Keystone Wedding Policies & Special Considerations

Deposits and Final Payment: a $3,000 non-refundable deposit is required to book the date on a definite status. An additional 50% is due 90 days from the event. Final payment of all estimated costs is required 60 days in advance of the event.

Food & Beverage: All food and beverage must be catered through Keystone Resort utilizing Keystone's current menu selections. All food and beverage pricing will be confirmed no later than 6 months prior to event date.

Food & Beverage Minimum: The minimum food and beverage requirement is a minimum amount, and shall be spent only on food and beverage items such as hors d'oeuvres, meals and all beverages. If the minimum is not achieved, the "Group" will be responsible for the difference.

Time Allowances: Evening weddings may begin as early as 5:00pm and should conclude by 11:00pm. Decorations for evening weddings may begin no earlier than 3:00pm. Daytime weddings may begin as early as 9:00am and should conclude by 3:00pm.

Room accommodations: A complimentary wedding night stay may be extended to the Bride & Groom in conjunction with a food and beverage minimum of $8,000 excluding tax, surcharge, and gratuity. Location is based upon availability. Discounted Group rates will be extended to your guests on a space available basis and will be coordinated through Keystone's reservations department.

Guarantee: a final attendance count is to be provided 3 business days prior to the function. This will be considered your minimum guarantee of attendance and is not subject to reduction even if fewer guests are in attendance. If no guarantee is given, the original "expected number" will be charged as the guarantee. Your account will be charged for the guarantee, or the actual number served, whichever is greater.

Linen: Keystone provides white or ivory table linens and napkins at no charge.

Service Charge and Taxes: The final food & beverage bill is subject to a 20% service charge and 5.9% surcharge, both taxable at the current 5.78% rate as of 1/1/07. A 2.55% United States Forest Service Fee will apply for on mountain locations. Prices are subject to change. These fees are above and beyond the buyout minimum.

Site/Setup Fee: A site/set-up fee will apply for all locations and is the fee for setting up all tables, chairs, linens and the fee for all set up staff required for the wedding/catering event as recommended and agreed upon with Keystone.

Ceremony Sites: Keystone Resort offers numerous extraordinary wedding sites to make your ceremony a truly unique experience. We have both indoor and outdoor options all set in the natural surroundings of the majestic Rocky Mountains. These ceremony sites are available only in conjunction with your Keystone reception. Ceremony fees start at $350.

Cakes: Price starts at $8.50 per person. Our award winning pastry chef, Ned Archibald, exclusively prepares all cakes. A wide variety of decadent flavors and custom designs are available to choose from. Please contact Ned at 970-496-4364 to schedule a cake consultation.

Rehearsals: If you would like to plan a rehearsal at Keystone, please schedule it *no earlier* than one month prior to your wedding. In the event that your ceremony site is unavailable for your rehearsal, it will be scheduled in a location as similar to your actual ceremony site as possible. Mountain top ceremony rehearsals will only be permitted in an alternate location.

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Rehearsal Dinners: Rehearsal Dinners may be held at any one of Keystone's venues. Our diverse selection of properties can accommodate anything from bonfires and barbecues to an exquisite meal at a four-star restaurant. Please contact your Catering Manager to arrange your Rehearsal Dinner at Keystone.

Multiple entrees: Multiple entrées for sit-down meals will be charged at the highest priced selection. Multiple entrees are limited to two options plus a vegetarian accommodation. An exact count of each selection must be provided 3 days prior to the event. A "duet" entrée selection may be used in the event that guests are offered a single entrée option.

Planning Schedule: We would like to have most of the details of your wedding planned, no later than three months in advance. Please contact your Catering Manager to schedule a details meeting when you have most decisions made on the details planning guide.

Decorations & Favors: Decorations, displays, and signage brought into any area of the resort must be approved prior to arrival. Items may not be attached to any wall, floor, window or ceiling with nails, staples, tape or any other material so that we may prevent damage to the fixtures and furnishings. In addition, all guest favors are the responsibility of the guest to bring in and take upon the function's conclusion. There is a $250 cleaning fee for removing any excess decorations. Labor fees may apply for excessive decoration set-up or removal.

Birdseed, Rice and Rose Petals: Please help us keep our wildlife safe and our landscape clean and beautiful. Thus, throwing of birdseed, rice and rose petals for ceremonies or receptions is not permitted.

Activities: Keystone offers a wide variety of activities to suit you and your group's needs. We offer many outdoor activities such as hiking, biking, horseback riding and nature walks. We also have whitewater rafting and fly-fishing.

Wedding Coordinators/Consultants: Keystone Resort does not offer wedding coordination services. Your Keystone Catering Manager will provide the following services: menu planning, logistics, timing, lodging and other Keystone activities. Keystone strongly recommends contracting a professional wedding consultant. Hiring a personal wedding consultant can help make your special event less stressful. Everything from helping you select the right event professionals to assisting you with the critical details, and helping you down the aisle…a consultant can save you time and money. Please refer to our list of recommended vendors for names and numbers of local consultants.

Audio Visual: Audio Visual equipment and services are available upon request. A full selection is available.

Entertainment: All entertainment (Bands/DJ's) must conclude by 11:00pm. All outdoor entertainment must not be amplified and must conclude no later than 10:00pm. This policy is in accordance with local noise ordinances and out of respect for other resort guests.

Child Care Services: Information on child care services during your event or throughout your guests' stay are available. Ask your Catering Manager for more information.

Bridal Suite: Bridal Suites are available at each location. Please ask your Catering Manager for more information.

Web Site: For additional information, please log on to our web site at www.keystoneweddings.com.