



WEDDING POLICIES & INFORMATION

EVENT CONTRACT Once you have selected your preferred date, Naomi Village will issue an Event Contract. To secure the date, a signed copy of the Event Contract and the non-refundable deposit with a means of payment is required within the time period listed to confirm your date.

DEPOSITS & PAYMENTS To guarantee your event at Naomi Village, your initial non-refundable deposit reflecting 100% of the facility fee must be paid in full along with the signed contract.

The remaining deposit balance is broken into three (3) scheduled payments based on the F&B minimum. A first payment is due thirty (30) days from the date of contract signing, the second payment is due six (6) months prior to your event, and the third payment is due ninety (90) days prior to the event.

A final advance payment is due twenty-one (21) days prior to your event consisting of the confirmed Food & Beverage Estimate and Headcount reflected on the Banquet Event Order (BEO).

Naomi Village accepts American Express, Discover, Diner's Club, MasterCard and Visa.

A credit card is also required to guarantee any additional charges that occur during your event to guarantee the final balance of your event.

CANCELLATIONS All contracted events and event rooms are removed from Hotel inventory and are considered "sold". Therefore, it is difficult and costly to remarket when a program is cancelled.

In the event that you cancel the event for any reason whatsoever, all deposits as listed on your contract will be collected and forfeited as liquidated damages for cancellation.

Functions canceled less than twenty-one (21) days of the scheduled event date will be charged the full price of the confirmed F&B estimate, rental equipment and applicable facility fees as noted in the Banquet Event Order (BEO).

**FINAL
GUARANTEES**

The final count for your expected number of guests must be specified to the Naomi Village a minimum of twenty-one (21) days prior to your event with the final signed Banquet Event Order (BEO). This number will not be subject to reduction.

If we do not receive a guarantee within this period, the number of guests stated on the event contract will be considered a guarantee and charges will be assessed accordingly.

Your final bill will be charged based on your actual attendance or guaranteed guest count, whichever is greater. Naomi Village prepares F&B for an estimated 5% over your guaranteed guest count.

**FOOD &
BEVERAGE**

Once you have decided upon the timing and venue for your event, we will begin planning your cocktail reception and dinner. We suggest that you review our special event menus at your convenience, and contact your Event Sales Manager with any questions.

The host must pre-select all menu items and provide the quantities and headcounts for each selection. Any changes to the menu must be made no later than fourteen (14) days prior to the event.

All catered events are subject to 20% service charge and 8.75% sales tax, subject to change.

All food and beverage must be catered by Naomi Village and serviced by our staff.

The PA State Liquor Commission regulates the sales and service of all alcoholic beverages. Naomi Village is responsible for the administration of these regulations, therefore policy indicates that no alcoholic beverages, shall be brought into the resort for a private event with the exception of wine arranged in advance for a corkage fee of \$25 per 250ml bottle.

**WINE &
CHAMPAGNE**

Our banquet wine list has been designed to offer a wide selection of wines that complement our seasonal event menus. Because of the quantities required for large events, we suggest choosing from this list. However, additional selections may be available from our restaurant wine list. Availability of wines from the restaurant list is not guaranteed and selections should be requested a minimum of four weeks prior to your event date.

Naomi Village is happy to permit you to bring in outside wine and champagne for your event if arranged in advance and noted on your signed BEO. Outside wines are permitted with a corkage fee of \$25 per bottle, plus tax and service. Corkage fees do not apply to the F&B minimum.

MENU SELECTION We recommend staying within the parameters of our special event menus whenever possible, as these have been carefully designed to compliment a variety of tastes and wine selections.

Vegetarian and other dietary restrictions may be accommodated with advance notice.

The maximum number of main course selections may not exceed two (2). For two entrée choices, a \$15/person surcharge will apply for up to 200 guests. All noted surcharges will apply.

A count of each entrée must be provided twenty-one (21) days prior to the event, along with a complete list of each guest's selection and seating chart indicating guests' menu selection. A place per guest seat is also required if a pre-selected choice of entrée has been chosen.

**DESSERT &
WEDDING CAKE**

Naomi Village does not create wedding cakes on-site, however, at your request we will supply a list of preferred local bakeries for your consideration. Alternatively we can create other dessert selections in-house as we do require that the final course of your plated dinner is a dessert course.

There is no cake cutting fee when you designate the wedding cake as your course. If you choose to have the wedding cake in addition to your dessert course there is a cake cutting fee of \$6.00 per person.

A \$6 per person fee will apply should you bring in outside desserts such as wedding cupcakes, or when outside desserts count as your final course.

MENU TASTINGS

Naomi Village is happy to offer you and three (3) guests a complimentary menu tasting four (4) to eight (8) weeks prior to your event date. A maximum of (2) selections for the first and second courses is available. Canapés and Desserts are not available for tasting.

Your tasting may be arranged in advance through your Event Manager on a mutually agreed upon Tuesday, Wednesday, or Thursday only. The tasting must be requested at least fourteen (14) days prior to the date desired and is subject to Chef and seasonal availability. The tasting is available during lunch service only.

