

# Meetings

At the Lake





# Inspiring Meetings at the Lake...

Welcome to the Lodge at Suttle Lake, an all season resort rich in unsurpassed splendor and comfort.

Discover why there is nothing else like The Lodge at Suttle Lake in Central Oregon. The most discerning of planners will be captivated with this stunning venue, offering the finest combination of natural beauty and stylish settings. For a destination that is at the same time high-tech and secluded, The Lodge at Suttle Lake provides a unique and accommodating atmosphere for your event.

Make your meeting or incentive truly unforgettable.

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Discover the rustic elegance of the Lodge at Suttle Lake for your next meeting. We have many options and activities for you and your group to enjoy during your stay. Whether you are looking to have an intensive off site meeting or reward your team with a trip to the Cascade Mountain range, we have everything you are looking for.

Working, as partners, with local businesses we have developed some great packages to encourage your group's teambuilding, productivity, and to create an unique experience. We have ideal space for small meetings, conferences, seminars and office retreats. With over 1,000 square feet of indoor meeting space and over 5,000 square feet of outdoor space, we are both spacious and flexible.

The Lodge at Suttle Lake, is in all aspects rustic, but we do not shy away from technology. Our boardroom features the latest audio and visual equipment. Boardroom amenities include: 60" DLP Flat Screen Television wired and ready for presentations, projector with 92" drop-down screen, WiFi, phone conferencing, web conferencing, video conferencing, and power and data connections for each attendee.

We are by no means your typical event venue. Located in the heart of the Deschutes National Forest amid soaring pines, The Lodge at Suttle Lake provides an escape from the urban lifestyle. Our resort's mountain views and pristine lake waters invite you to enjoy everything from outdoor adventure and activities to technological aspects to produce results from within your team. High altitude and even higher return on your event investment is our goal.

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# Accommodations

Your guests will enjoy the convenience of attending a fabulous celebration and lodging in splendidly appointed accommodations, all in the same location. The signature comfort of the resort is complimented by the luxurious décor. All accommodations feature a stunning array of amenities and are sure to suit all travelers.

## **The Lodge**

Built in the Grand Cascadian tradition, the Lodge at Suttle Lake radiates North Western luxury. The Lodge itself is a wonder to behold. As you enter through the massive hand-carved doors, you are welcomed with a stunning view of Suttle Lake. It beckons you to get lost in the abundance of North Western heritage. Explore the astounding Great Room/Lobby and curl up next to the massive stone fireplace in one of our overstuffed chairs. Be sure not to miss the sunset from our fabulous deck that spans the entire west side of the Lodge.

- Deluxe Guest Suites all face a stupendous view of the lake. Each features a stone fireplace, a Jacuzzi bath tub and a separate shower, and a king-sized bed. Sleep up to four people.
- Lofted Guest Suites complete with a tremendous view of the lake. Each features a stone fireplace, a bathtub/shower combination, a queen-sized bed and two twin-sized beds that can be converted to a king. Sleep up to four people.
- Standard Guest Suites each face a majestic view of the surrounding forest. Each features a stone fireplace, a bathtub/shower combination, and two full-sized beds. Sleep up to four people.
- The ADA-Compliant Guest Suite, located on the ground floor for ease of use and accessibility, boasts a magnificent view of the lake. This suite features a stone fireplace, a roll-in shower, and a king-sized bed. Sleep up to two people.

*Each of the eleven well-appointed guest suites feature high-speed wireless internet access, satellite television, dual-line speaker phone with voicemail, individual temperature control, and in-room coffee and tea service. In keeping with the history of this beautiful property, each room in the lodge has been named for a specific Native American symbol signifying the room's character.*

## **Water Front Cabins**

Nestled at the water's edge of stunning Suttle Lake and Lake Creek sit four newly-built luxury cabins. Each boasts unique Northwestern charm and gorgeous knotty pine vaulted ceilings. Each features 792 square feet and includes a stone fireplace, a fully-equipped kitchen, a bathtub/shower combination, high-speed internet access, satellite television, phone, private deck, and gas barbecue. In the downstairs bedroom is a queen-sized bed, in the loft are two twin-sized beds that can be converted into a king, and next to the fire is a full sleeper sofa. Sleeps up to four people.

