



# Best Western PLUS

## Flathead Lake Inn and Suites

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*Thank you for your interest in having your wedding at the Best Western Plus Flathead Lake Inn and Suites in Kalispell, MT. Below you will find an outline of our services and the costs. We are able to provide to you just about any service for your special day, so if there is a service that you would like that's not listed below, please let us know! When choosing the Best Western Plus Flathead Lake Inn and Suites as your wedding location, you will have peace in mind that your event will go as smoothly as you hoped for and every detail will be accounted for! We take pride in our work, our venue space and exceeding our event hosts expectations!*

*Below you will find a list of services with their costs that we can provide to you and your guests. We have a preferred caterer that we use, but we allow for you to bring in an outside caterer for an additional charge and additional guidelines. We also allow for you to bring in your own dishware as well, but we do not permit the use of our kitchen to wash any of it and you must adhere to our guidelines for this option as well. The below provides you with an outline of both options.*

**Self Catering - Venue Space Only** \_\_\_\_\_ *-includes the following:*

- **Allotted Time** – The venue space is yours for one whole day – 10am – 10pm. The earliest you may use the venue space is 10am and you must be out by 10pm. (some exceptions may apply)
- **Setup/Cleanup** – our event staff will set up and tear down all of your tables, chairs and table cloths. As well as vacuum and mop the room.

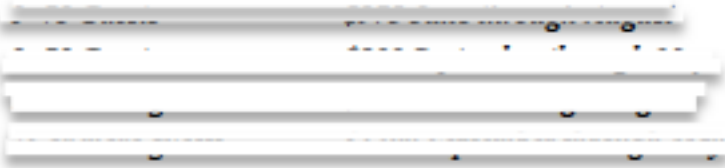
*Our expectations of you:*

- **Trash Removal** – remove all trash from tables, floors, etc. and take to dumpster. We will provide you with trash bags
- **Napkins** - provided by you
- **Dishware** – provided by you or you can rent from us – please follow our self catering guidelines

## Preferred Caterer Options

### Option #1 – Bronze

#### Venue Space -



*–includes the following:*

- **Allotted Time** – The venue space is yours from 8am – 10pm on day of event.
- **Setup** – our event staff will set up all of your tables, chairs, table cloths and napkins as instructed by the event coordinator.
- **Cleanup** – our event staff will take down all tables, all chairs, remove all table cloths and napkins. Event Host **MUST** cleanup ALL trash from room.
- **Event Coordination** – Our event coordinator will work with you from beginning to end to oversee that your event meets and exceeds your expectations. The following services are included with the venue space charge
  - Event Timeline & Logistics
  - Venue Space Layout & Design via online portal shared with event host
  - Decoration Design/Layout
  - Budget Management
  - **\*\* Event Coordinator will ONLY be on-site day of event during set up.**
- **Room Block** – a room block can be created for your guests at a discounted price.

## Option #2 - Silver

### Venue Space -



*-includes the following:*

- **Allotted Time** – The venue space is yours ½ day prior (setup) or ½ day after wedding (cleanup)
- **Setup** – Our event staff will take down all tables, all chairs, remove all table cloths, napkins and remove all trash.
- **Cleanup** – Our event staff will take down all tables, all chairs, remove all table cloths and napkins. Event Host **MUST** cleanup ALL trash from room and remove garbage.
- **Event Coordination** – Our event coordinator will work with you from beginning to end to oversee that your event meets and exceeds your expectations. The following services are included with the venue space charge
  - Event Timeline & Logistics
  - Venue Space Layout & Design via online portal shared with event host
  - Decoration Design/Layout
  - Budget Management
  - Vendor Liaison & Coordinator
  - On-site day off event during set up, during the entire event and during clean-up to oversee event.
- **Sound System with Microphone**
- **Access to decorations and center pieces**
- **Room Block** – a room block can be created for your guests at a discounted price.

## Option #3 - Gold

### Venue Space -



*-includes the following:*

- **Allotted Time** – The venue space is yours ½ day prior (setup) or ½ day after wedding (cleanup)
- **Setup** – Our event staff will set up all of your tables, chairs, table cloths and napkins as instructed by the event coordinator.
- **Cleanup** – Our event staff will take down all tables, all chairs, remove all table cloths, napkins and remove all trash.
- **Event Coordination** – Our event coordinator will work with you from beginning to end to oversee that your event meets and exceeds your expectations. The following services are included with the venue space charge
  - Event Timeline & Logistics
  - Venue Space Layout & Design via online portal shared with event host
  - Decoration Design/Layout
  - Budget Management
  - Vendor Liaison & Coordinator
  - On-site day off event during set up, during the entire event and during clean-up to oversee event.
- **Bussing tables after dinner and dessert**
- **Sound System with Microphone**
- **Access to decorations and center pieces**
- **Unlimited Coffee & Water**
- **Presidential or Honeymoon Suite** – The night of the wedding for bride and groom with candles, rose pedals and champagne.
- **Room Block** – a room block can be created for your guests at a discounted price.

