

Your Northwoods Wedding Destination



*Experience the
Spirit of the Northwoods*

800-892-8377



We welcome you to The Spirit of the Northwoods.....

Eagle Waters Resort

Congratulations on your engagement. Thank you for expressing interest in hosting your special day at our venue. For generations, Eagle Waters Resort has been the Northwoods unique destination for vacations, weddings, family reunions, events and retreats. Eagle Waters Resort reflects the true nature and true Spirit of the Northwoods. Your wedding is meant to be one of the happiest days of your life and we understand what that means. Your wedding will be our priority. We will assist you to incorporate your ideas and vision to create the celebration and the WOW experience you have always dreamed about.



*Wendy Graham – Wedding Coordinator – wendy@eaglewaters.com
3958 Eagle Waters Road – Eagle River, WI 54521 – www.eaglewaters.com*

Table of Contents

Your Wedding Venue

<i>Welcome</i>	<i>2</i>
<i>History</i>	<i>4</i>
<i>Accommodations</i>	<i>4</i>

Wedding Options

<i>Small & Simply Elegant</i>	<i>5</i>
<i>Northwoods Wedding Package</i>	<i>6</i>
<i>Platinum Wedding Package</i>	<i>7</i>
<i>Wedding Package Enhancements</i>	<i>8</i>
<i>Wedding & Wedding Weekend Enhancements</i>	<i>9</i>

Wedding Policies & Guidelines

<i>Wedding Coordinator, Reserving the Date, Access</i>	<i>10</i>
<i>Decorations, Alcohol Beverages</i>	<i>11</i>
<i>Tobacco, Celebrating, Planning, Food, Menu</i>	<i>12</i>
<i>Tasting, Vendors</i>	<i>13</i>
<i>Cancellation Deposit,</i>	<i>14</i>
<i>Liability, Breach of Agreement</i>	<i>15</i>

<i>Rental Fee's</i>	<i>16</i>
---------------------------	-----------

<i>Facility Map</i>	<i>17</i>
---------------------------	-----------

<i>Wedding Services Agreement Worksheet</i>	<i>18-19</i>
---	--------------

<i>Wedding Services Contract</i>	<i>20-22</i>
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Eagle Waters Resort History

Our resort offers a rich and romantic history that can only enhance your special day. Eagle Waters Resort was Eagle River's first settlement, originally occupied by fur traders, woodsmen and loggers. In the mid-1800's the property consisted of a trading post, bank and the first regional post office. The first presidential votes for Lincoln were cast at Eagle Waters Resort.

The area was given the Chippewa name, "Kee-Mi-Con," which means, "I have found it." Once you experience our spectacular sunsets over the lake, a breathtaking dawn over the towering pines and the soaring eagles as they take flight you will understand the concept of Kee-Mi-Con.

In the past couples who wed at Eagle Waters Resort would plant a tree in honor of their day. Many couples have returned, now with their children to "visit" their tree. Our resort has become a part of their family history hosting many family reunions through the years. We invite you to make Eagle Waters Resort part of your family history.

Let our staff provide everything you need for your special day and create memories that will last from generation to generation. The staff at Eagle Waters Resort is committed to making your wedding the event of your lifetime.

Accommodations

Eagle Waters Resort is a four-star, four-season historical resort a part of the Northwoods since 1856. We offer an array of amenities and lodging types, exercise room, sauna, outdoor pool and hot tub, access to indoor pool and whirlpool nearby, tennis, volleyball and basketball courts, playground, restaurant, bars, patio, waterfall, outdoor dining, docks, lakeside ceremony space and over 60 lodging units including condominium suites, hotel-style units, duplexes and cabins that sleep up to 18 people.

We would be more than happy to discuss a possible lodging discount for your guests. These rates will vary due to time of year and occupancy. Rates may not be used with any other special promotion or special rate. We encourage you to send out your Save the Date cards with the lodging information we will provide you. This will help your guests to reserve a room, suite or cabin for your event.

Small & Simply Elegant Wedding Packages Include:



The perfect option for smaller celebrations for up to: 50 guests.

Your reception may begin at any time of day and continue for up to two and one-half (2 ½) consecutive hours ending no later than 12:00 a.m. (midnight).

