

Wedding memories start with a special place!

You've Qualified the Space...Now What?

Your wedding will undoubtedly be one of the most memorable days of your life. Unfortunately, it can also be one of the most stressful. Our goal is to help you sort out all of the specific details ahead of time so there are no surprises and your wedding day goes exactly how you imagined. For that reason, it is essential that you familiarize yourself with all pertinent information regarding rental fees, deposits, etc.

Remember that the Wedding Sales Manager cannot read your mind! He/She doesn't know your specific wants, needs and desires nor what information will apply to your event. It's up to you to communicate your vision and to work as a team with your coordinator. With proper organization and planning on your part, we will help bring your vision to life.

The following are some frequent inquiries we have received over the years. Answers are based on a wedding reception of 100 guests. Please be aware that information may be amended or changed at any time without notice.



FOOD AND BEVERAGE

STAFFING LEVELS:

What is the ratio of wait staff to guest?

One waitperson to 25 guests.

What is the charge for additional service staff?

Man-hour charges for additional service staff, bartenders, carvers and chefs for cooking stations is \$20.00 per man hour.

THE WEDDING CAKE:

Can I choose any design for my cake as part of the wedding package?

Please provide your coordinator with a picture of what you would like and a determination (based on design simplicity or difficulty) will be made as to whether or not the cake will require an additional fee beyond the package price. Standard cakes are 3 tiered, typically with the top tier boxed to be saved for your first anniversary.

What if I prefer a 'specially designed' cake?

Please bring a picture for our Pastry Chef to review. At that time, you will be given a price for the 'special design'.

What cake flavors are available?

Standard cake flavors are white, marble, yellow or chocolate with white icing.

Can I have different flavors of cake and/or icing?

Yes, this request can be accommodated for an additional fee of \$1 per person. Filling can also be added at an additional fee of \$1.50 per person.

Are Cookies Available?

Yes, there will be a \$1.50 per person fee.

WEDDING PACKAGE:

Wedding packages and menus are only meant as a guide. We will remain flexible and will certainly customize if you wish. Please note that additional charges may apply depending upon the special requests.

Do I have to choose one of the wedding package menus for my reception?

No, you may choose from the Wedding Events Menu or customize. Please note that there may be additional charges for customized packages.

Can I substitute food items in the package?

Menu and food items can be substituted on occasion. Depending upon the request, there may be additional costs. Please consult with your coordinator for specific details.

Will the bride and the groom be served their meal if I choose a buffet menu?

No, they will be escorted through the buffet line first by Oglebay wait staff and a plate will be made for them based off their selections.

If I choose a buffet menu how are the beverages served?

Beverage service, which includes coffee, tea and iced tea, will be served by our staff during dinner service only.

CHILDREN:

Are Children's menus available?

Children's menus available for ages 4-12 years. Ages 0-3 are complimentary. If children use the same menu as the adults the following prices apply: 0-3: complimentary; 4-12 years: ½ price; 13-20: Bar portion of package price deducted.

BAR:

Can I bring in my own alcoholic beverages?

Wilson Lodge: No. We are licensed by the State of WV to serve alcoholic beverages, so no external alcohol is permitted.

Pine Room: You are required to purchase our wine and beer bar.

Can I eliminate the bar from the wedding package?

Yes, deduct \$13 per person.

How many hours of service are included in the package?

Four hours of service will be available. If desired, the time can be split one hour before dinner and three hours after dinner. The charge per additional hour of open bar is as follows:

- **Diamond Package:** \$6 per person
- **Gold Package:** \$4.50 per person
- **Platinum Package:** \$5 per person

How many bartenders will I need?

One bartender per 100 persons is required. If an additional bar is requested, there will be a charge of \$100 in addition to the bartender per hour charge.

When do you need the special wine and champagne orders?

Orders are required at least 15 days prior to the event date to allow ample time to fill your request.

Can you accommodate requests for all types & brands of alcoholic beverages?

Some requests cannot be honored due to West Virginia state liquor laws. Please consult with your coordinator for specific details.

Can the expense of the bar be split between two parties?

The wedding/reception package is generally contracted to the party responsible for the entire wedding bill. Any sharing of expenses must be worked out externally between the two parties.



FUNCTION SPACE, DECORATING, DANCE FLOOR, ENTERTAINMENT, ETC.

How much is the space rental?

This depends upon several variables including day of the week, number of hours needed and size of the room. When planning your space don't forget to include head table, guest book table, gift table, cake table, entertainment and dance floor, etc.



What is the usual rental time allocation?

For an evening wedding this is typically 2pm to 11pm. Charges will apply for additional hours due to the displacement of other possible revenue generating service events.

What's included in the rental fee?

Rental fee includes use of the room for the hours agreed upon, tables, chairs, white or ivory linen, dish and flatware settings and labor for set-up and tear down.

The Pine Room will provide the same service if Oglebay is catering the event. If catered externally, tables and chairs are the only items provided.

Is decorating included in the fee?

No, decorating is your personal choice; however, all decorators must be approved by Oglebay in advance.

