

## QUICK OVERVIEW

What does Portola inn provide for my wedding and reception?

1. Five planning/consultation meetings.
2. Vendor coordination
3. One hour rehearsal
4. Three hours to set up
5. Five to six hours for your event
6. All chairs and tables, set up and take down, for up to 200 people.
7. Table linens
8. Use of any of the items on the Accessory List
9. Wedding Coordinator for you rehearsal, wedding, and reception.
10. Parking for up to 50 cars and parking attendants.
11. Greeters and assistants at the site to ensure a smooth event
12. Three portable restrooms for use by your guests.
13. Two hour session for engagement photos.
14. For your caterer: site for Bar-B-Que, indoor area to prep food, access to kitchen, access to water, and removal of trash.

Are there other costs I should be aware of?

1. One to Two nights rental for the Guest House and Master Suite (which will also be used as the bridal changing area and groomsmen changing area).
2. Event Insurance
3. \$500 Security Deposit (to be returned one week after event if there is no damage and contract was honored)
4. Additional charge for place settings and dishwashing if your caterer uses our dishes.
5. Larger weddings may require use of a shuttle from offsite parking.
6. Large wedding parties may be asked to book a third room.