



Lake Natoma Inn  
HOTEL & CONFERENCE CENTER

# Frequently Asked Questions

## Ceremony Rehearsals:

**1. When is our ceremony rehearsal?**

We schedule the rehearsal time and date at your detail appointment. Typically, rehearsals take place the day before the wedding in the early afternoon, but are subject to availability based on events scheduled.

**2. Who coordinates our ceremony rehearsal?**

Lake Natoma Inn Sales Coordinator will be on site to facilitate your rehearsal.

**3. How long are Ceremony Rehearsals?**

We allocate 30 minutes per rehearsal. Over time charges of \$75 per 15 minutes apply for any rehearsals extended beyond the 30 minutes.

## Ceremony:

**1. Do you provide Ceremony Chairs and what do they look like?**

Yes, ceremony chairs are included in the rental fee of the ceremony site. They are white resin folding chairs with padded seat.

**2. Can I have my dog in the ceremony?**

Yes, dogs are allowed to participate in your ceremony. Unfortunately, they are unable to be inside the reception room.

**3. Do you provide any ceremony décor?**

We only provide the White Rod Iron Arch on the Patio side or the White Gazebo on the Gazebo side. Any décor for either site would need to be brought in and set up by you or your florist.

**4. Can we use real or silk rose petals?**

We allow you to use either option for the ceremony location and guest tables.

**5. What is the backup plan if it rains and we have an outdoor ceremony site?**

In the event of rain or extreme weather, we will move your ceremony to an indoor ballroom IF one is available. If a separate ballroom is NOT available, all ceremonies will have to be performed in their reserved reception room and performed “tableside” ceremony.

## Reception:

**1. Do you provide tables and chairs and what do they look like?**

Yes, all tables and chairs are included in the rental fee of the reception site. The round tables guests sit at are 60" round tables and can accommodate up to 10 people. We supply 6' and 8' rectangle tables for gifts, place cards, buffets and head tables. We have 36" and 48" round tables for cake tables and sweetheart tables. We also have 60" Half Round tables, in addition, to tall cocktail tables. Chairs for indoor receptions are a beige banquet chair.

**2. What type of linens do you provide?**

We provide standard poly-cotton linens in 4 color choices: White, Ivory, Black or Sandalwood. We provide the tablecloth (90x90), Overlay (72X72) and Napkin. All accessory tables are clothed and/or draped in matching colors. You can bring in your own linens if you wish. LNI staff will set up table linens or napkins only. Chair covers are NOT included and if you provide them yourself, you are responsible for the setup and removal of them.

**3. Do you allow real candles?**

Yes, we allow open flame candles as long as they are enclosed in glass. We are unable to allow pillar candles or taper candles that are not inside a glass cylinder.

**4. What type of China, silverware and glassware do you provide?**

We provide ivory colored dinner and desserts plates. Standard silverware and all-purpose glassware are also provided.

**5. What is the size of the Dance Floor?**

The size of the dance floor varies depending on which room you are in and size of overall event. The Dance Floor is made up of 3X3 squares interlocked to make one large dance floor.

**6. Do we need place cards or entrée indicators?**

We REQUIRE entrée indicators for all served meal options. Please ensure entrée choices for each guest are designated on these place cards. Without these we cannot guarantee there will be enough food if people change their minds. Buffet style meals do not require place cards nor entrée indicators.

**7. Which is more popular Buffet Meal or Served Meal?**

Buffet meals are more popular as you will receive more food choices at a lower cost per person. The Served Meal package is the highest priced selection.

**8. Do you provide Wedding cakes? Is there a cake cutting charge?**

The only food item we do not provide are wedding cakes. You are allowed to bring your cake in from any vendor you choose. There is no cake cutting charge as it is already included in your wedding package. Cakes must be delivered within a two hour window prior to the start time of your reception as we do not have refrigeration or storage space available.