**Dishware & Table Setting** – China Dishware - Buffet Style - \$ \_\_\_\_\_ - this price is self catering. Dishware is complimentary when using our preferred caterer.

- **Dishware Included:** Salad Plate, Salad Fork, Dinner Plate, Dinner Knife, Dinner Fork, Spoon, Dessert Plate, Dessert Fork and Water Goblet

**Table Setting/Cleanup Included:**

- All or specified dishware will be placed on tables throughout the event
  - All Salt & Pepper shakers will be set out on tables
  - All napkins will be set out on table
- **Bussing Service Fee:** A fee of \_\_\_\_\_ per busser for 3hrs will be charged. 1 busser per 32 guests.

**Plated Courses:** A fee of \_\_\_\_\_ per server for 3 hours will be charged. 1 server per 16 guests.

## Self Catering Guidelines

*Thank you for choosing the BEST WESTERN PLUS FLATHEAD LAKE INN & SUITES for your event. We are happy that we can offer self-catering as an option. Below you will find our self-catering guidelines.*

*When self-catering, you will receive the following: a sink and staging area, 2 refrigerated compartments (size of household refrigerator), large ice cambro, tables, table cloths, napkins (only 1 cloth napkin per guest) and garbage can w/liners.*

### Guidelines:

- *We do not have a kitchen for your use.*
  - *All food must be prepared off-site and ready to serve.*
  - *Be sure to have a designated person that will be picking up the food, delivering it to the hotel and setting up the staging area.*
- *Food must be kept hot in non-electric chafers (due to circuit demands). Chafers are available to rent from us.*
- *No use of crock pots or roasters.*
- *The caterer will need to provide 1 helper per 32 people, which is equivalent to 4 tables with 8 guests per table, for bussing, aiding, etc.*
- *The caterer is responsible for setting up and tearing down the buffet station.*
- *You must either provide your own dishware or you have the option to rent from us. You're dishware must be throw-away or washed off-site.*
- *You must provide all serving platters, serving spoons and other serving items you may need for your event or you have the option to rent from us.*
- *Coffee services are ONLY available by the hotel. The charge is \$150 unlimited or \$25per pump pot. (Each pump pot serves approx. 15 people) this includes, cups, creams and sugars.*
- *Please bring your own dishcloths and towels*
- *You must remove ALL trash from the room.*

*The following items are available for rental services:*

- *Place setting to include*
  - *\$6.00 ea setting. dinner plate, salad plate, dessert plate cutlery, cup/saucer and water goblet*
  - *NOTE: If renting our dishes we charge a \$25.00 per hour per attendant fee. 1 attendant for every 32 people, which is 4 tables at 8 people per table (this fee includes bussing and washing of dishware.)*
- *\$.25ea - cloth napkin*
- *\$1.00ea - flute*
- *\$25.00ea - Chafing dishes*
- *\$25.00 per event – Serving Spoons and Ladles*
- *\$10.00ea - Navy or gold overlays for round tables*
- *\$5.00ea - Hurricane lanterns with candle*
- *\$75.00 - sound system*
- *\$25.00 - microphone*
- *\$75.00 - audio visual includes DVD players*
- *\$250 – Table Bussers – bus table after each menu and set dishware*
- *\$500 - Event Coordination – Our event coordinator will work with you from beginning to end to oversee that your event meets and exceeds your expectations. The following services are included with the venue space charge (a cost savings of over \$1,000)*
  - *Event Timeline & Logistics*
  - *Venue Space Layout & Design via online portal shared with event host*
  - *Decoration Design/Layout*
  - *Budget Management*
  - *Vendor Liaison & Coordinator*
  - *On-site the ENTIRE day of the event – 9am until 11pm.*
- *\$350 - Setup/Cleanup- Our event staff will be on-site the day of set up to perform the following:*
  - *Layout the venue space as you'd like*
  - *Apply table cloths, place settings etc*
  - *Remove trash from tables and floors*
  - *Take out garbage*
  - *Take down tables and chairs*
  - *Vacuum*