## **The Pointe**

Originally built in 1925, this beautifully updated cabin has quickly become our most popular. And why not? It sits right on the lake and is bordered by Lake Creek. It has two great decks flanking two sides of the cabin and its own private dock. Features two bathrooms, a fireplace, a fully-equipped kitchen, television and DVD player. One bedroom downstairs with a king-sized bed, a queen sofa sleeper in the living room, two queen-sized beds in the upstairs loft, and a twin sleeper in a little nook overlooking the lake. Sleeps up to eight people.

## **The Falls Cabin**

Also built in the 1920's this quaint little cabin boasts a romantic side. With its serene view of Lake Creek from its large picture window, the Falls Cabin makes you feel that you are all alone in the surrounding beauty. Features a fully-equipped kitchen, bathroom, and an electric fireplace. Sleeps up to four people with a queen-sized bed, a queen and twin sleeper.

## **The Guard Station**

A large cabin off the beaten path, the Guard Station is the most secluded accommodation on the resort. Formerly a Forest Service guard station, it has history as well as an abundance of charm. Features a fully-equipped kitchen, bathroom and private deck. With a full-sized bed and two queen sofa sleepers, this cabin sleeps up to four people.

## **Rustic Cabins**

With a cozy porch, each cabin is perfect for a family or small group. Features heat and electricity, but they do not have kitchens or running water. Bathrooms and shower facilities are located in the nearby bathhouse. They have a full-size bed and twin-sized bunk beds. Bedding and linens are included. Sleeps up to four people.



# Event Locations - Audio/Visual

A setting as unforgettable as the event.

Upon arrival, you will be greeted by breathtaking views, towering stands of ancient pines, soaring mountain summits, and inviting crystal waters. Here, a grand resort at the shores of Suttle Lake provides an impressive backdrop, suggesting an event that is adventurous, inviting, and dramatic.

## Event Options

- **The Great Room**  
Located on the first floor of the Lodge, the Great Room normally serves as the resort lobby but can be transferred into an exquisite location for an indoor event. As you enter the hand-carved doors you are welcome by a spectacular view of the lake. Capacity 20-80 people.
- **The Board Room**  
Small groups need not forego the luxury and beauty of Suttle Lake. This small, intimate room has the very best view of the Lake and its surrounding splendor. Capacity 20-40 people.
- **The Landing (Outdoor site)**  
Our premiere event site, with a spectacular view of the lake, has a spacious lawn capable of hosting large groups intimately. Terraced, overlooking the lake, and complete with lodge pavilion, you simply could not find a better location. Did we mention the view? Capacity 20-200 people.
- **Cinder Beach (Outdoor site)**  
Romantic and casual, this little oasis is perfect for the less formal event. Listen to the waves lap against the shore and perhaps even enjoy a bonfire. Capacity 20-80 people.
- **The Pointe (Outdoor site)**  
Bordered by Suttle Lake and Lake Creek, this secluded, enchanting location will no doubt become a favorite for those seeking an intimate setting. Site fee does not include The Pointe Cabin rental. Capacity 20-30 people.

## Audio/Visual Services

Tripod easel	Whiteboard w/markers
Flip chart	92" Motorized screen
LCD projector	Digital light projection television
Telephone conferencing	DVD player
VCR	CD player
Sound system	Table top podium
Floor podium	Microphone
Fax machine (paper additional)	Copy machine (paper additional)
Phone/fax line hookup (plus toll charges)	Audio/visual technician

### Webinars

Depending on the style and topic of your meeting we can do the legwork for you to find the proper webinar for your group. Depending on the size of your group we can either stream directly to our 60" DLP television or project the webinar on our 92" drop-down screen.

### Secretary Service

During these retreats not everyone from the office is always able to attend, that is why we can offer our front desk associates to act as your assistant for the day. Services include but are not limited to e-mail, fax, print materials, errands, and aligning outside activities.

