



RETREAT CENTER

at Lake Logan

WEDDING POLICIES AND INFORMATION

RESERVATIONS / RATES

Reservations can be made beginning January 2 of the year preceding your wedding. Rates will not be set until the September preceding the new year. Rates are subject to change. Please check with our Guest Services Manager for current rates.

PAYMENTS

We accept check, e-check, cash, and Visa/MasterCard/Discover/American Express. There will be a \$1 service charge for credit card purchases under \$10 and a 3% service charge for all other credit card payments. Please add the 3% service fee when paying with a credit card. You may also pay online or by phone using a check for no additional fee.

DEPOSIT

If your estimated bill is less than \$1000, Lake Logan requires nonrefundable payment in full with your signed contract. Dates will be held for you until the due date listed on the contract, at which time they will be released if the deposit has not been received.

If your total bill exceeds \$1000, based on your tentative space reservations and guest count, Lake Logan requires a 50% non-refundable deposit with your signed contract. Dates will be held for you until the due date listed on the contract, at which time they will be released if the deposit has not been received.

BALANCE DUE

Your balance must be paid in full 30 days prior to arrival along with a final estimate of the attendees. Incidentals acquired by the group, additional guests, and appropriate taxes will be applied to your final bill. Lake Logan will provide your final invoice within ten days of departure. Payment on the final invoice is due within 14 days of the date sent. Payments not received within fourteen (14) days of the invoice date will be assessed a late fee of 1.5% of the total due per month (18% APR).

BILLING FOR WEDDING GUEST LODGING

Lake Logan prefers single billing for group bookings. You have two options if you wish to reserve a block of rooms for your wedding guests:

1. You may handle the rooming assignments and we can bill each guest separately. Billing will be separated by cabin. You must submit all assignments to the Guest Services Manager by 90 days before the reservation date. Any rooms you do not fill must be released at least 90 days prior to your wedding date or will be billed to you if not re-rented. Billing for individual rooms in cabins with more than one bedroom is not available. Your guests must pay for their cabins in full at least 30 days prior to your reservation date. Unpaid cabins will be billed to you and must be paid before your arrival. With this billing method, there will be a 10% charge added to each cabin and you will not be eligible for the discount on reception or ceremony space listed above. ***PREFERRED METHOD***
2. Guests may make reservations directly with us. In this case, we will hold a block of cabins up to 90 days before your reservation date. The value of the block held will be no more than the estimated total of your contract. Reservations must be for the whole cabin. Billing for individual rooms in cabins with more than one bedroom is not available. With this billing method, you will not be eligible for the discount on reception or ceremony space listed above *unless* the total number of rooms paid for under your contract is equal to \$1800 or more per night for two nights.
3. You will be responsible for making rooming assignments and collecting payments. This is the most cost-effective method and the easiest for your guests. If your total lodging exceeds \$1800 per night for two nights you will receive up to a \$500 discount on one reception or ceremony space (not to exceed the cost of the space).

GUARANTEED NUMBERS

Your guaranteed count, set-up needs, dietary requirements, and special requests are due to Lake Logan 30 days prior to your arrival. You may increase your group numbers at any time if space allows. You may reduce your number by up to 25% up to 60 days prior to your event with no penalty. If your event's guaranteed attendee number is not received 30 days prior as requested, you will be billed for the reserved guests and rooms blocked at the contracted rate.

MINIMUMS

A minimum participant count of ten has been established for food service. If your numbers fall below that minimum, your event will be assessed a surcharge.

CANCELLATIONS AND REFUNDS

Your 50% deposit is nonrefundable. (For events paid in full because the total bill was less than \$1000, the full amount is nonrefundable.) All cancellations must be received in writing prior to 60 days before your reserved dates. Failure to provide 60 days' notice of a cancellation means you will be responsible for full payment under your user agreement.

LAST MINUTE CHANGES

If there are last minute additions for your event Lake Logan will make every effort to accommodate the additional persons, provided space is available. Lake Logan will provide an additional invoice for "add-ons."

INSURANCE

Groups are required to provide a certificate of liability insurance with policy limits equal to or exceeding \$1 million, naming Lake Logan as an additional insured for the extent of their visit. In the event that a group does not have liability insurance, the group is required to purchase an endorsement issued by Lake Logan's carrier, which is valid for a period of one year, beginning from the first date of visit at a rate of \$115 for general retreats/meetings – due with deposit.

WEDDING COORDINATOR

Our Guest Services Manager will work with you and your wedding coordinator to plan your day, including set-up of ceremony and/or reception venues, organizing all on-site catering, providing facility layouts and site visits as necessary, and processing all payments. The Guest Services Manager is available throughout the planning process until your event date. They will not necessarily be at your event, but a staff member will be available via telephone or in person for you on your wedding day in case of issues. We do not require a wedding coordinator, but we do believe they can help make your experience less stressful. We can provide recommendations of wedding coordinators who are familiar with Lake Logan.

POINT OF CONTACT

Please supply one point of contact for your event. All changes to your wedding day should be communicated through your one point of contact. If your rehearsal dinner is being billed separately, there may be a different point of contact for that event.

