



15 March 2009

2009 WEDDING PACKAGES & SERVICES **(Subject to Change Without Notice)**

Oakwood Resort management and staff are delighted that you are considering us as the location for your wedding reception, one of the most important occasions in your lives. We want to assure you that it will be given all the attention needed to make it a wonderful day in every way.

This document has been designed to provide you with as much information as possible, in a format that will simplify all the arrangements down to the smallest of details.

You can plan your menu by making a selection from our plate service dinner entrées or buffets, which are included in our Wedding Packages. We are certain there is sufficient variety to satisfy most tastes. Feel free, however, to discuss your individual preferences with our Conference & Event Office staff, who will help with alternatives and provide an estimate if additional charges are involved.

The services that Oakwood Resort provides may prove to be a convenient check-list, however, we will be pleased to cooperate with such individuals as florists and entertainers to tailor the wedding to fit your vision for this very special day.

If you wish to discuss any of this information or reserve our facilities, please contact ...

▪ **Planning Details:** **(519) 238-7313 or (519) 238-2324 Ext. #313**

Rhonda Manore, Conference & Event Manager
E-Mail: rmanore@oakwoodinnresort.com

ACCOMMODATIONS:

126 Guest Rooms, Suites & Cottages
Conference & Banquet Facilities
Oakwood Dining Room
Dave's Clubhouse

Weekend Entertainment

Private Sandy Beach
Indoor Pool
Lakeside Spa – Esthetics & Massage
Sauna, Whirlpool & Jacuzzi

18 Hole Golf Course

Lighted Driving Range
4 Outdoor Tennis Courts

NEAR:

Bicycle Trails & Sport Parachuting
Huron Country Playhouse
Boat Charters
Jet Ski & Canoe Rentals ... and More !

2009 WEDDING PACKAGES & SERVICES

Must Guarantee a Minimum of ...

- **100 Adult Guests in May, July & August**
- **60 Adult Guests from November through April**

**(Special Permission must be obtained for events in June, September or October.
Minimum guarantee of 100 Adult Guests will apply.)**

SILVER PACKAGE

2 Hour Host Bar

\$ 110.00 per Person, Including Taxes & Gratuities

GOLD PACKAGE

4 Hour Host Bar

\$ 124.00 per Person, Including Taxes & Gratuities

PLATINUM PACKAGE

6 Hour Host Bar

\$ 133.00 per Person, Including Taxes & Gratuities

Each of these packages includes ...

- ♥ All Applicable Taxes and Gratuities
- ♥ One night **FREE** in a Deluxe Accommodation Room for the Bride & Groom
 - Subject to availability on arrival, the Deluxe Room MAY be upgraded at discretion of Oakwood Resort
 - If the Bride & Groom elect to pay for an upgraded room, such as a Suite or Cottage, the value of the one night Deluxe Room will be applied as a credit to their account
- ♥ One Complimentary Bottle of Champagne for the Bride & Groom
- ♥ One Complimentary Breakfast each for the Bride & Groom
- ♥ Banquet Room Rental
 - From approximately 11:00 AM until 1:00 AM on the Wedding Day
 - Access to the room earlier is subject to availability
- ♥ Basic Set-up and Clean-up of Banquet Room & Adjoining Deck

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- ♥ In-House Microphone & Podium
- ♥ Dance Floor
- ♥ Deck – Adjoining Reserved Banquet Room
 - For Ceremony and / or Cocktail Reception prior to Dinner
 - Outside Functions - Remember to plan an alternate for rain, extreme heat or cold
 - Tent rentals are NOT included in the above Wedding Packages
- ♥ Tables
 - Terrace Room - 72” Round Tables for up to 10 place settings
 - Huron Room - 60” Round Tables for up to 8 place settings
- ♥ Chairs - Round Backed (Not Covered)
- ♥ Cutlery & White China
- ♥ Linens
 - Cloth Napkins are available in a variety of colours
- ♥ Head Table - Draped & Skirted (Not Decorated)
 - Raised, if requested and within size limitations
- ♥ Gift Table – Draped & Skirted (Not Decorated)
- ♥ Cake Table – Draped & Skirted (Not Decorated)
- ♥ Guest Registry Table – Draped (Not Decorated)
- ♥ Basic Ceremony Set-up / Strike (If Applicable)
 - Adjacent to or Within Banquet Room – Subject to Space Availability
 - Chairs / Wedding Registry Table
- ♥ Chef’s Selection of Hors d’Oeuvres (Estimate of 6 Pieces per Person)
 - These can be used during a pre-dinner Cocktail Reception or Late Evening Snack
 - Includes a variety of Hot & Cold Hors d’Oeuvres, Pinwheel Sandwiches, Fresh Vegetable Crudit  and Cheese Platter
- ♥ 1 Bowl of Alcohol Punch & 1 Bowl of Non-Alcohol Punch
 - These can be used during a pre-dinner Cocktail Reception or Late Evening Snack
- ♥ Plate Service or Buffet Dinner from our Wedding Package Menus
- ♥ **2 or 4 or 6** Hours of Alcohol Bar ~ **Duration of Bar is based on Choice of Wedding Package**
 - Standard House Brands of Shot Beverages / Beer / Wine / Caesars
 - Fancy Cocktails, Liqueurs, Premium Brands etc. are **NOT** included but can be added to the bar stock at an additional cost
 - If you decide to increase the duration of the “Host Bar”, all alcohol beverages sold outside of the bar period covered by the selected Wedding Package will be invoiced to the master account based on actual consumption.

