



## Wedding Planner Guide

Bride's Name \_\_\_\_\_  
Groom's Name \_\_\_\_\_  
Wedding Date \_\_\_\_\_  
Address \_\_\_\_\_  
City/State/Zip \_\_\_\_\_  
Telephone \_\_\_\_\_

It is our wish to make your reception a most memorable and successful event. We offer this guide to help you consider all the details that comprise a Wedding Party. Please review all the questions, answer those applicable to your event, and bring this with you for your meeting with our sales representative. Please call our office to set up an appointment to discuss your reception one month previous to the event.

### The Wedding:

Name of Church and town (if not Grand Forks) \_\_\_\_\_  
Time of Ceremony \_\_\_\_\_

### Guests:

Approximate number of Guests \_\_\_\_\_  
Actual guarantee due a minimum of 72 hours previous to event. If fewer than the guaranteed number is served, you will be charged for the guarantee.  
Arrival Time at Clarion Inn \_\_\_\_\_

### Banquet Room Set Up/Arrangement:

Round Tables (176 maximum) \_\_\_\_\_ Banquet Set/Rows \_\_\_\_\_ Squares \_\_\_\_\_  
A combination of all styles can be done, depending on the number of guests.  
Head Table and number of guests at the Head table \_\_\_\_\_  
Reserved Tables \_\_\_\_\_ Number of tables \_\_\_\_\_ Number of Guests \_\_\_\_\_  
Will you need: Guest book table \_\_\_\_\_ Gift Table \_\_\_\_\_  
                  Cake table \_\_\_\_\_ Punch Table \_\_\_\_\_  
                  Dance Floor \_\_\_\_\_ Microphone at head table \_\_\_\_\_

**Linens/Centerpieces/Flowers:**

Color of table Linen: Ivory\_\_\_\_\_ White\_\_\_\_\_ Special Order\_\_\_\_\_

Color of Linen Napkin (based on availability)\_\_\_\_\_

Do you wish to use Clarion Inn Floating Candle Centerpieces\_\_\_\_\_

Will you provide your own centerpieces\_\_\_\_\_

Will flowers or greenery be delivered to the Clarion Inn\_\_\_\_\_

Florist\_\_\_\_\_ Telephone\_\_\_\_\_

**Special Items:**

Imprinted Dinner Napkins\_\_\_\_\_ Imprinted Cocktail Napkins\_\_\_\_\_

Mints\_\_\_\_\_ Nuts\_\_\_\_\_ Placement\_\_\_\_\_

Cake Knife\_\_\_\_\_ Bride & Groom Champagne Glasses\_\_\_\_\_

Other \_\_\_\_\_

A \$25.00 fee applies if we set out favors, mints, or other items at individual tables.

**The Wedding Cake:**

Name of Baker\_\_\_\_\_ Telephone\_\_\_\_\_

Time of Delivery/Setup (Based on room availability)\_\_\_\_\_

Do you wish to save the top layer (Please provide box)\_\_\_\_\_

Do you have cake cutters & servers\_\_\_\_\_

The Clarion Inn will cut and serve sheet cakes for \$ .50 per person, we will cut a layer cake, serve the head table and plate for self service for \$50.00.

All cake items, (pillars, fountains, figures, decorations, etc.) are the responsibility of the wedding party. The Clarion Inn will not be responsible for returning the items.

If you have special decorations for the cake table, please schedule setup times needed.

**Your Meal:**

Plated and Served\_\_\_\_\_ Buffet Style\_\_\_\_\_

Pre set Salads\_\_\_\_\_ Pre set Cake\_\_\_\_\_

Time of Dinner Service\_\_\_\_\_

Menu

Selection:\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Special

Services\_\_\_\_\_

\_\_\_\_\_

**Beverage Services:**

Host Bar \_\_\_\_\_ Cash Bar \_\_\_\_\_

A host bar & cash bar can be combined, i.e. host before dinner, cash for dance, or by hours, i.e. host bar from 5:00pm to 7:00pm and cash bar after 7:00pm.

Hours of Service \_\_\_\_\_ Drink Tickets \_\_\_\_\_

Purchase Kegs \_\_\_\_\_ Brands \_\_\_\_\_

Champagne \_\_\_\_\_ Served By \_\_\_\_\_ Time \_\_\_\_\_

Punch per gallon \_\_\_\_\_ Do you have servers \_\_\_\_\_

If cash bar total sales do not exceed \$300.00, a \$50.00 per bartender charge will be incurred for the evening.

**Entertainment:**

Live Band \_\_\_\_\_ DJ \_\_\_\_\_

Name of contact \_\_\_\_\_ Telephone \_\_\_\_\_

Setup Time \_\_\_\_\_ Beginning Time \_\_\_\_\_

\*\*\*\*\* Music must stop at 12:30AM\*\*\*\*\*

**Guest Sleeping Rooms:**

Bride & Groom Room \_\_\_\_\_ Room Block for Guests \_\_\_\_\_

**Policies:**

The Clarion Inn requires a \$600.00 deposit/rental fee at the time of booking. This is a non-refundable fee.

Due to liability laws, all food and beverage must be purchased from the hotel. A fee of \$300.00 will be charged to the wedding party for any outside beverage or food items brought into the banquet rooms without management consent. The exceptions include the following, cakes, mints, nuts, and wedding tokens.

Minors consuming alcohol will not be tolerated and escorted from the property.

Rice, confetti and other related items are not allowed. A \$200.00 cleaning fee will apply.

Music must conform to Clarion Inn volume standards. A verbal warning will be given to the entertainer one time, any further warnings will result in the stoppage of the music. The Clarion Inn will not be responsible for lost fees resulting from a violation. The volume standards are set to satisfy both banquet guests and hotel guests. Music must stop by 12:30am.

**Payment of all charges must be settled within 72 hours of the event.**

**Clarion Inn Grand Forks Sales Office 701-772-7131**