



## CEREMONY REHEARSAL

### 1. When is my ceremony rehearsal?

Generally, we book these the day before your event at 12pm or earlier.

### 2. Who coordinates my ceremony rehearsal?

A hired planner, they would also coordinate the ceremony on the day of your event.

## CEREMONY

### 1. Do you provide ceremony chairs and what do they look like?

Yes, we do. They are standard fruitwood chairs with an ivory pad.

### 2. Can I bring my dog to the ceremony?

Yes, dogs are allowed outside the venue during the ceremony for full venue buyouts only. Homewood Mountain is dog friendly for the entire event. Non service animals are not allowed inside the venue or rooms. Any violations of the pet policy will incur a fee.

### 3. Do you provide any ceremony décor?

Yes, we provide an arch; décor for the arch would need to be brought in.

### 4. Can you move or cover the boats at the Marina next door to the lawn at West Shore?

No, that is not our business and the marina is a functioning year-round operation.

## RECEPTION

### 1. Do you provide tables and chairs and what do they look like?

Yes, we provide standard 8'X40" farm tables and cross-back chairs.

### 2. Do you provide linens?

We have standard white linen for our 6' set up tables and we have standard white napkins included.

### 3. Can I bring candles?

Yes, but they need to all be inside glass cylinders. Please bring extra lighters if you are bringing in a lot of candle décor. We do not allow taper candles.

### 4. What about place-cards and entrée indicators?

We REQUIRE these for all plated dinner options. Please ensure entrée choices for each guest are designated on these place-cards. Without these, we cannot guarantee there will be enough food if people change their minds.

### 5. What type of china, silverware and glassware do you provide?

Clear glassware, all-purpose wine glasses, standard silverware, and white china. We do not provide chargers.





## RECEPTION CONTINUED

### 6. How many staff members do you provide?

1 staff member per 10-14 guests depending on the size and style of your event. There will always be a minimum of 2 bartenders scheduled throughout the event.

### 7. What about kid's food?

Kid's meals are \$25 each and come out during the first course of plated meals. You can give the children a choice between Chicken tenders & fries or macaroni & cheese.

### 8. When should we plan for speeches?

We recommend all speeches taking place after entrees are served to keep hot and consistent food quality.

### 9. Who facilitates this time line?

A hired wedding planner and/or your DJ would ensure speeches are done at the right time; music is played correctly, etc. We are responsible for ensuring food and beverages are taken care of.

### 10. Can we bring in sparklers?

Unfortunately, sparklers are prohibited by the Fire Department in the Tahoe Basin.

### 11. Can we use rose pedals on the ceremony aisle?

Yes, but we do not allow any synthetic décor to be used during your event that could potentially blow into the lake and surrounding areas.

## AV/MUSIC

### 1. How long can music go?

Amplified music must end by 10pm.

### 2. Do you provide a mic and/or PA system?

No. We do not provide any AV equipment for the ceremony or the reception. West Shore has an in-house sound system that plays on the deck, pier and inside the dining room only.

### 3. Can I use this in-house sound system?

Yes, you can plug in an Ipad or laptop into this system to play music. However, you would be responsible for managing the playlist; we would not be responsible for this.

### 4. Do you provide a spider box for band needs?

Yes, we have one spider box we can provide with (6) 20-amp circuits.

### 5. Do you provide a projector for a slideshow?

We do not, but you are more than welcome to bring anything needed for this.

## VENDORS

### 1. What vendors do we need to book?

A wedding planner, florist, photographer, music, and officiant are the most common.

### 2. What are your load-in and load-out times?

Event vendors can load-in as early as 10am the morning of your event date. All items must be removed from property by 10am the day after your event.

### 3. Do you provide vendor meals?

Yes, they are \$25 each and the vendor meals are Chef's choice. We serve the vendors their food right AFTER all of your guests receive their entrees.

## WEATHER PLAN

### 1. What is the back-up weather plan?

Plans vary based on the planned set up for your event, however a TENT is the only weather plan option for outdoor events. Tent pricing range from an additional 2k-5k depending on the size and style. It is the client's responsibility to secure a tent rental.