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- ♥ Non-Alcohol Beverages – Coffee, Tea, Juice, Pop or Milk – Throughout the Evening
- ♥ House Wine or Champagne with Dinner – Two 750 ML Bottles per 8 People
- ♥ Supervised Staffing - Catering / Servers / Bartender
- ♥ Services of Oakwood Wedding Planner
- ♥ Complimentary Cake Cutting Service
- ♥ DJ Table
- ♥ SOCAN License Fee
- Society of Composers, Authors & Music Publishers of Canada – Copyright License)

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2009 BANQUET & WEDDING RECEPTION POLICIES

BANQUET – DEPOSIT & PAYMENT ARRANGEMENTS:-

- ❖ A deposit of **\$ 2,000.00** is required to confirm the reservation and is refundable only if you cancel a minimum of 9 months prior to the date of the event.
- ❖ An additional 100% of the estimated costs must be paid in a minimum of **one month** prior to the event.
- ❖ After the conclusion of the event, our accounting office will apply all deposits to the invoice. If there is an overpayment, the resort will refund the client promptly. If there is an outstanding balance, the invoice is due and payable by the client within **30 days** after the event.
- ❖ Oakwood Resort caters all functions held on its properties. Guests are **not** permitted to use their own food or beverage in our banquet rooms or dining facilities.
- ❖ All weddings or banquets must guarantee a minimum of 100 Adult Guests for a full course meal or buffet on a weekend in the months of May, July & August and 60 Adult Guests from November to April. Special permission must be obtained to hold weddings or banquets in June, September & October and a minimum guarantee of 100 Adult Guests would apply.

ACCOMMODATION & OTHER ARRANGEMENTS:-

- ❖ To allow your guests sufficient accommodation at Oakwood Resort, we will be pleased to set aside a Wedding Block of rooms.
- ❖ Once the block reservation has been booked, all Policies will be outlined on a Reservation Contract, which must be signed by the Bride and/or Groom and returned to the Oakwood Resort.
- ❖ Please note, however, that certain restrictions apply to block bookings:-

2 Night Booking must be guaranteed on Weekends for All Rooms during MAY, JULY and AUGUST

THREE DAY HOLIDAY WEEKENDS ~ Must Guarantee a Minimum 3 Night Booking

JUNE, SEPTEMBER and OCTOBER Weddings

~ Must Seek Management Approval due to the fact that these months are our Prime Conference Season ~

- ❖ When wedding guests book room(s) in the block, they will be asked for a \$100.00 deposit to confirm the reservation. This may be paid by cash, cheque or credit card. The guest is then responsible for the room and must cancel a minimum of 8 days prior to arrival to receive a deposit refund.
- ❖ Prices and policies are subject to change.
- ❖ The Bride or Groom will be responsible to ensure room reservations are confirmed by the individuals or guests no later than **8 weeks prior** to the wedding date. If the Bride or Groom wish to hold rooms beyond any deadlines, they will be required to guarantee them with a valid credit card.

CANCELLATION POLICY:-

- ❖ Cancellation 9 or more months before the date of the function – No Cancellation Fee
- ❖ Cancellation 90 - 270 days before the wedding date will result in a charge of 30% of the projected costs.
- ❖ Cancellation 60 – 89 days before the wedding date will result in a charge of 50% of the projected costs.
- ❖ Cancellation 30 – 59 days before the wedding date will result in a charge of 75% of the projected costs.
- ❖ Cancellation 0 - 29 days before the wedding date will result in a charge of 100% of the projected costs

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OUTSIDE SERVICES For WEDDINGS & OTHER EVENTS

On occasion we are asked to recommend services from groups and individuals not associated with Oakwood Resort, Golf, Spa & Conference Centre.

The following are not listed in any particular order and, although the information is provided by the Oakwood Resort, we assume NO liability with regard to the quality or capabilities of these groups or individuals.

We, therefore, recommend you request references, insurance details, etc. from anyone with whom you may consider contracting services.