Includes:

- Services of our on-site wedding coordinator.
- Informative tour of our facility.
- Use of one of our rooms in the restaurant for your event.
- Use of tables and chairs.
- White linen tablecloths.
- Dinnerware and flatware for your reception.
- Snack Service
- Two and one-half hours use of venue space.
- Appetizer, drink or dinner options available.
- Use of wireless microphone.
- Ability to add additional Wedding Enhancements to package

Northwoods Wedding Packages Include:



Our most popular package for up to: 150 guests. It allows ample time to enjoy your celebration and is filled with exceptional value & flexibility.

Your reception may begin at any time of day for up to seven (7) consecutive hours ending no later than 12:00 a.m. (midnight).

Includes:

- Services of our on-site wedding coordinator.
- Informative tour of our facility.
- Use of one of our rooms in the restaurant for your event
- Use of tables and chairs.
- White linen tablecloths.
- Dinnerware and flatware for your reception.
- Pub tables located in middle dining room/bar area.
- Use of our private bar.
- Set up of cake table.
- Cutting, serving and wrapping of wedding cake.
- Set-up and take-down of reception room.
- Head table skirting
- Unlimited tea, coffee and water.
- Use of wireless microphone.
- Dance floor.
- Fire in fireplace (seasonal).
- Includes built-in ambient lightening.
- Complimentary restaurant certificate for Bride and Groom
- Ability to add additional Wedding Enhancements to package.

Platinum Wedding Packages Include:



For large weddings, our Platinum Package gives you many options for up to 275 dinner guests. It allows ample time to enjoy your celebration and is filled with flexibility and elegance.

Your reception may begin at any time of day for up to eight (8) consecutive hours ending no later than 12:00 a.m. (midnight).

Includes:

- Services of our on-site wedding coordinator.
- Informative tour of our facility.
- Exclusive use of venue for your reception.
- Use of tables and chairs.
- White linen tablecloths.
- Dinnerware and flatware for your reception.
- Pub tables located in middle dining room/bar area.
- Use of our two private bars.
- Set up of cake table.
- Cutting, serving and wrapping of wedding cake.
- Set-up and take-down of reception room.
- Head table skirting
- Unlimited tea, coffee and water.
- Use of wireless microphone.
- Place welcome gifts in guests lodging rooms.
- Dance floor.
- Fire in fireplace (seasonal).
- Includes built-in ambient lightening.
- Complimentary restaurant certificate for Bride and Groom
- Complimentary night stay for first year wedding anniversary for bride & groom.
- Complimentary bottle of champagne & glasses for first glance.
- Ability to add additional Wedding Enhancements to package.

Wedding Package Enhancements

(Additional fee's apply)



Exclusive use of Venue (closed to public)

Fire in Fireplace(s)

Additional Hour for Venue

Additional Server(s)

Table Decorations

Bird Cage

Table Numbers

Colored Table Linens

DVD Player

Additional Linens

Wedding Cake

Pub Tables

Rehearsal Parties

Al Fresco Lunch or Box Lunch

Welcome Gifts

(placed in guest rooms)

Patio

Patio Heaters

Additional Bartender(s)

Ceiling Draping

Lakeside/Patio Ceremony

Indoor Ceremony

Wedding Arch

AV Screen & Projector

Nuts & Snacks

Room for Gift Opening

Bridal/Groom Parties

Campfire w/S'mores

BBQ Lunch or Dinner

Gift Opening Breakfast

Ice Cream

(to be served with cake)

First Glance Champagne at Dock, Lakeside,
Waterfall or location of your choosing

Wedding & Wedding Weekend Enhancements



We are able to arrange for you through our Wedding Coordinator for additional service charge and vendor fee's.

Massage	Spa Day at Local Spa
Bus Rental	Pirate Ship Ride
Pontoon Boat Rental	Guided Fishing Trip
Zip-Line Adventure	Rock Wall Climb
Round of Golf	Paintball/Laser Tag
Ceremony Officiant	Chair Covers & Bows
Ice Sculpture	Additional Lighting
Pig Roast	Shore Lunch

Whatever you can imagine, we can help you achieve it.

Wedding Policies & Guidelines

Eagle Waters Resort is proud to present our wedding packages that take full advantage of the historic and picturesque Northwoods. We look forward to the opportunity to create the perfect day for you and your guests

Wedding Coordinator

Our Wedding Coordinator will be happy to assist you with creating your special day and making it as stress-free as possible. Our Coordinator will be available to answer questions and help you from the moment you first inquire about weddings at the resort through your wedding and even after you check-out after your wedding. We are here to offer our personalized service while handling all of the details in order to make your wedding day enjoyable and memorable.