### 2. If the weather is poor, would you cancel a Homewood Mountain top wedding?

Yes, if we cannot run the chairlift then the ceremony would take place at the reception area. This is determined the morning of the event.

## PARKING

### 1. Where is the parking for West Shore?

The West Shore Café lot is used for parking, along with the Homewood Mountain North Lodge parking lot across the street.

### 2. Are there local transportation options for our guests?

Yes, our preferred vendor list has transportation companies that we recommend to drop off and pick up your guests from their hotels. There are also a few taxi companies in the area that the front desk can call for guests after the event.

## RENTALS

### 1. What additional rentals do you recommend?

West Shore can provide white linens for cocktail tables and banquet tables - other colors must be rented through an outside vendor. Umbrellas are recommended for Homewood events to give ample shade. All of these items can be rented through an outside vendor.

### 2. What if I want different tables or chairs?

Those would need to be booked by yourself or booked through an outside vendor.

### 3. What time can rentals be delivered?

Rentals, tents, etc. can be delivered the day of your wedding, as early as 9am. Tear down needs to happen the next morning before 10am. We do not provide a representative on property for rental deliveries.

It is REQUIRED that you notify the events manager of any rental deliveries coming to the property, as well as the load in and load out times.

## LODGING

### 1. What are the check-in and check-out times? Can I check in early?

Check in is 4pm and check out is 11am. This would need to be pre-arranged with our lodging manager and is generally not available to secure in advance. The only way to guarantee this would be to book the night before.

### 2. Can I get a late check out so I can get ready in my room?

Unfortunately, this cannot be guaranteed in advance. Any late check outs are only approved the day of the event. Since we only have 6 lodging rooms on property, we need to adhere to strict check-in and check-out times.

### 3. Can I get my room refreshed in the afternoon?

Yes, but this would need to be arranged ahead of time with our Front Desk staff.





## LODGING CONTINUED

### **4. How do I secure rooms and lodging blocks for my event?**

Required room blocks and rates would be discussed with your Event Manager and added to your contract.

### **5. How many rooms do you have on property?**

We have 6 rooms at the West Shore Café. Three lakefront suites, one mountain suite and two standard rooms.

### **6. How many rooms am I required to book with my event?**

We require three rooms to be booked with all Full Venue Buyouts. Your room block consists of two suites and one standard room for the night before and night of your event.

### **7. Can my guests call in to put down a credit card in my lodging block?**

We require a rooming list from the client prior to allowing any guests to call in and reserve rooms. Since we have a small number of rooms, we need to guarantee with the client who is assigned to the specific room, before we can place a credit card on file.

### **8. Is payment for the lodging rooms included in my final bill?**

No, the lodging rooms need to be paid for separately from any event billing. You will need to let our Lodging Manager know exactly how you would like to pay for rooms and what card you would like to use. We require this information from you BEFORE you check into your rooms.

## BAR

### **1. We would like a Champagne toast. Do we need to notify the West Shore in advance?**

Yes, we need to know about champagne toasts in advance of the day of the event so we can successfully execute the toasts.

### **2. Does a Champagne toast cost extra?**

Yes, a champagne toast is not included. Please reach out to your Event Manager to inquire about pricing.

### **3. How do we select the wine for our event?**

Our in-house certified sommelier will select varietals of wine in whichever Tier you would like to serve.

## MISCELLANEOUS

### **1. Do you require a wedding planner?**

Yes, we require a professional wedding planner.

### **2. What forms of payment do you accept?**

We accept all major forms of credit cards (VISA, M/C, Amex, Discover), wire transfer, and checks.

### **3. Do you have boat valet services?**

Yes, boat valet services can be provided by SWA Watersports which operates off of our pier May-October. You can book boating activities directly with them. Also, please note, during these months that boat operations do happen off of our pier but will always end 60 minutes before your ceremony.

### **4. Can we take pictures on the pier next to the property?**

Unfortunately, the pier next door to the West Shore Café is a private pier and access is not allowed.

### **5. When is my final guest count due?**

Your final menu selections are due (1) month in advance. Your final entrée counts / guest counts are due (2) weeks in advance. You must finalize your floor plan (2) weeks in advance, as well.