



27 July 2010

## **2011 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 ...**

- **Booking Contact:** (519) 238-7357 or (519) 238-2324 Ext. #357

**David Bartlam, Director of Sales**

**E-Mail: [dbartlam@oakwoodinnresort.com](mailto:dbartlam@oakwoodinnresort.com)**

- **Planning Details:** (519) 238-7325 or (519) 238-2324 Ext. #325

**Diana Simpson, Conference & Event Manager**

**E-Mail: [dsimpson@oakwoodinnresort.com](mailto:dsimpson@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 !

# 2011 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**

\$ 119.00 per Person, Including Tax & Gratuities

### **GOLD PACKAGE**

#### **4 Hour Host Bar**

\$ 129.00 per Person, Including Tax & Gratuities

### **PLATINUM PACKAGE**

#### **6 Hour Host Bar**

\$ 139.00 per Person, Including Tax & Gratuities

## **Each of these packages includes ...**

- ♥ All Applicable Tax 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 Alcoholic Punch & 1 Bowl of Non-Alcoholic 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
- ♥ 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

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- ♥ **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.
- ♥ 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
  - See [www.socan.ca](http://www.socan.ca)

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# 2011 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 **110%** 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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### Weekend Entertainment

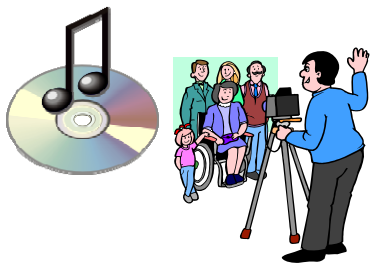
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### NEAR:

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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:**

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

**CELEBRANTS:**      **Douglas G. Westgate, B.A., M.ED.**      519-667-4098 or 519-786-226

**Kettle Creek Weddings**      [www.kettlecreekweddings.com](http://www.kettlecreekweddings.com)  
866-206-2298 or 519-633-2998

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

**Doug & Gayle Davies**      E-Mail:      [davies@tnt21.com](mailto:davies@tnt21.com)  
      [www.ontariomarriagecommissioners.com](http://www.ontariomarriagecommissioners.com)  
(519) 395-3323

**All Seasons Weddings**      [www.allseasonsweddings.com](http://www.allseasonsweddings.com)  
(800) 545-3681

**Thames Valley Weddings**      [cebrowning@hotmail.com](mailto:cebrowning@hotmail.com)  
- Carol E. Browning      (519) 471-8143

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## CHAIRCOVERS:

<b>Gala-Galore – Karen Howie</b>	519-453-6726
<b>NJS Design &amp; Party Rental</b>	519-482-5184
<b>Brites Linen Service</b>	519-337-1134

## DISC JOCKIES, BANDS & ENTERTAINERS:

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

## FLORIST:

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

## FORMAL WEAR RENTAL:

<b>Bud Gowan Formal Wear</b>	519-672-6210	Web Site: <a href="http://www.budgowan.com">www.budgowan.com</a>
<b>Peckitt’s Men’s Wear</b>	519-238-6165	
<b>Moores Clothing for Men</b>	519-685-1630	Web Site: <a href="http://www.mooresformalwear.com">www.mooresformalwear.com</a>

## HAIRSTYLISTS:

<b>Accents Hair Studio</b>	519-238-1010
<b>Beauty &amp; The Beach</b>	519-238-6520
<b>Hair Bend’rs</b>	519-238-8822
<b>Salon 21</b>	519-238-6794
<b>Studio 8180</b>	519-238-8180

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## ICE SCULPTURES:

**Iceculture Inc.**

519-262-3500

E-mail: [weddings@iceculture.com](mailto:weddings@iceculture.com)

Web Site: [www.iceculture.com](http://www.iceculture.com)

## MUSICIANS:

**London Musicians Association** Phone/Fax: 519-685-2540

Web Site: [www.londonmusicians.com](http://www.londonmusicians.com)

## OAKWOOD RESORT:

**Oakwood Dining Room:** 519-238-2324 Ext. #328

**Group Sales:** 519-238-2324 Ext. #357

**Event Planning:** 519-238-2324 Ext. #325

**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 Coghin** 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

**Big Top Tent Rental** 519-661-8603

**Sail Huron** 519-565-5902 / 878-4141

**A & B Party Rental** 519-471-7492

**Par-Tee Rentals** 519-882-0466

**Rader Rentals** 519-236-7801

**Signature Events Rentals** 519-474-7278

Web Site: [www.raymondbrothers.ca](http://www.raymondbrothers.ca)

Web Site: [www.bigtoptents.com](http://www.bigtoptents.com)

E-Mail: [info@sailhuron.com](mailto:info@sailhuron.com)

Web Site: [www.a-bpartyrental.com](http://www.a-bpartyrental.com)

Web Site: [www.par-tee.com](http://www.par-tee.com)

E-Mail: [jrader@hay.net](mailto:jrader@hay.net)

E-Mail: [info@signatureevents.ca](mailto:info@signatureevents.ca)

Web Site: [www.signatureevents.ca](http://www.signatureevents.ca)

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

- Jay Davis - 519-659-8292 E-Mail: [jdavis@prs.ca](mailto:jdavis@prs.ca)

## TRANSPORTATION:

**Cha-co Trails** Chatham 519-336-3685 or 888-279-4799

**Greyhound Canada** London 519-434-3248 or 519-434-3245 Web: [www.greyhound.ca](http://www.greyhound.ca)

**Coach Canada** Peterborough 705-748-6411 or 800-461-7661 Web: [www.coachcanada.com](http://www.coachcanada.com)

**Ontario Shuttle Service** Goderich 519-524-8296 or 519-440-8282 Web: [www.ontarioshuttleservice.com](http://www.ontarioshuttleservice.com)

**Robin Hood Tours** Goderich 519-524-4540 or 800-268-2838 Web: [www.robinhoodtours.com](http://www.robinhoodtours.com)

**Star Taxi** Grand Bend & Parkhill 519-238-7827 or 519-294-0794 Web: [www.startaxi.ca](http://www.startaxi.ca)

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