

1. **Do you have a professional wedding planner?** No, we have a wedding coordinator who deals specifically with your plans for the venue.
2. **Who will be our point person prior to the day of our wedding?** The CRR Wedding Coordinator.
3. **Who will be our point person on the day of our wedding?** The CRR Wedding Coordinator.
4. **Is my wedding date available?** Call us at (715) 543-8111 or email us at [info@chippewaretreat.com](mailto:info@chippewaretreat.com) and the CRR Wedding Coordinator will contact you.
5. **How many guests can your venue accommodate?** We can accommodate up to 280 guests for a dinner/dance reception.
6. **What is the rental fee, and what is included in that price?** We have various rates for both the venue and the rental equipment. Please call (715-543-8111) or email ([info@chippewaretreat.com](mailto:info@chippewaretreat.com)) for our wedding brochure.
7. **Are there different rates for peak and off-season dates?** Yes, our Peak Season is June 15 – October 15 and December 26 – January 2. Our Off Season is everything else.
8. **Is there a service charge on top of the bill?** Yes, there is a service charge of 20% on the venue space, the rental equipment and the alcohol package. This is not a gratuity, it is merely a charge for insurance, setting up, tearing down and cleaning the venue after your big day.
9. **Are there any cleaning fees, overtime charges, insurance-fees?** Just the service charge noted above.
10. **What kind of deposit is required?** A \$2000.00 deposit to hold your date for the venue and a signed contract is required. The deposit should be in the form of a check, cashier's check or money order. We also accept VISA, Master Card, Discover, and American Express with a 4% convenience fee. Cash is always another option. The CRR Wedding Coordinator will work out you payment plan from there.
11. **What is the cancellation policy?** Cancellations are accepted, provided that notification is given in writing to the CRR Wedding Coordinator. The following cancellation fees will apply:
  - A. More than 9 months prior to the wedding date, cancellation fee will be 75% of the deposit
  - B. Fewer than 9 months prior to the wedding date, cancellation fee will be 100% of the deposit and payments made.

12. **When is final payment due?** The CRR Wedding Coordinator will setup a custom plan for you so your wedding is all paid up at least 14 days prior to your wedding day.

13. **What is the last possible date that we can make changes to diagrams and timeline?** The day before your rehearsal dinner.

14. **What is the back-up plan for rain or inclement weather if using outdoor space?** It is recommended that all weddings have a tent on reserve as the weather in the Northwoods of Wisconsin can be iffy. We can move outdoor ceremonies indoors with 48 hours notice, and if the wedding guest count is less than or equal to 170. There is a \$4/chair fee and we will take the first 45 minutes of your reception to reset the dining rooms for the dinner/dance. The CRR Wedding Coordinator will work with you the day before your wedding to determine if an outdoor or indoor space will be set for the wedding.

15. **How many weddings will be booked on my special day?** Just your wedding!

16. **Is there an in-house caterer or do you allow outside caterers?** All food must be contracted through one of our three approved caterers. All alcohol must be contracted through Chippewa Retreat Resort. No food or beverage may be brought into the CRR Lodge from any other source.

17. **Do you allow alcohol?** Yes, contracted through Chippewa Retreat Resort.

18. **Do you allow us to bring in our own alcohol?** We do not allow outside alcohol. All alcohol must be contracted through Chippewa Retreat Resort.

19. **Are plates, silverware, and glassware provided?** Yes. There is a rental charge of \$10/person for the dining setup (8 Pieces); Dinner Plate, Salad Plate, Water Glass, Knife, Fork, Spoon, Salad Fork, Dessert Spoon/Fork. 50 Coffee cups are included at no charge after the dining setup fee. These are china and hammered stainless steel flatware.

20. **Is there a food and beverage minimum?** This depends on the selected approved caterer. There is a \$2,500.00 beverage minimum contracted through Chippewa Retreat Resort. This is the same whether the wedding has alcohol or no alcohol.