### Digital Recording

Again, not everyone can attend every meeting. In this scenario, we provide you with a digital copy of your meeting on a Thumb drive or a copy can be placed on DVD.



# Team Building and Leisurely Pursuits

If you're looking for ways to really wow your attendees with organized activities, allow us to arrange some old-fashioned fun, and your guests will be talking about your event for years to come.

## Team Building Activities

### **Wanderlust Tours**

The Lodge at Suttle Lake teamed up with Wanderlust Tours last winter for their Eco-Challenge. In the Eco-Challenge your team works together using GPS devices to find clues, solve problems and help one another across the untracked high desert. This adventure is a goal-oriented, interactive physical and mental challenge for any age and ability level. Wanderlust Tours also offers a range of activities from bonfires in the snow, canoe tours, Oregon Outback Safari, snowshoe tours, volcano tours, cave tours, and urban GPS challenges in Bend.

### **Team BBQ**

Each member of the team produces one piece of the meal.

### **Best Ball Tournament**

Your group is shuttled to the local golf course of your choice for a round of golf with clubs provided or participate in a team building best ball tournament.

### **Canoe Relay**

Each team member must complete one leg of the canoe relay across the lake.

### **Guided Hike**

Enjoy a 3.5 mile nonchalant walk around the lake while a representative from High Desert Museum points out historical and natural aspects of the area during the hike.

### **Kickball at the Lake**

Get your group together and enjoy your afternoon break time outside with the lake as the backdrop during an invigorating game of kickball.

### **Murder Mystery Dinner**

Enjoy a multiple course interactive dinner theatre instead of sitting in silence. The Lodge at Suttle Lake will host a dinner with speaking roles for each and every staff member with themes that include but are not limited to high school reunion, wine country, mafia, and old west.

## Leisurely Pursuits

Yoga

Spa

Hiking

Fly Fishing Lessons and Expeditions

Waterskiing and Wakeboarding

Surf Lessons

Kayaking and Canoeing

Mountain Biking

Horseback Riding

Golf Outings and Lessons

Shopping



# Themed Itineraries

Creativity is but one cornerstone to a successful meeting. And with that in mind, we have designed four themed meetings to stir your imagination, challenge your expectations, and raise the return on your meeting investment. Meetings at the Lodge at Suttle Lake are anything but ordinary. With both precision and originality, we make your meetings important, enjoyable, and maybe even unforgettable.

## **Invigorating**

Aromatherapy scents and introspective mood music

Table settings may include natural wood massagers and squeezable stress balls

Breakfast features fruit smoothies, organic coffee and tea and whole-grain cereals

Morning yoga, meditation or desk aerobics will stretch your mind and body

A hearty lunch of heart-healthy selections can also include energizing brain food

Pick up the pace with a dance session or a 15-minute power walk during a break

## **Have Some Fun**

Play your favorites: surf music, reggae, good old rock and roll, and everything in between

Get nostalgic with nerf balls, magic 8 balls, wax lips and Groucho glasses

A breakfast of champions includes Pop-Tarts, Lucky Charms, and all your favorite morning classics.

Morning break, twister and shout.

Enjoy macaroni & cheese, hamburgers, hot dogs or pizzas during the lunch hour

Afternoon recess can feature short versions of board games like Yahtzee, Checkers or Pictionary

## **Make an Impact**

A portion of the proceeds will be donated to the local not-for-profit of your choice

Guests are greeted by the enchanting sounds of nature and verdant displays of plants or flowers

The smell of fresh, organic, fair-trade coffee wakes up the room

Agendas are printed on paper that, once used, can be planted to produce wildflowers

Breakfast, lunch and dinner are a medley of fresh, organic and locally grown ingredients

On breaks, choose to enlighten with an eco-quiz, "Zen-out" with a rock garden, or revive by tossing the Earth beach ball

Wind down the meeting with an appealing selection of organic wines and beers

## **Go Global**

Mini learning experiences give attendees a refreshing break from each day's agenda