Reserving the Date

The venue at Eagle Waters Resort operates on a first-come, first served basis and weddings take precedence over other events. We offer weddings every day of the week, with Saturday's being the most popular day. Pricing will vary based on the day of the week. It is important for you to reserve your date as soon as possible in order to avoid losing that date to another event. The actual wedding date is reserved by receipt of a non-refundable deposit in addition the following:

- ❖ Wedding Service Agreement: completed, signed and returned.
- ❖ Wedding Policies & Guidelines Agreement: completed, signed and returned.
- ❖ Package Selection and Wedding Enhancements Worksheet: completed, signed and returned.

Access on your Wedding Day

You and/or your vendors may have access to the venue at noon on the day of your event. You may be able to drop off items for your wedding the night before the event to allow time for you to go over final preparations with our Wedding Coordinator for the next day's set-up. These arrangements need to be made in advance. Please do not arrive at the venue without prior arrangements to deliver or set-up for the wedding, as we have staff working to prepare the venue for your big day.

Eagle Waters Resort limits access to our guests lodging room in order to respect the guest's privacy. Brides and Grooms wishing to provide welcome gifts must inform the Wedding Coordinator prior to the event.

All welcome gifts must be dropped off with each gift marked with your guests names to the Trading Post one-day prior to guest arrivals. Eagle Waters Resort staff will either place the gifts in the room or hand them out at check-in (See Wedding Enhancements).

Decorations

Our Wedding Coordinator will assist you with your centerpieces if you choose Eagle Waters Resort to design/create your tables. (See Wedding Enhancements). You may use a floral vendor, decorator or wedding planner to provide this service and set-up, but they must perform set-up during the time allowed and must be finished 30 minutes prior to the start of your event.

No additional candles are permitted without prior approval by Eagle Waters management and/or your Wedding Coordinator.

Tacks, nails, staples, screws, pins, stickers or any other material that could permanently mar, deface or otherwise damage walls, ceilings, railings, floors, tables, furniture or any other surface are not permitted. No bubbles, silly string, confetti or sparklers will be allowed. Please speak to your Wedding Coordinator if you are using glitter in your decorations. No loose glitter will be allowed.

All decorations must be taken down and packed away immediately following your event. We may be able to store your packed decorations overnight. Please consult your Wedding Coordinator for a place to store your decorations should you choose to pick them up the next morning.

Alcoholic Beverages

Wisconsin State Law requires all persons consuming alcoholic beverages on Eagle Waters Resort property to be of legal age. Guests consuming alcoholic beverages must be able to provide a state-issued picture I.D. upon request. Wisconsin State Law also prohibits guests from bringing alcoholic beverages into the restaurant or the event area. Sales and services of alcoholic beverages are regulated by the State of Wisconsin and Eagle Waters Resort complies with all regulations and requirements of state, county and local governmental agencies. Only Eagle Waters Resort bartenders are allowed to handle alcohol.

Tobacco Use

State of Wisconsin Law prohibits tobacco use inside any public buildings including the restaurant, bar and all of our lodging units. Eagle Waters Resort prohibits smoking in all units including cabins and on all balconies and patios, any walkway or entry way into our buildings. All cigarette butts must be disposed of in the proper receptacle. Please help us in keeping the Northwoods beautiful.

Celebrating the Bride & Groom

The traditional “tossing” (rice) at the bride and groom is limited and all items used must be approved by your Wedding Coordinator. In consideration of other guests and local wildlife we do not allow rice, birdseed, bubbles, silly string, firecrackers or glitter.

Please be respectful of other guests staying at the resort. Any *loud or disruptive* celebrations in the lodging units and/or cabins are discouraged and after 10 p.m. are strictly prohibited. Eagle Waters Resort quiet time is from 10:00 p.m. – 9:00 a.m. Please be considerate of other guests at the resort.

Planning Session

A great wedding does not simply happen. It is planned. We encourage you to set-up a planning session with our Wedding Coordinator at least six months prior to your event. It is possible to do much of the planning via telephone or email, however we greatly stress the importance of a face to face planning session.

Food & Beverage Services

Eagle Waters Resort is responsible for the quality of all food and beverages served to our guests. Due to Health Department regulations outside food and beverages are not allowed without our prior approval.

Menu Selections and Guest Count

Menu selections confirmation is required at least four weeks prior to the scheduled event date. A final guest count is required two weeks, (fourteen days) prior to the scheduled event date. Eagle Waters Resort provides all the food and beverages for all events held at the resort. No outside catering, beverage and/or alcohol will be

allowed. Menu changes must be received at least seven days prior to the event. Client will pay for any increased cost associated with a change in menu selection.

