



CEDARBROOK
LODGE

Wedding FAQ



WHAT ARE THE STEPS TO SECURE MY WEDDING DATE AND EVENT SPACE?

Upon selection of your wedding date and event space, a contract will be prepared by your sales manager. A non-refundable initial deposit of 25% of the total event (room rental, package price, food & beverage minimum and hotel room block -if required) and signed contract are required to confirm your wedding date. Your event must be paid in full prior to your wedding date, per the deposit schedule detailed in your contract.



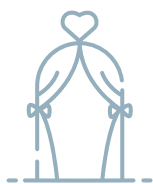
HOW LONG DO WE AND OUR VENDORS HAVE THE EVENT SPACE?

The event space is booked in five (5) hour blocks and the ceremony space is booked in one (1) hour blocks. This is not inclusive of set up or tear down times, generally two-hours pre and one-hour post-event and depend on availability. All events must conclude by 12:00AM. If you have vendors or set up that will require more time, please contact your event services manager.



WHAT ITEMS, DÉCOR, AND LINEN ARE PROVIDED?

Cedarbrook Lodge provides tables, chairs, choice of basic linen (tablecloths and napkins) colors, and three (3) glass votives with votive candles per table. Also included are flatware, glassware, china, and tables for gifts, guestbook, cake display, and place/name cards. Additional décor items like table runners, plate chargers, pipe and drape, and chair covers can be rented with the assistance of your event services manager. We also offer wooden folding chairs for the ceremony and upholstered chairs with arms for the dinner tables. Gold chivari chairs with white seats and a wooden sectional dance floor are also available for additional rental fees.



WHAT TYPE OF DÉCOR AND CANDLES ARE ALLOWED ONSITE?

You may bring in décor to personalize the event space. Please keep the following decorating rules in mind: no confetti, glitter, flower petals, fog machines, nails, tape, tacks, or other adhesives that could damage walls/ceilings are allowed. Hanging or staging of certain décor or lighting will require additional labor fees. All candles must be in glass votives or hurricane lamps that extend at least one (1) inch above the top of the flame as per local municipal fire code. A unity candle may be used and then extinguished during the ceremony only. Tapered or pillar open flame candles are not permitted. Battery-operated candles are allowed.



WHO PROVIDES THE FOOD AND BEVERAGE FOR THE EVENT?

Cedarbrook Lodge provides all food and beverages. Our executive chef and culinary team serve both our Copperleaf Restaurant and Terrace Bar as well as of our private events onsite. Special requests for food allergies or dietary restrictions can be made through your event services manager. We also offer children's meals (for ages 3-12) at \$25 each. Children under 3 years old are not charged. You can offer your wedding menu to vendors or we can provide cold, boxed lunch vendor meals at \$29 each.



WHO PROVIDES THE WEDDING CAKE AND SERVICE?

As Cedarbrook Lodge does not make wedding cakes, we allow for them to be brought in and set up by a professional bakery. We do provide the banquet staff to cut and serve the wedding cake to your guests at no additional charge as covered by our wedding packages.



HOW DO WE CONFIRM OUR WEDDING CEREMONY REHEARSAL?

Packages that include both the ceremony and reception offer a separate one-hour block of time for the ceremony rehearsal for the wedding party and officiant. Time and space are confirmed a week prior to your wedding date. Your event services manager will confirm the date and time. Please note your professional wedding planner/day-of planner or officiant is responsible for the ceremony timeline and queuing the wedding party for the processional, ceremony, and recessional. Cedarbrook will set up a few chairs to denote the length and width of the aisle for the rehearsal. Rehearsal location may not be actual ceremony site.

Feel free to reach out to us if you have additional questions at weddings@cedarbrooklodge.com or call 206.214.4150.



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WHERE DOES THE WEDDING PARTY GET READY IF WE HAVE A CEREMONY & RECEPTION?

We provide a separate suite and a den for the bridal couple and their attendants to get ready starting at 8:00 am the day of the wedding until the wedding ceremony ends. This is noted in the wedding packages that include both the ceremony and reception.



DOES CEDARBROOK LODGE HAVE A SERVICE CHARGE OR AUTOMATIC GRATUITY CHARGE?

The good news is no! This will save you between 20-26% on the final cost of your wedding compared to other venues. Cedarbrook only charges Washington State Sales Tax and hotel tax/lodging fee if you use our hotel. Cedarbrook does not have an additional resort fee for our hotel guests.

DO YOU REQUIRE A WEDDING/DAY-OF PLANNER AND HOW IS THAT DIFFERENT FROM CEDARBROOK'S EVENT SERVICES MANAGER?

Yes, we do require a professional wedding/day-of planner. We find all couples benefit from that special and undivided attention on their wedding day and we offer a special rebate to you for using this professional service. Cedarbrook provides an event services manager to guide you through the planning process and a banquet captain who will be your onsite contact during the reception through to the end of the event.



Your Cedarbrook Lodge Event Services Manager will act as your liaison between Cedarbrook's culinary, banquet, and set up teams and will consult with you or your wedding planner on menus, pricing, rentals, and timelines. In addition to keeping track of your payment amounts and due dates, event set up and diagrams, event orders that note all the details of the day, and to confirm delivery and pick-up locations and times for your vendors. Your event services manager will be onsite the day of your wedding and transfer over to your banquet captain as dinner is started during your reception.

Your professional wedding/day-of planner will be onsite for such things as:

- Directing your rehearsal and the ceremony the day of the wedding.
- Assisting with the bride and her attendants' needs and attire.
- Helping with family and guest matters.
- Helping with etiquette and protocol for invitations.
- Confirming counts for catering, vendor management, and contracts.
- Timelines for the ceremony, toasts, first dance, garter, bouquet toss, send-off.
- Seating charts and place cards.
- Pinning floral corsages/boutonnieres, etc.



WHAT ARE OPTIONS FOR STAYING IN THE HOTEL?

Cedarbrook Lodge offers a variety of options to secure onsite hotel accommodations for your guests. Please speak with your sales manager for more information about discount codes or contracting hotel room blocks.



WHAT ARE THE PARKING AND SHUTTLE SERVICES OFFERED?

Parking during your event is included in your wedding package. Cedarbrook also offers complimentary airport shuttle service to SeaTac International Airport and the airport Light Rail station upon request with a reservation. Discounted overnight parking rates are included with contracted hotel room blocks.



DO YOU HAVE PREFERRED VENDORS?

Yes, we do have a preferred vendor list available on our website under our weddings section. However, you may also choose your own professional vendors provided they have a certificate of liability insurance.

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