How much time will we be given to decorate?

The time allocated for decorating is two hours. The decorator must be completely out of the room 1 hour before the reception start time. This 1 hour time frame is for our staff ONLY. We recommend that you be very specific with your decorator that items should be pre-assembled off site prior to delivery and simply put into place once they arrive. Please be aware that significant charges will be applied should you go over your allocated decorating time.

Here is an example schedule to use as a guide:

- 1 - 2 pm: Allocated for Oglebay staff to set the room with tables, chairs, linen, etc.
- 2 - 4 pm: External decorators may access the venue.
- 4 - 5 pm: Oglebay wait-staff to place draping, dishes, flatware and final touches and receive staff briefing and last minute instructions.
- 5 - 6 pm: Cocktail hour.
- 6 - 7 pm: Dinner.
- 7 - 11 pm: Cocktails and dancing.

Is a dance floor included?

Yes, but only in Glessner and the Pine Room. Floors may be rented for an additional fee which is based upon the size required. This can be determined by estimating the number of guests, taking into account the size of the room and using your own personal judgment about space needed. Please refer to the equipment rental chart.

I've seen the canopy at other weddings, can that be rented?

Yes, but only in Glessner. The fee is \$450.00 and includes installation, tear down and laundry. If lights are added, the cost is \$600.00.

Is entertainment included:

No, this is your personal choice; however, all bands and/or disc jockies must be pre-approved by Oglebay. Set-up needs to be completed within the time restraints specified above under decorating.

Is sound provided for entertainment that is hired?

No, this should be included as part of your entertainment contract. A limited sound system is available in the rooms for announcements, toasts, etc. If this equipment is needed, please discuss with your coordinator during the planning process.

LODGE ROOMS

Do I receive any complimentary rooms?

The Diamond Wedding Package is the only package that includes a wedding night reservation in one of our premium rooms. Please discuss this with your coordinator early on in the planning process as lodge rooms are based on availability.

I will need lodging rooms for my guests. Can this be accommodated?

Yes, a 'block' of rooms can be reserved, pending availability. There is a 2-night minimum stay on all weekends. Rooms must be reserved by an established and contracted 'cut-off' date. This is typically 6 weeks prior to your event for blocks of 25 rooms or less. All unreserved rooms will be released back to the hotel at that time.

Check-in times:

Lodge Rooms: After 3pm Cottages & Estate Houses: After 4pm

EXTRA SERVICES:

(Includes deliveries to guest rooms, placement of place cards, centerpieces, etc.)

I would like a gift delivered to guest rooms. Can this be arranged?

Yes, this can be arranged with your wedding coordinator. A two-week advance notice is required. Items will be delivered after 3 pm check-in time. There will be a fee of \$2.00 per bag/item delivered.

Will your staff arrange place cards, favors and centerpieces on the tables?

Yes, this can be arranged with your wedding coordinator. A two-week advance notice with detailed instructions is required. Items must be delivered at least 3 business days before the event date. The fee will be .50 per individual item placed. (Example: one place-card is considered an individual item.)

Will a rehearsal area be reserved the day or evening before the ceremony?

No, an area is NOT HELD for rehearsal. Space can be reserved for an ADDITIONAL rental fee based upon availability.

OUTDOOR WEDDING CEREMONIES

Can outdoor weddings be accommodated?

Yes, there are several available spaces to accommodate outdoor ceremonies. Fees vary based on the venue.

Is a back-up room provided in the event of inclement weather?

No, a room is NOT HELD in case of inclement weather. Rooms are available for an additional rental fee, based on availability. It should be noted this rental fee may be substantially higher, as the event could displace other potential revenue generating functions for that room. When and if reserving this room be sure to allow time for the decorating process.



Advice from our wedding coordinators: We suggest that all Oglebay function space, outdoor venues and lodge rooms be booked at the same time and in one contract, so that you are dealing with one coordinator for the entire event. Please contact the Sales Department at 304-243-4060 to make arrangements.

MARRIAGE LICENSE:

Where can I get information regarding the marriage license?

Ohio County Court House
Phone: 304-234-3656
Hours: Monday - Friday 8am - 5pm

DEPOSITS AND BALANCE DUE:

Your deposit and balance due dates will vary according to the length of time between the booking date and the date of the event. If booked one year or prior, deposits are due in four payments. The closer the booking date is to the event, the closer the deposit and payment dates. Wedding expenses will be divided in four equal parts, with the final balance due 10 days prior to the event. Any 'overpayments' will be refunded within 30 days after the event. If there is a 'balance due', this will be charged to a credit card on file at the conclusion of the event.

SERVICE CHARGES, FEES AND TAXES:

Do quoted prices include Service Charge(s) and Sales Tax?

No, they are added as follows:

Service Charge: Currently 23%. Charged on all food, beverage and man-hours.

Historic Preservation Assessment: Currently 2%.

WV Sales Tax: Currently 6%. Charged on all food, beverage, service charges, and man-hour charges plus any other items sold or rented.

If you have additional questions that were not addressed, please contact your wedding coordinator.