

# 2025 WEDDINGS

## Event Facilities

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### GARDEN GAZEBO

Surrounded by award-winning herb gardens, the copper-roofed Gazebo, featuring open-air sides, is a beautiful and natural setting for your wedding ceremony. If the weather is not cooperating, however, we have built-in heaters, extendable awnings and customized, windowed tenting that can fully enclose the space. The Gazebo can also be utilized for additional reception seating if you have a larger group size than what our indoor space can accommodate, or for the cocktail hour if your ceremony takes place at an off-site venue.

Please note: The Herbfarm restaurant maintains the stunning gardens where the Gazebo is located and host a tour of the garden area for their dinner guests from 6:30 pm – 7:00 pm on Friday and Saturday evenings and from 4:00 pm – 4:30 pm on Sundays. We require all ceremonies to end prior to the start of the tour or to begin after the tour is complete. We also require that all outdoor amplified music cease during the duration of The Herbfarm tour.

**Gazebo Capacity:** Ceremonies - 130 guests  
Reception seating – 90 guests seated

### SAMMAMISH BALLROOM | FOYER | PATIO

After the ceremony under the Garden Gazebo, your guests can walk a few steps to our Sammamish Patio for a cocktail hour, complete with beverage service, tray-passed hors d'oeuvres and the opportunity to explore the gardens. We offer a selection of patio tables and chairs for this area, tall bistro tables, or a combination of the two. When guests are ready for the reception to begin, the patio leads directly into our Sammamish Ballroom, featuring a full wall of windows and glass doors. This indoor-outdoor connection creates a light and airy feel in the room and provides your guests with a beautiful view of the outdoor space while they dine. Combining the Northwest feel of Willows Lodge with the elegance of a premier wedding reception venue, The Sammamish Ballroom features rustic beams, a warm, neutral color scheme and access to the adjoining Foyer where we can setup a buffet table, create a lounge, feature a candy bar/buffet...the options are endless!

**Ballroom Capacity:** 130 guests

### BURKE ROOM

Our cozy Burke Room features a stone fireplace and an outdoor patio overlooking the lovely Fireside Cellars courtyard as well as a full bathroom and floor-to-ceiling, three-way mirror. This space is used as a bridal changing room on the day of the wedding so that the bride and her attendants are able to primp and dress on-site. Please consult your catering representative for hair and make-up stylist recommendations.

**Burke Room Capacity:** approximately 12 guests but dependent on specific setup needs

# Pricing & Timing

Food & beverage pricing is subject to a 25% service charge | ALL pricing is subject to tax

JUNE 1 <sup>ST</sup> – OCTOBER 31 <sup>ST</sup>	NOVEMBER 1 <sup>ST</sup> – MAY 31 <sup>ST</sup>
<p><u><b>Friday Evening</b></u>            4pm-6pm setup            6pm-11pm event time            11pm-12am teardown            Burke Room – 9am-11pm            Food/Beverage Minimum: \$8,000            Facility Package Fee: \$6,000</p>	<p><u><b>Friday Evening</b></u>            4pm-6pm setup            6pm-11pm event time            11pm-12am teardown            Burke Room – 9am-11pm            Food/Beverage Minimum: \$5,000            Facility Package Fee: \$3,500</p>
<p><u><b>Saturday Evening</b></u>            3pm-5pm setup            5pm-10pm event time            10pm-11pm teardown            Burke Room – 9am-10pm            Food/Beverage Minimum: \$10,000            Facility Package Fee: \$7,000</p>	<p><u><b>Saturday Evening</b></u>            3pm-5pm setup            5pm-10pm event time            10pm-11pm teardown            Burke Room – 9am-10pm            Food/Beverage Minimum: \$7,000            Facility Package Fee: \$4,500</p>
<p><u><b>Sunday Flex Time</b></u>            2-hour setup time            5-hour event time between 12pm-10pm            1-hour teardown time            Burke Room – 9am-10pm            Food/Beverage Minimum: \$8,000            Facility Package Fee: \$6,000</p>	<p><u><b>Sunday Flex Time</b></u>            2-hour setup time            5-hour event time between 12pm-10pm            1-hour teardown time            Burke Room – 9am-10pm            Food/Beverage Minimum: \$5,000            Facility Package Fee: \$3,500</p>
<p><u><b>Premium Saturday/Sunday</b></u>            10am-5pm setup            5pm-11pm event time            11pm-12am teardown            Burke Room – 9am-11pm            Food/Beverage Minimum: \$14,000            Facility Package Fee: \$9,000</p>	<p><u><b>Premium Saturday/Sunday</b></u>            10am-5pm setup            5pm-11pm event time            11pm-12am teardown            Burke Room – 9am-11pm            Food/Beverage Minimum: \$10,000            Facility Package Fee: \$7,000</p>

# Facility Packages

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## FRIDAY/STANDARD SATURDAY/SUNDAY PACKAGES INCLUDE:

- Rental of the Burke Room (bridal changing room)
- Rental of the Garden Gazebo, Sammamish Ballroom, Patio & Foyer
- Tables, chairs, dance floor, glassware, flatware, dishware & votives
- Limited selection of linens & napkins
- Three (3) guestrooms on the night of the wedding
- Valet parking for all wedding guests
- Banquet staff to facilitate setup and teardown of all Willows Lodge provided items and offer service during the event including bartending and cake-cutting