Groove to the beat of far away lands

The builders in your group will delight in travel journals and essays at their table settings

Exotic fruits, world coffee and international foods will start your day of discovery

Morning break consists of ethnic and worldly displays of food and decor

Lunch is an extraordinary and out-of-the-ordinary fusion of global cuisines to suit your taste, from Italian to Middle Eastern

In the afternoon, enjoy a cooking demonstrations or other educational seminars



# Menu Selections

## Breakfast Table

### **Sunrise Breakfast**

Fresh baked pastries and breakfast breads with honey butter and fruit preserves  
Sliced seasonal fruit and berries  
Yogurt and lodge signature granola  
Assorted cold cereals

### **The Lodge Breakfast**

Fresh baked pastries and breakfast breads with honey butter and fruit preserves  
Sliced seasonal fruit and berries  
Yogurt and lodge signature granola  
Farm fresh scrambled eggs with chives  
Breakfast potatoes  
Smoked bacon  
Sweet pork sausage

### **Suttle Brunch**

Fresh baked pastries and breakfast breads with honey butter and fruit preserves  
Farm fresh scrambled eggs with chives  
Breakfast potatoes  
Smoked bacon  
Smoked salmon and bagels with cream cheese, capers and onions  
Mixed green with chili roasted walnuts, pear and a balsamic vinaigrette  
Smoked Tri-Tip of beef with a Juniper demi glaze and horseradish cream  
Penne pasta tossed with sun dried tomatoes and walnuts  
From scratch cookies, chocolate chunk brownies, and assorted cakes

*All breakfasts include freshly brewed regular and decaffeinated coffee, assorted teas, orange juice, cranberry juice, and condiments*

### **Enhancements**

Smoothies  
Tomato, apple, or grapefruit juice  
Berry and house made granola parfait  
Freshly prepared omelets  
Belgian waffles prepared to order  
Scottish oatmeal with dried fruit, brown sugar and huckleberry syrup  
Assorted bagels with regular and flavored cream cheese

*All meals include buffet service with tables, linens and chafing. Includes all service ware; plate, bowl, silverware, and napkin. The prices above are based on buffet service served on china. Please note that prices above are based on buffet dinners of 50 people or more. Add \$5.00 per person for events under 50. Add \$8.00 per person for plated dinners. All prices are subject to a 22% service charge.*



# Menu Selections

## Take a Break

Based on 30 minutes of continuous service

### Coffee Shop

Assorted fresh baked pastries  
Whole seasonal fruit  
Freshly brewed regular and decaffeinated coffee  
Assorted teas

### Cheese and Fruit

Selection of domestic cheeses and spreads  
Artisan breads and crackers  
Whole seasonal fruit  
Grapes  
Still and sparkling water

### Organic

Local artisan cheeses with organic fruit compotes  
Crisp heirloom vegetables  
Imported and domestic olives  
Chef's selections of finger sandwiches  
Still and sparkling water

### Vitality

Whole fresh fruit  
Assorted energy bars  
Mediterranean chicken wraps with cucumber dressing  
Whole almonds and assorted nuts  
Vitamin Water  
Still and Sparkling Water

### Play Ball

Assorted bags of potato chips  
Pretzels  
Flavored popcorn  
Roasted peanuts  
Cracker jacks  
Chewy Trail Mix bars  
Strawberry yogurt bars  
Assorted soft drinks

### High Octane

Fresh baked cookies, brownies and blondies  
Chocolate dipped biscotti  
Chocolate covered espresso beans  
Starbucks frappuccino  
Red bull  
Assorted soft drinks

### Constant Cravings

Miniature PB&J and grilled cheese sandwiches  
Old fashioned mac and cheese gratin squares  
Classic rice krispy treats  
S'mores  
Retro individually wrapped candy  
Assorted juice boxes  
Assorted soft drinks

### Sensory

Break specially designed with the group's goal in mind, including seasonal foods, aromatherapy enhancements, and herb infused waters

