45.00 PP

- 🍷 2 Appetizers as guests wait for the completion of the wedding photographs
- 🍷 Welcome Drink (sparkling cider with a fruity twist)
- 🍷 Garlic & Herb Crusted Prime Rib
- 🍷 Pecan Chicken Breast or Spiced Honey Glazed Chicken
- 🍷 Garlic Mashed Potatoes
- 🍷 Candied Carrots
- 🍷 Caesar's Salad
- 🍷 South West Bean & Corn Salad
- 🍷 Fresh Fruit Salad
- 🍷 Cut and Serve Wedding Cake
- 🍷 Coffee and Tea, Soft Drinks and Bottled Water

THE MEDITERRANEAN BUFFET \$40.00 PP

- ✎ 2 Appetizers as guests wait for the wedding photographs
- ✎ Welcome Drink (sparkling cider with a fruity twist)
- ✎ Tuscan Roast Pork with Cherries and Espresso Sauce
- ✎ Roast Turkey or Chicken with sausage and herb stuffing
- ✎ Grape Tomato Salad with Shaved Parmesan Cheese, Red Onion and Lemon Vinaigrette
- ✎ Pasta or Rice Medley
- ✎ Mixed Leaf Salad
- ✎ Grilled Mediterranean Vegetables
- ✎ Mini Dessert Assortment.
- ✎ Cut and Serve Wedding Cake
- ✎ Coffee and Tea, Soft Drinks and Bottled Water

SUMMER CELEBRATION BUFFET \$32 PP

- ✎ 2 Appetizers as guests wait for wedding photographs
- ✎ Welcome Drink (sparkling cider with a fruity twist)
- ✎ Assorted Vegetable Sticks and Dip.
- ✎ Assorted Cheese and Fruit Platter or Cheese Ball & Crackers.
- ✎ Assorted Meat Platters to include Beef, Ham and Turkey or Chicken.
- ✎ Cold Poached Salmon with red pepper aioli and marinara sauces
Or.
- ✎ Pork and Peppercorn Terrine with apple and celery salad.
- ✎ Chefs Special Potato Salad or Pesto Pasta Salad.
- ✎ Spicy Southwest Bean and Corn Salad.
- ✎ Summer Salad of Mixed Greens or Caesar Salad.
Or
- ✎ Mediterranean Cracked Wheat Salad or Spinach Salad with Mushrooms and Grape Tomatoes, Pine Nuts and Citrus Vinaigrette.
- ✎ Fresh Fruit Salad.
- ✎ Cut and Serve Wedding Cake
- ✎ Coffee and Tea, Soft Drinks and Bottled Water

AFTERNOON TEA RECEPTION \$26 PP

- ✎ Hot coffee, Tea, Iced Tea, Sodas, Lemonade.
- ✎ Assorted Finger sandwiches to include chicken salad, salmon, herbed cream cheese.
- ✎ Vegetable sticks and one of following dips: Ranch, Artichoke & Spinach, Hummus, Smoky Eggplant & Sesame.
- ✎ Cheese Plate with Fruit
- ✎ Assorted sweet and savory tarts
- ✎ Mini meatballs or sausages
- ✎ Mini Samosa, or Satay or Tandoori Bites
- ✎ Butterfly Curried Shrimp, or 5 Spice Asian Shrimp, or Curried Shrimp 'Swans'

*** Please confirm that none of your guests have an allergy to nuts.**

Please let us know if there are vegetarians/vegans and any other persons with specific food requirements or food intolerances or allergies of any kind.



BEVERAGE SERVICE

(A) Beverage Options

1. Hosted Bar

All drinks ordered are paid by the wedding party.

2. Limited Hosted Bar

The first round or the initial hour or a given quantity of wine and beer is paid by the wedding party. Subsequent drinks are on a cash bar basis.

3. No Host Bar (Cash Bar)

Guests are charged for all and any drinks they order.

4. Bar Packages

Pre-selected groupings of wines and beers charged at a per person rate per hour.

5. Bartender for Option 1, 2 and 3 above

First 3 hours of a bartender at the reception is included. Subsequent hours are billed at \$25 per hour. Additional bartenders, if required, are available for \$25 per hour.

(B) Estimated Costs for a Hosted Bar

- Beverage Selection examples.
 1. House wines from \$6.00 per glass
 2. Domestic Beer (bottle or can) from \$2.65
 3. Micro-brewed or imported (bottled) from \$3.75
 4. Soft drinks (sodas) \$1.95
 5. Mineral water from \$3.50
 6. Bottled water \$1.50
 7. Cocktails and liquors available in hotel only from \$7.50 per drink
- Assuming an average of \$4 per drink and allowing two drinks per hour per person gives a cost in the region of \$8 per person per hour. Given a 100 guests likely cost is \$800 per hour, say nearly \$2000 plus tax and service for the duration of the reception.
- It certainly pays to know your guests drinking capabilities!

(C) Bar Packages.

- All packages include:
 - Assorted bottled beers and house wines
 - Assorted sodas, mineral water and bottled water
 - Packages are priced per person based on guaranteed count or actual attendance whichever is the greater. A minimum of 75 guests age 21 and over is required.
- Premium Beer & Wine Package
 - Price reflects hourly bar service time and includes the following bartender, serving staff, 2 red and 2 white house wines, 3 domestic bottled beer selections, sparkling mineral water (Pellegrino), assorted soft drinks, bottled water, beverage napkins, glasses in the restaurant and disposable ware in the tent. Additional bartenders are available for \$25 per hour.

1 hour	2 hours	3 hours	4 hours	5 hours
\$8.00 pp	\$11.00 pp	\$14.00 pp	\$17.00 pp	\$20.00 pp

- Add micro-brewed and imported beers for an additional \$2 per person
- Add domestic sparkling wine Champagne style for an additional \$3 per person.

THE WEDDING TIMETABLE

Sample Wedding Date Countdown to June 11th 2011

January 12th 2011

- Sign Wedding Contract
- Date Reservation Deposit *
- 50% Room Deposit **

March 12th (90 days prior)

- Wedding questionnaire and event planning discussion

April 12th (60 days prior)

- Review wedding itinerary and reception plans & discuss final details
- Security Deposit ***
- 50% Catering Deposit
- 50% Facility Fee
- 100% for any special liquor orders

May 12th (30 days prior)

- Updates on Event Information
- Balance of Catering Deposit
- Balance of Facility Fee
- Balance of Room Deposits

May 21st (21 days prior)

- Confirmed Headcount

June 1st (10 days prior)

- Provide Seating diagram and Floor Plan

June 7th

- Any Final updates

June 11th

- Wedding Day

July 11th

- Security Deposit Refunded






* Date reservation deposit is non-refundable and will be applied against 30 day invoice.

** Room deposits apply to reservation of entire hotel.

*** Security deposit is refunded approximately 30 days after event

The Wedding Day Schedule

Wedding ceremonies typically begin between 11 am and 4.30 pm so an early afternoon wedding timetable may look similar to this:

 Wedding Ceremony	2.00 pm
 Appetizers and Wedding Photos	3.00 pm
 Dinner	4.00 pm
 Dancing	6.00 pm
 Conclusion of Event	10.00 pm

Local ordinance requires that all events must conclude by 10.00 pm



NOTES

REVISED JANUARY 2011