FACILITY FEES

Facility Fees for all event space will be quoted by your Event Manager at the time of booking. Facility fees may vary depending on room(s)/space(s) and times reserved. All space is subject to applicable sales tax.

Included in your facility fee are: Naomi Village dining and reception tables, indoor dining chairs, white china, flatware, crystal, chocolate brown table linens and white linen napkins, and complimentary valet parking. Naomi Village does not provide Ceremony Chairs which are required if the ceremony is held on-site.

Naomi Village is happy to supply vendor referral information for ceremony chairs and other event enhancements at your request.

WEDDING
REHEARSAL

Rehearsals before the ceremony are accommodated on a space available basis, as we cannot guarantee that your chosen venue will be available during your requested rehearsal time.

We invite you to contact your Event Sales Manager one week prior to your event to determine the availability of space for a ceremony rehearsal. Please also plan to have your Officiant and/or Wedding Planner available to conduct the rehearsal.

WEDDING
PLANNER and/or
COORDINATOR

Naomi Village requires a wedding planner for all weddings of 100 guests or more to be chosen from our preferred vendor list. The right wedding coordinator can take charge of numerous small details--from place cards to favors to customized table décor, and more.

Your facility fee includes the services of an Event Manager and Banquet Captain who will oversee your event and all services provided by Naomi Village.

The management of outside vendors is the responsibility of the wedding couple.

We find that many couples do not have the time or live close enough to the Napa Valley to plan and execute the special touches or accents they envision for their wedding.

VENDORS

Naomi Village can provide a referral list for local vendors who may assist you with wedding coordination, flowers, photography, music, and many other details. If you prefer, you are welcome to make arrangements with your own vendors. There is no additional fee to use your own vendors, but they are required to sign and submit a vendor agreement and provide proof of insurance.

Please advise your vendors to contact Naomi Village for instructions concerning the resort's vendor policies. Naomi Village reserves the right to approve all vendors and to regulate set-up times or access to the resort.

Vendor Meals are available for your vendors during your event. They are to be confirmed with all other F&B on the final BEO in advance of the event. Vendor meals are \$35 each and served "family-style" for all vendors.

DECORATION

It will be our pleasure to consult with you on decorative preferences. Decorations or displays brought into the resort by the guest or outside vendors must be approved prior to arrival by your Event Manager and may only be displayed in your contracted event space(s).

Items may not be attached to any stationary wall, floor, window, or ceiling with nails, staples, tape, or any other substance.

AUDIO/VISUAL

Basic Audio-Visual service is available through our Events Department with twenty-one 21 advance notice for any audio/visual equipment needs. Applicable rental fees are listed on the last page of the Special Event Menu.

**TABLE
ARRANGEMENTS
& FLOOR PLANS**

Round tables of eight, ten, or twelve are most often requested. We offer 66" and 72" Rounds. We reserve the right to adjust table size in the event the number of guests changes.

Please provide the number of guests assigned per table and your seating chart to your Event Manager a minimum of (7) days prior to your event date.

ENTERTAINMENT

Due to the tranquil atmosphere of Naomi Village, musical entertainment outdoors is limited to acoustical strings, and must end by 11:00PM. Amplified music is only permitted in the Event Space with the doors closed, and must conclude 15 minutes prior to the end time stated on your Event Contract. Music indoors must end by 12:00AM.

Naomi Village reserves the right to approve all arrangements and musical selections, and may discontinue music at any time during an event that is disruptive to the experience of other resort guests.

WEDDINGS

Naomi Village does not allow the throwing of bird seed, confetti or rice. Sparklers, fireworks, or explosives of any kind are not permitted on the Naomi Village property.

GUESTROOMS

In support of your event Naomi will offer you a courtesy hold of guest rooms at Naomi over the dates of your event based on availability at the time of contract. Rooms will be available on a first come-first serve basis by contacting our Reservations Department directly. Your guests may reserve rooms from the block on their own and will be subject to our existing confirmation/cancellation policies and minimum stay requirements as outlined by Naomi Reservations. Rates will be determined at the time each reservation is confirmed. One-half of unclaimed rooms from your blocked will be released 60-days in advance of your event; all remaining rooms will be released 30-days in advance of your event.

**SHIPPING &
RECEIVING**

Should you have materials associated with your upcoming event, please send them to the property no earlier than three (3) days prior to the event. All parcels are to be addressed as follows:

Naomi Village

2374 RT390 N Naomi Village Cottages Resort
Cresco, PA 18326
570-595-2432

HOLD for: (Name of Wedding & Date)

GUESTCONDUCT

Your guests must conduct themselves in compliance with all applicable laws, ordinances and regulations. You will be responsible for any damage caused by your party. Functions must be limited to space(s) reserved and must begin and end according to the agreed upon schedule, or be subject to overtime charges. Per California Law smoking is not permitted in any of our indoor facilities or outdoor bar or dining areas.

LIABILITY

Naomi Village does not assume responsibility for damage or loss of any merchandise or articles brought onto the property or any item left unattended.