CATERING

We offer many options from heavy hors d'oeuvres to full buffets. Our menu can accommodate special meals such as vegan, vegetarian, and gluten free. All catering selections must be submitted at least thirty (30) days prior to the reception.

All catering orders are subject to NC state sales tax and 18% gratuity.

Outside catering and food trucks require pre-authorization and an additional fee and are not allowed at the Dining Hall.

If catering is outside of the dining hall, dining hall dishes (plates, glasses, and silverware) may not be used. Sit 'n' Whittle has a limited supply of dishes. Celebration Hall does not have dishes. We recommend that you rent dishes, or we can use disposable plates, cups, and silverware. We can recommend a rental company that is familiar with Lake Logan.

CAKE

Lake Logan does not provide wedding cakes. We can recommend local bakers.

ALCOHOL

Lake Logan does not have a liquor license from the State of North Carolina to serve guests alcoholic beverages. Guests are welcome to provide their own beer and wine in their private event spaces and cottages. We ask that our guests drink responsibly and assure that only those of legal age consume alcoholic beverages. Open containers are not permitted on the grounds or by the waterfront. Consumption of alcohol while boating or swimming is not permitted.

AUDIO VISUAL

Items such as sound system, microphone, and projector/screen may be available to rent for an additional fee. Please discuss your needs with the Guest Services Manager as soon as possible so we can confirm whether we can meet your AV needs.

LAKE LOGAN PROPERTY

Furniture (including outdoor furniture), linens, blankets, pillows, kitchen items (including dishes), and all other Lake Logan property is to remain in their proper locations. If furniture is moved to make your stay more enjoyable, please return it to its original location before your departure. Do not tape or use putty on any walls. Do not take interior furniture outside.

QUIET HOURS

Quiet hours are from 10 PM until 7 AM. Music should not be amplified outdoors after 10 PM.

RIGHT TO REMOVE PERSONS

Lake Logan reserves the right to remove any persons from the facilities or premises who, in sole discretion of Lake Logan staff, are unauthorized or who are creating a disturbance, or who are jeopardizing the health, safety, and/or welfare of our guests.

PUBLIC AREAS

All guests are invited to enjoy the use of the living room and front porch at Main Lodge as well as the porches of the Dining Hall for informal rest and relaxation. August through May, guests may also use Boojum's Cave for recreation. Notice will be provided at check-in and/or via posted signs if a public area is reserved for a private function.

LAKE

Flooding and drought may impact the level of the lake and river. Evergreen has rights to lower the lake level during drought. While this is a rare occurrence, we cannot guarantee the water level of the lake or river during your ceremony. We will do our best to communicate with you in advance if we are aware of changes to the water levels.

INTERNET

Lake Logan provides wireless guest internet at Main Lodge, Johnson Dining Hall, Celebration Hall, and the field. Due to our mountain location, we cannot guarantee the consistency of the internet connection.

PHOTOGRAPHY

The photographs or likenesses of guests of Lake Logan may be used for publicity or other purposes without compensation or other consideration. Guests may request in writing that their photographs or likenesses not be used in this fashion.

We are happy to recommend wedding photographers who are familiar with Lake Logan. We always appreciate when our guests and wedding photographers share their photos with us.

RENTALS / DECORATIONS

Lake Logan does not provide decorations or outdoor furnishings. We can recommend a local rental company that is familiar with Lake Logan.

You may coordinate delivery and pick-up of rentals and decorations with the Guest Services Manager.

You will be held responsible for any damage as a result of decorations to furniture and/or facilities.

OFFICIANT

If you are being married by an Episcopal priest who does not have residency in the Episcopal Diocese of Western North Carolina, they will need to seek permission from the Bishop to perform the ceremony. Other officiants need not be concerned with this requirement.

MUSICAL INSTRUMENTS

Lake Logan has pianos located in Main Lodge, Celebration Hall, and Sit n Whittle Lodge. They are typically tuned each year in August. If you require additional tuning, we can schedule it at your expense.

SEND-OFF

We do not allow items such as thrown silk flower petals, confetti of any type, rice, glitter, and other similar items for sendoffs. We recommend birdseed, bubbles, or sparklers. If you have other ideas, especially if they will make litter or excessive noise, please discuss with us prior to finalizing your plans.

SET-UP

Access to any venue area the day before for set-up and decoration is based on availability and will incur a \$200 space rental fee per space. Dining Hall C cannot be blocked for set-up more than one month before your reservation date.

Lake Logan can provide basic set-up of our tables and chairs at no additional charge. Special set-ups performed by our staff will incur an additional fee. Lake Logan does not provide nor set up decorations.

CLEAN-UP

You are responsible for removing any decorations you wish to keep and for making sure there is no litter on the ground outside.

You may pay a cleaning fee, or you are responsible for preparing all rental items for pick-up, removing all decorations and trash, and returning the room to its original condition prior to check-out.

ANTI-DISCRIMINATION POLICY

Lake Logan does not discriminate on the basis of race, color, religion, sex, national origin, ancestry, disability, marital, family, pregnancy status, sexual orientation, gender identity, gender expression, veteran, or citizenship status. The Episcopal Church welcomes you.