

**Guest Sleeping Rooms:** The Lodge offers 44 standard rooms and 10 suites. A group block with a selection of rooms will be made for you to fit your needs. Check in time is 3:00pm and check out is 11:00am for all rooms. These required times facilitate a smoother transition for all our guests. Our group rates are honored three days prior and three days after to accommodate your needs.

**There are two options for a wedding at the lodge: *Initial by the option that applies to your wedding***

**Partial Rental** – A room block is set up for guests to call in and make reservations. 45 days prior to the wedding, any rooms not taken in the block will be released. The dance and dinner will be held in the Glendoris Room at the Latchstring Restaurant. ***Initial*** \_\_\_\_\_

**Entire Lodge Rental** – All 54 rooms are guaranteed for the wedding. It is the bride and grooms responsibility to pay for any rooms not reserved by the wedding guests. With this option, the dinner is held in the Glendoris Room and the dance can be held in the Great Room at the lodge. Entire lodge has to be set up at the time of booking. ***Initial*** \_\_\_\_\_

**Deposit:** A \$1000 **non-refundable** deposit is required at the time of booking with an additional required payment of \$4000 due 30 days prior to the wedding. 50% of estimated food and beverage expenses must be paid 30 days prior to the ceremony with the balance paid in full upon conclusion of the event.

**Facility Fee:** Rental of the Great Room, Roughlock Room, Glendoris Room or outdoor site (Spearfish Canyon Lodge is not affiliated with Roughlock Falls or Spearfish Falls) is \$5000 plus tax. This facility rental charge includes: set-up, clean up, china, linens, chair covers, dance floor, punch fountain, chocolate fountain, and decorations owned by facility. The lodge will attempt to color-coordinate all linens based on current availability of color selection. The Latchstring Restaurant deck is not a part of the Glendoris Room. Therefore it is not available to wedding groups.

**Set-up:** Banquet Rooms will be available for decorating & set-up at 11AM on the day of the wedding. All candles must be dripless or have proper holder to catch the wax. Please – no balloons or rose petals at your event. Events can have a maximum of **150** guests including the wedding party. Less maximum seating may be required depending on room set up. The bridal party is responsible to establish someone to supervise the gift table. We recommend that you move your gifts to your suite as soon as possible. Reception room is available until midnight for your dance.

**Subcontracted Items:** The wedding party is welcome to hire a decorator, photographer, florist, wedding cake specialist, musicians and DJ. The Lodge is not responsible for any subcontracted or personal items, including but not limited to: cold storage for flowers or cakes, personal decorations, cake supplies, or musical equipment. Due to continuing changes in technology the lodge does not offer audio equipment (speakers, MP3 player, docking stations etc.) we do have a CD player available in the Lodge to use during your ceremony.

**Food and Alcohol:** All food and alcoholic beverages must be purchased through the Catering Office (with the exception of nuts, mints & cake). The Lodge strictly enforces the legal drinking age of all patrons and reserves the right to refuse service to anyone or end the reception if underage drinking occurs. Personal liquor, beverages, and food may not be brought into any public areas including the Latchstring Restaurant. Left over cake will not be kept more than two days after wedding.

**Black-Out Dates:** during the Sturgis Motorcycle Rally

**Invitations:** Please send a photocopy, scan or original of your wedding invitation to the Sales Department.

**Damaged or Stolen Items:** Any items that belong to Spearfish Canyon Lodge and/or contracted by us that are stolen or damaged will be charged to the master bill.

Please sign a copy of the Spearfish Canyon Lodge Wedding Policies and return with your contract. We have enclosed a copy for your references. Thank you.