### Enhancements

Bottled still or sparkling water

Bottled juices or teas  
Sliced seasonal fruit and berries

Freshly baked housemade muffins or pastries

Freshly baked cookies, brownies and blondies

Custom yoga stretch session per hour

Afternoon guided power walk per hour



# Menu Selections

## Lunch Table

### **Deli Board**

Sliced seasonal fruit and berries  
Mixed greens with assorted dressings  
Balsamic marinated grilled vegetables  
Smoked turkey breast, salami, roast beef, smoked ham, sliced cheeses including cheddar, gruyere and pepper jack  
Crisp lettuce, ripe tomatoes, red onions, dill pickles, peppercinis, dijon and stone ground mustards and mayo  
Assortment of freshly baked breads and rolls

### **Gourmet Sandwich Board**

Sliced seasonal fruit and berries  
Baby field greens with sliced cucumbers, tomatoes, feta cheese and a creamy ranch and herb vinaigrette  
Crisp vegetable slaw with a cilantro dressing  
Roasted strip loin of beef, tomatoes, caramelized onions, basil pesto on herbed baguette  
Tuna salad on foccacio  
Smoked turkey club on croissant  
Grilled vegetable wrap with roasted peppers and hummus spread

### **Deschutes Board**

Mixed greens and assorted dressings  
Sweet lettuce salad, sun dried strawberries, feta, granny smith apples, toasted walnuts, and champagne vinaigrette  
Pearl saffron cous cous with julienned vegetables  
Chilled poached medallions of salmon with minted cucumber yogurt  
Chilled sliced spice rubbed tenderloin of beef with assorted mustards  
Grilled vegetables, goat cheese and fine herbs  
Fresh baked rolls with sweet butter

### **Metolius Board**

Caesar salad with shaved parmesan and crostini  
Shaved parma ham and sliced ripe melon  
Garden fresh tomatoes, mozzarella, fresh basil and balsamic vinegar  
Smoked trout with fennel citrus glaze  
Breast of chicken with artichoke, kalamata olives, and tomatoes  
Grilled vegetables with balsamic reduction  
Rosemary focaccia bread and olive rolls

### **Grab and Go**

Honey baked ham on whole wheat or smoked turkey club wrap or roast beef on kaiser roll  
Pasta salad with olives, artichokes and sun dried tomatoes or creamy potato salad or grilled vegetable crudité  
Fresh seasonal fruit and chips

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# Menu Selections

## Hors d'oeuvres and Stations

### Chilled Canapés

Artichoke hearts, boursin cheese  
Roquefort, candied walnuts, endive  
Roasted red peppers, cilantro, chickpea puree,  
Goat cheese, roasted red peppers, olive, crostini  
Chilled shrimp, spicy remoulade  
Smoked salmon mousse, fresh dill, capers  
Orange fennel smoked salmon, potato scallion cake  
Smoked salmon mousse, cilantro, puff pastry  
Seared tuna, cucumber, pickled ginger  
Caviar, chives, crème fraîche  
Grilled chicken, feta, kalamata olives, filo  
Seared beef, polenta, olive relish  
Asparagus, prosciutto  
Oysters, 1/2 shell, shallot mignonette

### Hot Canapés

Wild mushroom purse, tarragon cream  
Heirloom tomatoes, mozzarella, basil, crostini  
Baked brie, cranberry relish filo  
Thai pork skewers and plum sauce  
Mushroom cap, vegetable or crab  
Crab cakes, jalapeno hollandaise  
Scallops, pancetta, pesto  
Honey grilled chicken satay, peanut sauce  
Chicken wings, roasted garlic dipping sauce  
Beef wellington, mushrooms, Madeira  
Rare roast beef, capers, shallots  
Beef brochette, hoisin glaze  
Oysters, pesto baked

### Displays and Stations

Brie en croute  
Imported and domestic cheese board  
Fresh seasonal fruit board  
Vegetable crudités  
Carved whole turkey  
Carved baron of beef  
Carved pork, steamship round  
Exhibition pasta station  
Raw seafood bar

### Wine and Cheese Reception

An interlude to the reception dinner that will allow guests to relax and socialize as wedding photos are being taken or last minute details are being attended to. Receptions are hosted and are generally one hour in length. Price includes a domestic and imported cheese display, assorted crackers and breads, fresh fruit, and a variety of mustards. House red and white wines and non-alcoholic alternatives are included in the per person price. Wines may be upgraded for an additional charge.