21. **Can I bring in a cake from a bakery?** Cakes and Cupcakes may be brought into the CRR Lodge from a licensed vendor in the state of Wisconsin if arrangements have been made in advance with the CRR Wedding Coordinator. We do not provide cake-cutting, but some approved caterers can offer this service at a fee. We do provide cake plates at \$1/plate. Serving utensils for cake and these items must be provided by your approved caterer cutting the cake.

22. **Must I use vendors of your choosing?** We require a caterer from our list of approved caterers. We do not require you to select from a list of other vendors. We ask

that you provide us with names and contact information of the vendors you are working with so we may assist with making day of arrangements, especially for vendors whom have never been to our venue.

23. **Can we have a DJ or band and dancing?** Yes, we ask that DJs and bands provide their own sound equipment and there is ample dance floor space. We have specific areas for a DJ or band with multiple outlets to accommodate their sound and light equipment. We prohibit smoke machines.

24. **Are there restrictions for the photographer in terms of flash usage?** No. We would prefer the photographer make an appointment with the CRR Wedding Coordinator for a tour of the facility if they have never been there before.

25. **Who is responsible for setting up and tearing down décor and when?** The CRR events staff sets tables, chairs, linens, and other items included in the dining setup package by noon the day prior to the wedding. Other décor is set by client or vendors starting at 1 p.m. to 4 p.m. the day prior to the wedding and starting at 9 a.m. the day of the wedding to finish up or finish with floral.

26. **How early can vendors get in to setup?** 1 p.m. to 4 p.m. the day prior to the wedding and starting at 9 a.m. the day of the wedding to finish up or finish with floral.

27. **Can I move furniture around and decorate to suite my likes and dislikes?** You will work with the CRR Wedding Coordinator to diagram the set up the venues on paper and that is how they will be set when you arrive.

28. **Are there decoration limitations and do you allow candles?** All decorations and furniture arrangements must be approved and coordinated in advance with the CRR Wedding Coordinator. Décor may not be affixed to the walls, ceilings, banisters, doors, or stairways. Nails, hooks, tacks, screws, and bolts may not be used on any surface at the Resort. Glitter, sprinkles, confetti, petals, rice, birdseed, wheat or similar materials are not allowed. Fog machines are not allowed. Use of candles is restricted to enclosed flames at least one inch from the top of the container or floating in water. No decorations on the mantels of the fireplaces because they have openings where the screens rise for use. You will coordinate with the CRR Wedding Coordinator when all décor must be removed and cleaned up from the venue.

29. **At what time will my guests and vendors have to leave the facility?** Guests must exit as soon as the band stops playing and the lights are turned up. Immediate family and close friends assisting with tear down and vendors must exit within 30 minutes of the band stopping and lights turned up.

30. **Do you provide assistance with getting gifts or décor to designated cars at the end of the event?** No due to the liability of breakage.

31. **Is there a shuttle service available?** CRR does not provide a shuttle service, but the CRR Wedding Coordinator will work with you to find reliable service in the area for your guests.

32. **What overnight accommodations do you provide?** CRR has 6 Luxury Villas on property all with lake views being able to accommodate 36 guests. We also have lodging partners. The CRR Wedding Coordinator will work with you to fine accommodations for your guests.

33. **Are there adequate bathroom facilities?** There are large men's and women's restrooms located in the CRR Lodge.

34. **Is there coat check?** No, but we have a coat room and two coat racks that can be used if needed.

35. **Is the site handicap accessible?** Yes, the CRR Lodge entrances have no steps. There is one handicap parking spot on the north side of the building just 15 feet from the front door.

36. **Is there ample parking? Will guests be charged for parking?** There is plenty of complimentary guest parking.

37. **Do you have signage or other aids to direct guests to my wedding?** Yes, there is a large billboard at the entrance of Deer Park Road off of Hwy 51. There are plenty of places to erect your own signage, balloons, etc. at the entrance to Deer Park Road and plenty of places along the road on the way in from the highway.

38. **Do you like the people working at the venue?** Please schedule a tour and meet our wonderful and accommodating staff. We would love to meet you, your families and friends. Please check us out. Chippewa Retreat Resort is a spectacular place to hold a wedding. See you soon!