## PREMIUM SATURDAY/SUNDAY PACKAGES INCLUDE:

- Rental of the Burke Room (bridal changing room)
- Rental of the Garden Gazebo, Sammamish Ballroom, Patio & Foyer
- Extended setup time and an extra hour of event time
- Option for indoor/outdoor dining
- Tables, chairs, dance floor, glassware, flatware, dishware & votives
- Upgraded selection of linens & napkins
- One (1) suite on the night before and one (1) suite on the night of the wedding
- Three (3) guest rooms on the night of the wedding
- Valet parking for all wedding guests
- Banquet staff to facilitate setup and teardown of all Willows Lodge provided items and offer service during the event including bartending and cake-cutting

# Reservations & Payments

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Reservations may be made up to 18 months in advance. To reserve a date and time a signed contract and 20% non-refundable pre-payment are required. If the signed contract and pre-payment are not returned by the due date noted on the contract, Willows Lodge will release all reserved event space and guestrooms. Payment of the total estimated bill is due two weeks prior to your function. If there is a balance due to Willows Lodge or a refund due to the client after the event has taken place, the Willows Lodge will settle the balance to the credit card on file unless client gets approval for alternative arrangements made with their catering representative prior to the event date.

# Event Policies

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## REQUIRED VENDORS

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The below vendor services are not provided by Willows Lodge and clients are required to hire outside vendors for the following (please ask your catering representative for recommendations):

- Day-of coordination and/or full-service planning
- Ceremony officiant
- Floral/design/decorations
- Photography and/or videography
- Cake and/or other dessert/s
- DJ, band and/or live musicians for all music and AV equipment including speakers & microphones for the ceremony & reception

## SETUP | DECORATIONS | TEARDOWN

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Each wedding/special event is contracted for two hours of setup time when our staff will be preparing the room for your event and your vendors may setup as well. If we do not have any events prior to your event your vendors and/or you may begin setting up earlier, but this must be approved in advance by Willows Lodge. Willows Lodge will handle the setup & teardown of all items included in the facility package. Vendors and/or clients are responsible for the setup & teardown of any items that Willows Lodge does not provide. Please ask your catering representative about restrictions on how & what can be outsourced, but note that the following items are not allowed: sparklers, confetti, glitter, silly string, faux flower petals, uncovered candles, fog machines and anything else that could potentially ruin our space and/or equipment. Teardown must take place promptly at the conclusion of your event and all items provided by an outside vendor or the client must be removed. Willows Lodge cannot store and will not be responsible for any materials left behind after the conclusion of your event.

## BEVERAGE SERVICE

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Beverages for your function are purchased on a per drink basis, wine is charged per bottle. All beverages must be purchased from Willows Lodge; we do not allow outside beverages to be provided by the client and thus a corkage fee is not applicable. All wedding packages include bartending services unless you request additional bar staff in which case a fee of \$50.00 per hour, per bartender for a minimum of two hours will be charged. Willows Lodge reserves the right to refuse service to any guests that cannot provide proof of legal consumption age or who are perceived to be intoxicated above the legal limit. Willows Lodge also reserves the right to close the bar and/or end the event early if problems ensue from overly intoxicated guests.

## MENUS

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Please note that all food and beverage items must be provided by Willows Lodge except for a wedding cake or other type of dessert, which can be obtained through a licensed vendor. The food, beverage and miscellaneous prices quoted are subject to a 25% service charge and applicable Washington State sales tax. The menu prices are subject to change without notice but may be confirmed up to two months prior to your event.

## GUARANTEED COUNTS

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Your catering representative must be notified of your guaranteed guest count as well as your entrée counts (applicable for plated meals only) one (1) week prior to your event. Once received by the Catering Department the number will be considered a guarantee and is not subject to reduction. If the actual event guest count exceeds this guarantee, you will be charged for the greater number of guests.

# Guestrooms

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## CONTRACTING FOR A BLOCK OF ROOMS

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- If you would like to confirm the lowest possible group rate and the availability of guestrooms we require you to sign a guestroom contract.
- Once this document is signed you are held to the number of contracted rooms. If your guests do not book all that you have blocked you will be charged for the remaining room nights.
- The minimum requirement is 10 cumulative room nights (which means these can be booked over multiple nights as long as the total equals 10 room nights overall). The maximum number of rooms allowed is 25 per night.
- The rate in this instance would depend on which night/s you contract for rooms and how many rooms you contract for per night, but typically the set rate is equivalent to approximately a 15-18% discount.

## 10% COURTESY DISCOUNT

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- If you do not wish to commit to a contracted block of rooms we can provide a link to our website to share with your guests to book guestrooms with a 10% discount.
- In this instance we are not holding any rooms so availability is not guaranteed.
- On peak weekends the hotel requires a 2-night minimum stay.
- A discounted rate will be offered until 30 days prior to the arrival date. After this the non-discounted, best available rate will be offered.
- The standard 72-hour cancellation policy will apply.