The final guest count will be considered a guarantee and the client agrees to pay the per person menu charge agreed upon in the menu section of the contract for the number of people in the final guaranteed guest count. There are no refunds or adjustments for a change in guest numbers or no-shows after the final guest count is submitted. Eagle Waters Resort does not allow carry-outs for no-show guests. Failure to provide a guest count at least two weeks prior to the event will result in Eagle Waters providing food and/or beverage for the number of guests stipulated in the menu section of the contract. It is the client's responsibility to relay all guest numbers to our Wedding Coordinator.

Menu choices do not include desserts in the price of the entrée. Wedding cakes may be contracted out to Eagle Waters Resort or a vendor of your choice.

Menu and food prices are subject to change at any time thirty (30) days prior to the event due to economic conditions. Client agrees to pay all increased costs as a result. Menu and food prices will be "locked-in" if the event is paid in full and it is within thirty (30) days of the event.

Tasting:

If you wish to have a tasting and sample different dishes this will be available to you at an additional fee. Please contact your wedding coordinator to arrange a day and time for a tasting.

Vendors

Eagle Waters Resort allows outside vendors to provide services for your event. Please provide names and telephone numbers of all your vendors to our Wedding Coordinator. This includes floral, cake, photographers, music and any other vendor for your event. We will need timelines from your vendors. Our Coordinator will be happy to assist you by providing a list of local vendors who provide services in our area.

Cake vendors must be licensed and provide us with a business insurance binder holding Eagle Waters Resort harmless if any issues should arise. Eagle Waters

Resort staff will cut, plate, serve and wrap your wedding cake as part of all our wedding packages. Ask our Wedding Coordinator about adding on ice-cream to your cake service.

Cancellation of Event

The agreement may be cancelled by the client by written notice delivered by hand with a hand-written acknowledgement it was received or by certified mail with return receipt requested at least **60** (sixty) days prior to the date of the event. If written notice of cancellation is received by Eagle Waters Resort prior to said date, the deposit will be forfeited. If written notice of cancellation occurs after the required 60 (sixty) days' notice the client agrees that they will be liable for a cancellation fee and compensatory damages in the amount equal to the reasonably projected revenue of said function. If Eagle Waters Resort is able to re-book that date we will refund fifty (50) percent of the event fees. If Eagle Waters Resort cannot re-book that date the client is liable for all fees and projected loss of revenue. Said revenue projection to be determined by Eagle Waters Resort and will be based on functions of similar size, loss of lodging guests, loss of revenue and food and beverage selection and service provided. The deposit fee will be applied to the cancellation fee.

Deposit and Payment

A deposit of **\$1500** is due at time of booking your event. The deposit is non-refundable. The entire event amount due Eagle Waters Resort shall be paid to Eagle Waters Resort at least 48 hours prior to the event. Payment shall be in the form of a check, cashier's check or cash. We **DO NOT** accept credit cards as a form of payment for weddings or events.

Your TOTAL bill will be subjected to a **20%** service charge in addition to all applicable state and local taxes. Wisconsin state law requires we tax the service charge. Your total bill includes facility, food, beverages and any wedding enhancements added.

Once a payment is made, it is **non-refundable** unless the client meets criteria as outlined under *Cancellation of the Event* and Eagle Waters Resort is able to re-book that date we will refund fifty (50) percent of the event fees.

Liability

The client agrees to hold harmless Eagle Waters Resort, Evergreen Management, EW, LLC, Koranda Recreation, Inc. and any other entity associated with Eagle Waters Resort including all its employees of any and all damage, liability or injury suffered by you, your family, your guests or your vendors while on Eagle Waters Resort property. The client agrees to pay for all damages to any property of Eagle Waters Resort, Evergreen Management, EW, LLC, Koranda Recreation, Inc. and/or to any property located at Eagle Waters Resort and owned by a third party. This includes all damages, injury to an employee, and loss of revenue caused by the client, your family, your guests or your vendors. In addition to damages the client agrees to pay any and all medical bills and lost wages if injury occurs. The client assumes all reasonable attorney fees and court costs that arise from any incident caused by you, your family, your friends, your vendors and/or your guests.