\_\_\_\_\_  
Bride or Groom Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Brenda Fink, Sales Manager

\_\_\_\_\_  
Date

### **Mayors / Clergy**

#### Wedding Services of the Black Hills

Civil and Religious	Hill City	605-574-4866
Mayor of Lead	Lead	605-584-1401
Mayor of Deadwood	Deadwood	605-578-2600
Mayor of Spearfish	Spearfish	605-642-1320
Steve Agan	Lead	605-584-1959
Lawrence County Courthouse	Deadwood	605-578-3930
Amy Varland	Rapid City	605-343-4062
Robin Gulledege	Spearfish	605-717-0272
Marriage Licenses	Rapid City	605-394-2170
Jamie Hunter	Rapid City	605-490-3617

### **Decorators/Flowers/Supplies**

Table 4 Décor	Rapid City	605-341-6705
Black Hills Receptions & Rentals	Rapid City	605-342-8888
Clark Printing	Spearfish	605-642-4705
Sand Creek Printing	Spearfish	605-642-4061
Cora's Creations	Spearfish	605-642-2253
Petal Pushers	Deadwood	605-584-2041
Bloomers	Deadwood	605-578-7737
Dakota Designs – Johnna Ladson	Spearfish	605-641-1508

### **Cakes**

Safeway	Spearfish	605-642-5728
Cakes by Design	Rapid City	605-923-3047
Piece of Cake	Rapid City	605-393-8234
Cakes & More	Rapid City	605-716-6636
Berry's Best	Spearfish	605-645-7806

### **Music**

Complete Music	Rapid City	605-348-8869
Marek's DJ Services	Rapid City	800-895-6758
Black Hills Symphony String Quartet	Rapid City	605-718-3867

### **Rentals**

Time Equipment Rentals	Rapid City	605-348-2360
Steve Naeve	Rapid City	605-343-2537
Rapid Rent all	Rapid City	605-342-7350
Westmoor Music Company	Rapid City	605-343-3000
Haggerty's Music Works	Rapid City	605-348-6737

### **Portrait Studios**

Black Hills Portraits	Spearfish	605-722-0802
Captured Radiance Photography	Summerset	605-391-2358
James Photography	Spearfish	605-642-5726
Samuel's Studio	Rapid City	605-343-6844
T&M Studios	Sturgis	605-347-2922
Johnny Sundby	Rapid City	605-343-5646
Ryan Becker Photography	Rapid City	605-209-3207
Bob Wilson	Spearfish	605-591-2706

### **Churches**

All Angels Episcopal Church	Spearfish	605-642-4349
Calvary Temple Assembly of God	Spearfish	605-642-3844
Canyon Crossing Evangelical Free Church	Spearfish	605-641-1529
Christian Science Society	Spearfish	605-642-1869
Countryside Community Church	Spearfish	605-642-0585
First Baptist Church GARBC	Spearfish	605-642-2931
Hillsview Church of Nazarene	Spearfish	605-642-3436
Hope Lutheran Church Wisconsin Synod	Spearfish	605-722-3857
Mountain View Baptist Church	Spearfish	605-642-4036
New Covenant Presbyterian Church	Spearfish	605-642-1122
Northern Hills Baptist Church	Spearfish	605-642-2884
Northern Hills Church of Christ	Spearfish	605-644-1745
Our Savior's Lutheran Church	Spearfish	605-642-3715
Praise Fellowship Church	Spearfish	605-642-7222
Seventh Day Adventist Church	Spearfish	605-642-0874
St. Joseph's Catholic Church	Spearfish	605-642-2306
St. Paul Lutheran Church	Spearfish	605-642-2929
Solid Rock Church	Spearfish	605-642-0955
The Lord is my Light Church of God	Spearfish	605-717-1145
United Church of Christ	Spearfish	605-642-8253
United Methodist Church	Spearfish	605-642-3457
Christ Church Episcopal	Lead	605-584-3607

### **Bridal Boutiques**

Bridal Boutique	Spearfish	605-722-5100
Audra's Bridal Gallery	Rapid City	605-348-8816

### **Hair Salons**

Accents Salon & Day Spa	Spearfish	605-722-6222
Hair Panache	Spearfish	605-642-7788
Madison's Styling Salon	Spearfish	605-642-3531
Mane Attraction	Spearfish	605-642-3545
Creatif Cuts	Spearfish	605-642-4251

### **Tea Parties**

Adam's House Museum	Deadwood	605-578-3724
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### **Wedding Coordinator**

Mary Russell	Spearfish	605-717-4546
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