CAKES:

Trista Britnell	519-235-3908
Cakewalkers	519-433-2759
Forest Home Bakery	519-786-2482
Erryn Shephard	519-238-6721
Barbara's Catering	519-238-8489
Edith Yeo	519-293-3338

CELEBRANTS:

Douglas G. Westgate, B.A., M.ED.	519-667-4098 or 519-786-226
Kettle Creek Weddings	www.kettlecreekweddings.com 866-206-2298 or 519-633-2998

Bluewater Wedding Service	E-Mail: bluewed@rivernet.net www.rivernet.net/~bluewed/ (519) 332-4800
- Pastor Barbara Western-Pajuk	

Doug & Gayle Davies	E-Mail: davies@tnt21.com www.ontariomarriagecommissioners.com (519) 395-3323
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All Seasons Weddings	www.allseasonsweddings.com (800) 545-3681
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Thames Valley Weddings	cebrowning@hotmail.com (519) 471-8143
- Carol E. Browning	

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CHAIRCOVERS:

Gala-Galore – Karen Howie	519-453-6726
NJS Design & Party Rental	519-482-5184
Brites Linen Service	519-337-1134

DISC JOCKIES, BANDS & ENTERTAINERS:

Absolutely Groovy	519-472-0653	
	Web Site: http://ca.geocities.com/absolutelygroovydj@rogers.com/	
Face The Music	519-680-0789	
“Highway 19” – Tina McEwin	519-680-0789	
Hunter’s Sound System	519-473-1055	Web Site: www.huntersdj.com
Music Central	519-680-0698	E-Mail: musiccentral@musiccentral.ca
PRS Productions	519-659-8292	
“New Boys” – Terry Carroll	519-271-8153	
Johnny Noubarian	519-472-2426	
Willie O’Hagan	519-376-8245	
Garry Robertson	519-681-9293	
Paul Sharpe	416-391-5161	
“Spirit” - Brad Rose	519-685-6561	
Vanrock Sound	519-668-3555	Web Site: www.vanrock.com

FLORIST:

Garden Gate	519-238-1701
Twigs Floral Design	519-238-1262
Frontier Flowers	519-294-6994
Village Vines	519-235-0009
Flowers by Bill Bush	800-674-8056

FORMAL WEAR RENTAL:

Bud Gowan Formal Wear	519-672-6210	Web Site: www.budgowan.com
Peckitt’s Men’s Wear	519-238-6165	
Moores Clothing for Men	519-685-1630	Web Site: www.mooresformalwear.com

ICE SCULPTURES:

Iceculture Inc.	519-262-3500	E-mail: weddings@iceculture.com
		Web Site: www.iceculture.com

MUSICIANS:

London Musicians Association	Phone/Fax: 519-685-2540	Web Site: www.londonmusicians.com
		E-mail: lna@execulink.com

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OAKWOOD RESORT:

Oakwood Dining Room: 519-238-2324 Ext. #328
Group Sales: 519-238-2324 Ext. #357 or Ext. #394
Activities: 519-238-2324 Ext. #325
Event Planning: 519-238-2324 Ext. #313
Front Desk: 519-238-2324 Ext. #0
Lakeside Spa: 519-238-2324 Ext. #334
Pro Shop: 519-238-2324 Ext. #360 ~ or ~ In Golf Season: 519-238-8060

PHOTOGRAPHY & VIDEOGRAPHY:

Mary Lynn Fluter Photography	519-434-7075	or 519-238-8554
Abela Photography	519-472-4512	
Victor Alderson	519-786-1298	
Bart deVries	519-235-1298	
Brenda Coghlin	519-666-3297	
Exeter Video & Audio Services	519-235-1298	
Ken Whittaker	519-681-0481	
Sandra Regier	519-236-7599	
Bob Peel	519-668-7120	

RENTALS:

Raymond Brothers	519-455-2660 Ext. #24	Web Site: www.raymondbrothers.ca
Big Top Tent Rental	519-661-8603	Web Site: www.bigtoptents.com
Sail Huron	519-565-5902 / 878-4141	E-Mail: info@sailhuron.com
Wedding & Party Place	519- 474-7278	
Par-Tee Rentals	519-882-0466	Web Site: www.par-tee.com
Rader Rentals	519-236-7801	E-Mail: : jrader@hay.net
Signature Events Rentals	519-474-7278	E-Mail: : info@signatureevents.ca
		Web Site: www.signatureevents.ca

PRS Productions – DJ Services & Light Show, Themes & Other Audio-Visual Rentals

- Jay Davis - 519-659-8292 E-Mail: jdavis@prs.ca

A & B Party Rental 519-471-7492 Web Site: www.a-bpartyrental.com

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