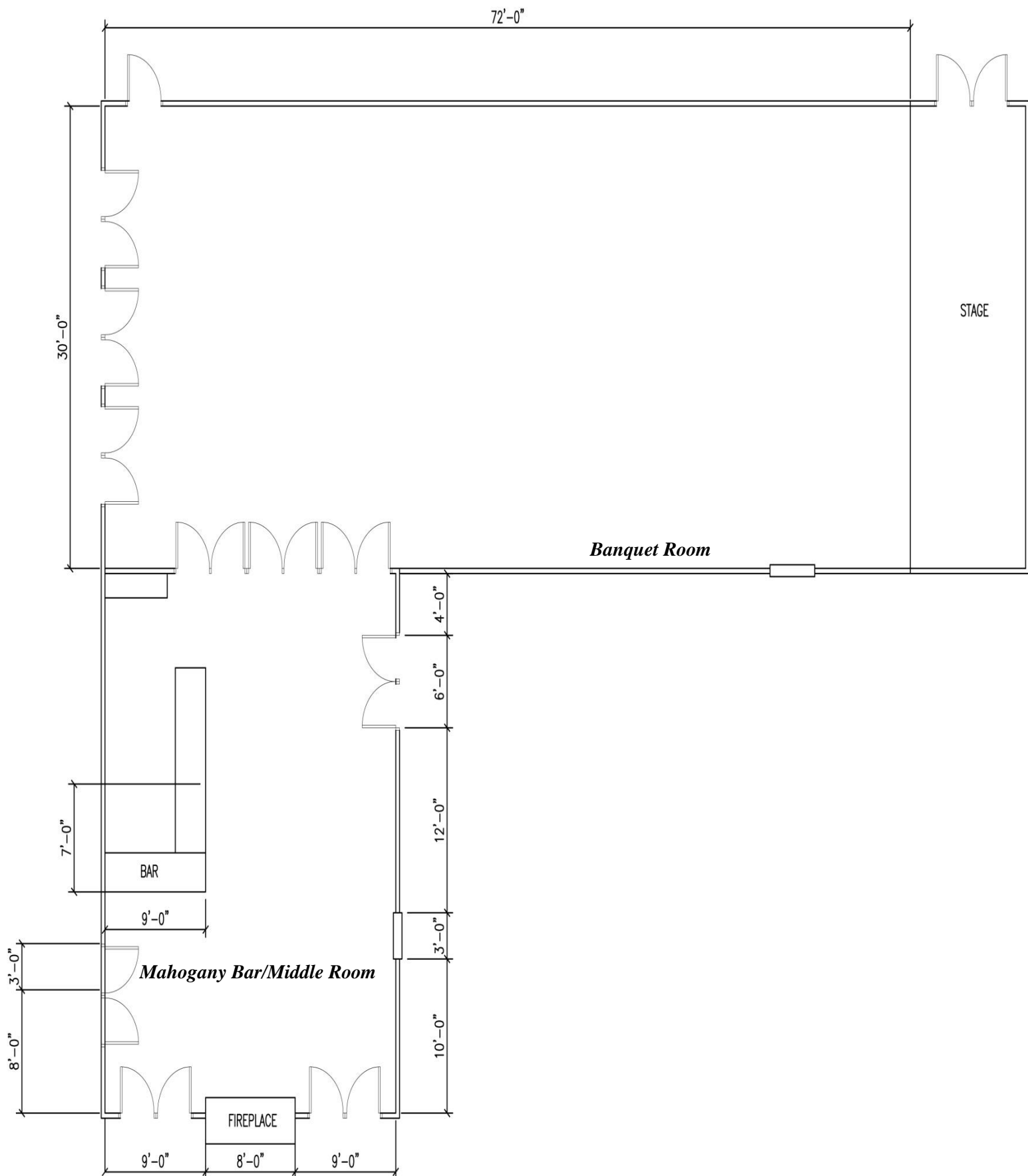
Eagle Waters Resort shall not be liable to the client for loss of profit, actual or consequential damages occasioned by its inability to perform any of its obligations under this agreement due to fire, war, weather incidents, strikes, civil disturbances, acts of God, unavoidable casualties, public carrier delays, transportation issues, inability to obtain necessary supplies or acts of public authorities.

Eagle Waters Resort reserves the right to end the event prior to the agreed end time if the client, your family, your guests or your vendors exhibit inappropriate behavior, criminal activity or damages to Eagle Waters Resort, any entity associated with the resort or its employees. There will be no refunds if Eagle Waters Resort ends your event prior to the agreed end time due to behavioral issues or criminal activity. Only Eagle Waters Resort will determine if such behavior warrants a premature end of your event.