# Menu Selections

## Dinner Table

### The Main Course

Pecan-crusted breast of chicken  
Herb-crusted chicken roulade with pesto cream sauce  
Pan-seared breast of duck with cherry port glaze  
Pork loin stuffed with fresh herbs and chevre cheese with apple brandy glaze  
Beef tenders with rosemary portabella demi-glaze  
Whole roasted prime rib with natural juices and creamy horseradish  
Roast new york with a brandy rosemary demi-glaze  
Filet medallions with port reduction  
Grilled salmon with peach mint beurre blanc  
Grilled halibut with huckleberry tarragon glaze  
Elk Loin with Oregon pear chutney

### To Begin

#### Choice of One

Baby greens tossed with chili-roasted walnuts, dried cranberries, bleu cheese and a Balsamic vinaigrette  
Spinach leaves tossed with cherry tomatoes, red onions, cucumbers, croutons and a orange vinaigrette  
Panzanella, crusty bread with fresh cucumbers, red onion, roma tomatoes and a basil vinaigrette

### Sides and Such

#### Starches

##### Choice of One

Garlic mashed potatoes  
Rosemary and goat cheese mashed potatoes  
Citrus fennel wild rice pilaf  
Sweet potato pancakes  
Herb roasted red potatoes

#### Vegetables

##### Choice of One

Honey glazed carrots  
Grilled asparagus  
Fire-roasted corn and pea pods  
Green beans almondine  
Root vegetable ragout  
Chef's choice of fresh seasonal vegetables

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# Menu Selections

## Dinner Table– Pre Fix

### **Wild West -Style Barbecue**

Mixed greens tossed with cherry tomatoes, red onions, cucumbers, carrots and croutons served with a ancho chili ranch

Mesquite-grilled tri-tip

Barbecued chicken breast with our very own barbecue sauce

Ranch beans

Fire-roasted corn

Fresh baked corn bread and sage honey butter

### **Northwestern**

Local greens with mustard-basil vinaigrette

Grilled new york with sautéed mushrooms, scallions, and hickory-smoked bacon

Hickory-smoked salmon filet with sour mash honey glaze

Wild rice pilaf

Chef's choice of fresh seasonal vegetables

Fresh baked bread and sweet butter

### **Classic Duet**

Mixed baby greens tossed with chili-roasted walnuts, dried cranberries, bleu cheese and a balsamic vinaigrette

Whole roasted carved new York with wild mushroom demi

Pecan-crust chicken breast

Garlic mashed potatoes

Chef's choice of fresh seasonal vegetables

Fresh baked bread and sweet butter

### **High Desert Duet**

Field greens with fresh berries, toasted walnuts, gorgonzola cheese and raspberry vinaigrette

Grilled filet mignon with herb french chevre and brandied demi glace

Apple-almond stuffed chicken breast

Herb roasted potatoes

Grilled asparagus

Fresh baked bread and sweet butter

### **The Tuscan**

Mixed baby greens tossed with dried cranberries, chili-roasted walnuts, and bleu cheese and tossed in a Balsamic vinaigrette

Herb-crust chicken with lemon-basil beurre blanc

Capellini with artichokes, black olives, and sun-dried tomatoes, creamy Italian dressing and garnished with goat cheese

Grilled eggplant, squash and zucchini

Assorted Italian breads, butter and olive oil

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# Extras

## Bar Service

**Hosted Bar (Open Bar)**- Client pays for consumption of all beverages based on the standard prices below. On all liquor service provided out-of-doors, a standard bar set-up charge of \$120.00 applies. Prices are subject to a 22% service charge.

