

## Welcome to Shadow Mountain Events

Thank you for choosing us to host your special event! The following items are important things you need to know.

- **SETUP/CLEAN UP:** All setup and clean up are your responsibility. If you bring it with you, when you leave at the end of the evening, it needs to either be back in your car, in your stomach, or in the garbage. Shadow Mountain Events wants to keep our costs down, therefore we do not have staff to clean up after you. Tables, chairs, linens, decorations, music equipment, food scraps and supplies, etc., need to be torn down, put back where you found them, back in your car, or in our trash/recycling bins. If you'd like me to bring in helpers, I would be happy to do so however you will pay them directly.
- **RENTAL TIMES:** **FRIDAY** between 4:30pm and 7:30pm, you are more than welcome to have your rehearsal here. We recommend having your group set up the tables and chairs where you'd like them for the next day. **SATURDAY:** From 10:00am to 10:00pm. Saturday morning you and your crew are welcome to begin unloading and setting up at 10am. 12 noon tends to work better if a breeze comes up, you don't want to be chasing your table settings and decorations all over the lawn. **SUNDAY:** Between 8am and 10am you may return to collect any personal items left behind, and finish clean up.
- **GUEST LIMIT/TABLE/CHAIRS:** Table and chairs are provided up to 260 people maximum. If guest attendance exceeds this limit, additional costs will apply as tables and chairs will need to be rented and delivered to the venue. The setting up and breaking down of tables and chairs is your responsibility. Additional fees will apply if you want us to contract the labor for setup and break down.
- **STORAGE ROOM ITEMS:** All of the items in the storage room are available for your use. All we ask is that you clean them and put them away where you found them when you are done. If something gets broken, please let me know so I can order a replacement. Thank you!
- **ALCOHOL:** You are required to purchase a Banquet Permit <http://liq.wa.gov/licensing/banquet-permits>. **Wine and Beer only** can be brought on the premises by the client or caterer. Guests are not, under any circumstances, allowed to bring any type of alcohol on the property and consumed during the event. You are required to have a licensed bartender and I would be happy to find one for you. Hiring a recommended SME Bartender will keep your bar running smoothly and keep your guests safe. We have a 3 keg maximum and we will "Cut Off" a guest if they appear intoxicated.
- **GARBAGE:** All garbage is to be tied and placed behind the kitchen. SME provides garbage bags under the kitchen sink. At the end of the evening, SME will take care of removing the garbage bags and recycle bins.
- **FIRE/FLAME:** None is allowed! This includes lighting candles or sparklers. When the burn ban is in place, no open flames are permitted and all fireworks are illegal in Chelan County including Sparklers.
- **DECORATION LIMITATIONS:** Wax candles are not recommended as they melt in the hot sun. We often have couples wanting to do a "Send Off" at the end of the night. Bubbles, dried lavender, glow sticks.....All good! Huge handfuls of gold glitter, birdseed or sparklers? Absolutely not. We do not want to be picking up garbage or non-biodegradable items.
- **CHILDREN:** Because Shadow Mountain Events has many acres of property, we must insist that any child under the age of 18 be under the supervision of a parent or guardian at all times. Children are not allowed to roam the grounds unattended. They are not allowed to climb the trees, the tree house, or to enter any outbuildings.
- **MUSIC:** All amplified music must end by 10:00 p.m. (zoning regulations) and all wedding guests must vacate the premises by 10:15 p.m. The wedding party may stay to gather gifts and other items no later than 10:30pm. We do not permit the use of "Bass" or "Woofers". The mountain behind us causes an echo and the added bass is not permitted. During the reception, only **two (2)** speakers may be used and they must be placed **on the ground both facing the house** and/or one facing the outdoor kitchen area. If the music is too loud, we will ask you to turn it down and if necessary, completely off. We appreciate your support in our efforts to minimize the noise and keep the peace with our neighbors.