Breach of Agreement

In the event of a breach by the client of this agreement the client acknowledges it is considered *Bad Faith*. The client agrees to pay all costs and expenses, including actual attorneys' fees, loss of revenue, loss of wages and monetary damages incurred by Eagle Waters Resort to enforce this agreement against the client.

Eagle Waters Resort Restaurant Layout:



Wedding Services Agreement Worksheet:

Clients name: _____ Today's Date: _____

Brides name: _____ Event Date: _____

Grooms name: _____ Guest Estimate: _____

Event start time: _____ Event end time: _____

Location of ceremony: _____ Time of ceremony: _____

Wedding Package:

Wedding Package Selected: _____ Fee: _____

Exclusive use of venue? Yes No If yes, additional fee: _____

Ceremony on property? Yes No If yes, additional fee: _____

Additional bartender(s)? _____ If yes, additional fee: _____

Additional server(s)? _____ If yes, additional fee: _____

Menu:

Menu estimate \$ _____ (total cost estimated), based on menu selection

listed below for _____ (estimated number of guests) at \$ _____ per person.

Menu Selections: _____

Final menu selections are due 30 days prior to date of event. Final guest count is due 14 days prior to the event. Additional charges may apply if final menu differs from menu selected on this worksheet. Menu selection prices may change within 60 days of the event and the client agree to pay any and all additional costs. No carry-outs will be allowed for no-show guests.

Beverages:

Beverage estimate is \$ _____ (total cost estimated), based on the beverage plan selected and listed below.

Beverages selected: _____

Wedding Enhancements:

Wedding Enhancement estimate is \$ _____ and includes the following enhancements and each cost:

Miscellaneous Fee's

Miscellaneous Fee estimate is \$ _____ and includes the following charges:

Prices are subject to change without notice. Client agrees to pay any additional costs due to price changes or due to changes to this worksheet. The client has reviewed the worksheet and checked it for accuracy. By signing below the client agrees to the selections on this worksheet and will notify our Wedding Coordinator of any changes within the agreed time period as stipulated under Wedding Policies and Guidelines. We understand that the date of the event will not be scheduled until you have received a signed and dated contract and our non-refundable deposit. Eagle Waters Resort is free to schedule another event on the same day until the client abides by the conditions of this agreement.

Client Signature

Date

Wedding Services Contract

Eagle Waters Resort

3958 Eagle Waters Road ♦ Eagle River, WI 54521 ♦ 715-479-4411

This agreement including a non-refundable \$1500⁰⁰ deposit to reserve the venue is entered into on _____ (today's date), by and between Koranda Recreation doing business as Eagle Waters Resort, with its actual business address as: 3958 Eagle Waters Road, Eagle River, WI 54521, and the "client" named below and:

Client's name (person financially responsible)

Billing address

City, State, Zip-Code

Telephone number

email address

Brides last name

Groom's last name

Bride's telephone number

Groom's telephone number

Event date

Event start time

Event end time

Contact name for decisions and information

Contact's telephone number

Contact's email address

Estimated Total Expenses (as listed on worksheet)

Wedding Facility Fee:	\$ _____
Wedding Enhancements:	\$ _____
Menu Selected:	\$ _____
Beverages Selected:	\$ _____
Total Additional Staff:	\$ _____
Additional Venue Fee:	\$ _____
Ceremony Fee:	\$ _____
Miscellaneous Fee:	\$ _____
Total Fees:	\$ _____
Service Charge (20%):	\$ _____
Sub Total:	\$ _____
Taxes (5.5%)	\$ _____
Minus Deposit:	\$ <u>-1500⁰⁰</u>
Total Estimate:	\$ _____

We have read and we understand the Wedding Policies and Guidelines for Eagle Waters Resort. We have completed the Wedding Services Worksheet and the Wedding Service Contract. We understand prices may change without notice. We understand and agree to pay additional food or beverage charges if required. We understand prices cannot be guaranteed until you have received full payment and will not be guaranteed unless it is less than thirty days prior to the event date. We understand that no food or beverage including alcohol can be brought onto the premises without previous written approval from management. We agree to all aspects of the Wedding Policies and Guidelines as outlined in this booklet. We understand that the date of the event will not be scheduled until you have received this signed and dated agreement and our non-refundable deposit. Eagle Waters Resort is free to schedule another event on the same day until the client abides by the conditions of this agreement.

Client Signature: _____ Date: _____

Eagle Waters Resort Representative: _____ Date: _____