- Premium brands
- Call brands
- House wine
- Beer
- Soft drinks
- Bottled water

*Super premium brand liquors available upon request.*

**Non-Hosted Bar (Cash Bar)**- Guests are responsible for the purchase of all beverages not hosted by the client. On all liquor service provided out-of-doors, a standard bar set-up charge of \$120.00 applies. Prices are subject to a 22% service charge.

Please ask for our wine list and beer list.

## Rentals

Upgraded Linens– In place of provided standard linens

Registration Table– 72” banquet table with standard linens and skirting

Exhibit Table– 72” banquet table with standard linens and skirting

Hurricane Centerpiece

Chair Covers

Aisle Runner

Canopies and Sidewall

Lighting

Dance Floor

Additional China

Additional Stemware

Additional Flatware



# Pricing

## Site Fee

*Prices listed are based on a per person rate*

The Great Room	1000
The Board Room	400
The Landing	2500
Cinder Beach	500
The Pointe Cabin	500

## Lodging

*Prices listed are based on a per night rate  
May vary per season*

Deluxe Suites	299
Lofted Suites	279
Standard Suites	249
ADA-Compliant Suite	279
Water Front Cabins	349
The Pointe	499
The Falls Cabin	279
The Guard Station	229
Rustic Cabin	149

## Catering

*Prices listed are based on a per person rate*

### Breakfast Table

Buffet Breakfast	15 and up
Breakfast Enhancements	4 and up
Below 50 Guests Surcharge	5
Plated Breakfast Service	8

### Lunch Table

Buffet Lunch	25 and up
Below 50 Guests Surcharge	5
Plated Lunch Service	8

### Reception Table

Canapés	18/dozen
Displays and Stations	8 and up
Wine and Cheese Reception	20 and up

### Dinner Table

Buffet Dinner	30 and up
Below 50 Guests Surcharge	5
Plated Dinner Service	8

## Extras

### Bar Service

Outside Bar Set-up	120 per event
Premium Liquor Bar	8 per glass
Call Liquor Bar	6 per glass
House Wine Service	8 per glass
Beer Service	4 per glass
Soft Drinks	2 per glass
Still or Sparkling Water	2 per glass
Bartender Fee (min. 2 hours)	100/hour

### Rentals

Upgraded Linens	15-60 Each
Hurricane Centerpiece	25 Each
Chairs	1.75-4.25 Each
Chair Covers	Call for Prices
Aisle Runner	Call for Prices
Canopies and Sidewall	Call for Prices
Lighting	Call for Prices
Dance Floor	Call for Prices
Additional China Service	2 Per Piece
Additional Stemware Service	1.5 Per Piece
Additional Flatware Service	1.5 Per Piece

### Activities

Please contact our event director for pricing or to make arrangements.

*Come to the Lake.....we're  
expecting you!*



# Terms and Conditions

Prices are subject to change until contracted. Deposit amount is to be paid within seven (7) business days of signing the contract, unless otherwise agreed upon with a Lodge at Suttle Lake representative. The date for your event cannot be reserved unless we receive both the signed contract and deposit. Final number expected to attend is to be guaranteed by the client no later than thirty (30) days prior to date of event. Balance due is to be paid upon verification of guarantee thirty (30) days prior to the event. In the event the client cancels the event, deposit on food and beverage will be returned if notice of cancellation is given ninety (90) days prior to the event. The site fee is non-refundable. For cancellation on lodging received less than ninety (90) days prior to the event, the entire deposit is non-refundable.

## **Food and Beverage**

If the Event includes bar service, a labor charge of \$120.00 per bartender will be assessed. A Bartender Fee of \$100/ hour with a minimum of two hours will be assessed.

22% service charge is assessed on the event. Charges and covers all handling and preparation by Suttle Lake. If Client purchases wine or other beverages to be served at the Event, gratuity is assessed on all product purchased or based on a consumption basis.

All food and beverage to be served during the Event must be provided or served by Suttle Lake. Except as specifically authorized by Suttle Lake, Client may not bring outside food or for service at the Event. Wine may be brought to the event but will be subject to a corking fee.

