



## Frequently Asked Questions for Weddings

### ***How will payment and logistics planning work?***

As the couple, you contract with NatureBridge for meals, lodging and event space. You provide NatureBridge with payment (usually three total payments, but other arrangements can be made), projected attendee numbers, and a final projection of attendee numbers (preferably 30 days before the event.)

We purchase our food as needed, and as an environmental education center, teach the importance of leaving low or zero food waste. Therefore, accuracy is important to ensure we have an appropriate amount of food available for you and your guests.

All preparation for your event occurs via our Facility Director and your designated group coordinator (usually the bride and groom or a parent, but you can choose anyone to be the point of contact).

If you plan to offset your costs by charging guests for lodging (or food) you (or this designated person) are responsible for collecting RSVP's and any payments from your guests separately from the NatureBridge billing / invoicing process. (In other words, we require the full payment to come from you or your designated coordinator, not in batches from your guests.)

We typically contact you about a month before the event to finalize your event plan, but you are welcome to contact the Facility Director with questions at any time.

### ***Insurance***

We require all conference & event groups to provide proof of Additionally Insured Liability Insurance. It must be in the minimum amount of \$1 million, and obtained through your current auto, renters, or homeowner's insurance company, (or there are Insurance Service Companies available on the web.)

Please use the following language (#13 in your contract):

*The Wedding Party agrees to indemnify and hold harmless NatureBridge, its officers, agents and employees from any and all claims resulting from loss, damage, liability or injury caused by, or arising out of, or in any way connected with the activities of Wedding Party on the campuses' property or the exercise by the Wedding Party of the privileges granted herein.*

You **MUST HAVE** this insurance to use our campus!

### ***Who handles guest check in and initial arrival greetings?***

It is extremely helpful to designate one to three of your out-going and organized friends to be the arrival coordinators assigned to the weekend. These people can help answer questions, and be designated contacts for our staff. In our experience, this helps information pass more precisely and efficiently throughout the weekend, and takes some pressure off the wedding couple, who may be chatting with old friends and introducing their partner to family members.

The Cabin Assignment form (provided) is a useful tool for cabin / room assignment. When greeting new arrivals, this form and a campus map can help guests find their cabin. If you assign more than one person to this role, one person can show the guest to their cabin while the other waits for the next arrival.

### ***Who does the set up and clean up?***

The wedding couple and the wedding party are responsible for all decorations, set up, and clean up. Although guests will need to bus their own dishes, we will have staff that will wash and replace them as they are used. Think through how you might choose guests who can help set up tables (if you choose to have a preset table) and set out chairs for the ceremony. In our student programs we reward these people by letting them wear



our special ties, and sending them through the food line first. (However, you may wish to reward your friends with a nice bottle of local wine or other adult appropriate thanks!)

NatureBridge will provide a host who will be onsite during the entire event. This person will be your primary contact during the event, and is a liaison to kitchen and facility staff and helps keep the event running smoothly.

***What is the maximum capacity? Can we have just a few more?***

70-120 or so is an ideal number for our campus; we tend to set 150 as an upper limit. We have hosted weddings for more than 150 people, but things like meal service time, indoor space, parking, and bathroom facilities begin to feel crowded beyond 150 guests.

***Catering***

Our facility provides breakfast, lunch, and dinner. We serve guests via a buffet line inside Rosemary Inn dining room. You are welcome to hire servers for the occasion if you wish; however, servers are not included in our cost and are not a service we provide.

***Wedding Cake***

We do not provide a standard wedding cake. We provide a few local recommendations.

***Alcohol***

To serve alcohol, (beer, wine, liquor) you must obtain a Banquet Permit, available at any WA liquor store. NatureBridge does not provide alcohol. A cash bar is NOT permitted.

***Lodging***

Between our standard dormitory style cabins and our historic cabins, we have enough lodging on campus for approximately 70 (an average of two to a room) to 150 people (~200 beds total including upper bunks).

***Can our guests pitch their tents or park their RV's on campus or in the parking area?***

Unfortunately, Olympic National Park only allows camping in designated areas. Our campus is not a designated camping area. The closest campgrounds are Fairholm Campground (approximately 6 – 8 miles west of campus on Hwy 101), Shadow Mountain (approximately 6 – 8 miles east of campus on Hwy 101), and Log Cabin Resort campground (approximately 8 miles from campus on East Beach Road).

***Can we bring our pets?***

Unfortunately, our campus does not allow pets in any of the buildings. Dogs can be on leash on our campus and on certain designated trails, but none of the major trails.

*Our campus in Olympic National Park makes for a beautiful and incredible setting for your wedding. However, please keep in mind the following restrictions to help preserve this beautiful location inside the National Park:*

- No candles indoors
- No helium balloons
- No throwing rice or birdseed
- No fireworks or sparklers
- Garbage and cigarette butts need to be disposed in a waste container