**9. Is there a special price for children or vendors?**

Each wedding package has a children's price. These prices are valid for children between the ages of 3-10. Under 3 there is no charge and no meal will be provided for them. Please include them in your headcount so we have a seat available for

them. Vendors are at your discretion and are charged the per person rate of the package you select.

### **Food & Beverage:**

- 1. Do we have to do food through you or can we provide our own catering?**  
Unfortunately, we do not allow outside caterers. We do require that you do all your food and beverage through us.
- 2. Can we bring in our own alcohol?**  
Due to the terms of our liquor license you are unable to bring in your own liquor or beer. However, you may provide your own wine or champagne and the current corkage fee will apply.
- 3. When do you need our final head count for food?**  
The final head count is due 14 business days prior to the wedding. This is also when your final payment is due.
- 4. What is the difference between a “Hosted Bar” and “No Host Bar”?**  
A Hosted Bar means you are paying for the drinks for your guests. You may choose to host a tab amount or choose a bar package. A No Host bar means your guests will pay cash for their own drinks.
- 5. Do you offer food tastings?**  
We have our “Date to Taste” event several times throughout the year. This is a group tasting and is a sampling of some of our most popular items. Two people are complimentary and additional guests are \$20 each. If you wish to have a personalized individual tasting, they are scheduled and priced at the chef’s discretion depending on the items selected and availability.

### **AV/Music:**

- 1. Do you provide a mic and/or PA system or any Audio Visual equipment?**  
We do not include any equipment in any of our packages. We use an outside AV company for all of our Audio Visual needs. We are happy to get you pricing for any equipment you may need to rent. Typically, your DJ will provide all of this for you.
- 2. Does our officiate need to have a microphone for outside?**  
It is not a requirement but recommended especially for outside ceremonies.

### **Vendors:**

- 1. What vendors do we need to secure?**  
Florist, Officiate, Photographer, Videographer, Ceremony & Reception Music, Cake, and any specialty rentals.
- 2. Do we have to use vendors off your referral list?**  
Although we do not require that you use vendors off our referral list, we HIGHLY recommend securing someone off our referral list. Vendors can make or break any event. Having someone that is familiar with our location and staff is vital to ensuring the success of your event.
- 3. What time can vendors arrive to start setting up?**

All vendors are guaranteed at least 1.5 hours prior to the start time of the ceremony to begin setting up. Depending on the event schedule for the day, they may be able to get in earlier. The wedding sales manager can let you know a few days prior to your event.

### **Parking:**

**1. Where is parking for our guests and is there a charge?**

Guests are able to park anywhere in our main lot minding reserved spot locations. There is no charge for parking for event guests.

**2. Do you offer valet service?**

We do not offer valet parking.

### **Hotel Rooms:**

**1. How many Hotel rooms do you have?**

We have a total of 136 Rooms, including 6 Premium Suites.

**2. What are check-in and check-out times?**

Check in is at 3pm and check out is at 11am.

**3. Can I get an early check in?**

We cannot guarantee an early check in. However, you can contact the front desk the morning of your arrival to check on the room status and availability of early check in. The only way to guarantee this would be to book the night before.

**4. Can I get a late check out?**

We cannot guarantee a late check out. However, you can contact the front desk for availability and fees that may apply.

**5. How do I secure rooms and group blocks for our event?**

These are handled separately from your wedding contract. You will work directly with our Director of Sales and Reservation Manager to set up your group block.

### **Misc.**

**1. What forms of payment do you accept?**

We accept all major credit cards, cash, personal check or cashier's checks. Payments made after 14 business days prior to the event, must be in the form of a credit card.

**2. What is the payment schedule and how do we secure our date?**

The first payment, due with a signed contract, is the total amount of rental fees of the spaces you are securing. We require a second payment, 90 days after you book, which is 50% of your food and beverage minimum. Your final payment is due 14 business days prior to your event and is based off your final head count.

**3. Do you require event insurance?**

We do require a certificate of liability insurance for the day of your event covering a minimum of one million dollars. This can generally be obtained through your personal insurance agent or we have referrals for this as well.