Site fees include the exclusive use of the site for up to six hours, tables, chairs and standard linens. Please note that the site fee does not include tent and canopy rentals. A 50% deposit is required to reserve and guarantee your choice of site for the date of your event. In the event the client cancels, the site fee is non-refundable.

Final food and beverage charges may be adjusted based on consumption. The site fee and meal service cost set forth above is based on the number of guests guaranteed by Client as of the Guarantee Date set forth. If the number of guests exceeds the guarantee, Client will be charged for the site and meal fees for each additional guest. After the conclusion of the Event, Suttle Lake will provide Client with a Final Accounting setting forth final charges for all food and beverages, based on consumption by Client and any other necessary adjustments. Amounts set forth in the Final Accounting are immediately due and payable.

Final numbers for attendees meals are due two weeks before the event. Any changes within the two weeks prior to the event a service charge of \$100 will be charged. This will be considered a change order and will be added to your bill.

## **Accommodations**

Client is responsible for reserving all Suttle Lake accommodations for the Event, including all lodge rooms, water front cabins, historic cabins and rustic cabins, a two-night minimum stay is required. Client will provide a guest manifest to aid check-in process (14) days before the event.

Client bears final responsibility for all accommodation charges. Full payment for all accommodations is due from Client on the Guarantee Date, except for those rooms for which Suttle Lake has received confirmed reservations from guests, guaranteed by credit card. After the conclusion of the Event, Client will be provided a Final Accounting showing final amounts owing, if any, by Client for accommodations.

Client and Client's guests are responsible for complying with all rules established by Suttle Lake and the terms this Contract during the entire duration of their stay at Suttle Lake, both before and after the Event. In order to provide comfort for all our guests we do not allow pets or smoking in any of our accommodations. All rooms are subject to Oregon lodging tax.

Smoking is strictly prohibited in any Suttle Lake facilities or accommodations. This includes outdoor areas connected to Suttle Lake facilities, including balconies and in doorways. A cleaning fee of \$200.00 will be assessed when Suttle Lake determines that smoking has occurred in violation of this policy. Client bears final responsibility for all smoking charges assessed during the stay or occupancy of Client or Client's guests.

Pets are not permitted inside any Suttle Lake facilities or accommodations.

Unless otherwise specifically indicated as an Event Location, no Suttle Lake accommodations or facilities are to be used for any Client event, gathering or function. Suttle Lake reserves the right to assess a site fee if an accommodation or facility is used for any Client event, gathering or function not authorized by Suttle Lake.

## **Rentals**

Client is responsible for arranging and paying for any rental items required for the Event and not provided by Suttle Lake.

## **In addition to the foregoing provisions, the following terms and conditions apply:**

Full payment of the amount due on the Contract is required no later than the Guarantee Date. Adjustments to final charges, if any, will be set forth in a Final Accounting, which will be provided to Client after conclusion of the Event. Any amounts owing under the Final Accounting are due and payable immediately.

The deposit is fully refundable if Client provides Suttle Lake written notice of cancellation more than ninety (90) days before the Event. If written notice of cancellation is provided to Suttle Lake less than ninety (90) days before the Event, the entire deposit is nonrefundable.

The Lodge at Suttle Lake is located on Forest Service land. As a result, all use of the Lodge property and facilities is subject to the Forest Service's 10:00 p.m. quiet time. To comply with this quiet time rule, Suttle Lake does not permit any Event to continue outside after 10:00 p.m. If Client wishes, an Event may be continued inside Suttle Lake facilities after 10:00 p.m., subject to the applicable site fee and a service charge of \$50.00 per half hour per staff member required to attend the Event.

Client is responsible for damages or loss of any kind resulting from use or occupancy of Suttle Lake premises by Client or Client's guests that occurs at any time during their stay or occupancy at Suttle Lake, both before or after the Event. Client releases Suttle Lake from any claims for loss or damage to persons or property that arise out of or are connected with the use of Suttle Lake facilities by Client or Client's guests.