

Eventricity USA Inc.

Appendix 'A'
Ver. 101818

As of August 26,
2018

Base Inclusive & Premium Inclusive Wedding Event Standards

For Events

Located at:

Settlers Creek Special Event Venue

5803 West Riverview Drive, Coeur d'Alene Idaho 83814

Bases for Formal Offer (Inclusions)

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1. **Site and Event Spaces:**
- A. Use of all established on-site event spaces:
 - B. One client per event day. No concurrent events:
 - C. Customized event segments and event flow:
 - D. Coordinated on-site rehearsal (Date TBD, not necessarily day before):
 - E. Fully staffed and serviced event:
2. **On Site Event Management:**
- A. Assigned planner for onsite planning & day of coordination:
 - B. Managed on-site vendors:
 - C. Preferred vendor list available:
 - D. Graphic drawing layouts of reception and ceremony provided:
3. **Event Duration:**
- A. Maximum duration of 6 hours starting at guest arrival:
 - B. Wedding party arrival as early as 10:00am:
 - C. Reception to end at 10:30pm, Exiting to 11:00pm (Fri & Sat):
 - D. Reception to end at 9:30pm (Sun):
4. **Ceremony:**
- A. Event space/location of choice:
 - B. Dedicated ceremony seating (chairs never moved to reception):
 - C. Integrated site foral:
 - D. Ceremony table of choice:
 - E. Self serve beverage station (beverage of choice):
 - F. Entry structure optional:
 - G. Custom center isle treatment optional:
 - H. Gazebo fabric draping optional:
 - I. Gazebo chandelier:
5. **Cocktail Hour (between ceremony and reception):**
- A. Location and layout of choice:
 - B. Tray Passed Hors d'oeuvres (See sample menu):
 - C. Manned bar service (house beer & wine, upgrades available):
 - D. Cocktail tables, style/type of choice:
 - E. Cocktail table linens of choice:
 - F. Cocktail table linen ties of choice:
 - G. Wine barrel cocktail tables:
 - H. High top chairs (optional):

6. **Fully Serviced Reception:**
- A. Location of choice:
 - B. Custom layout per client:
 - C. Tables bussed after dinner (and dessert as appropriate):
 - D. Manned bar service (house beer & wine, upgrades optional):
 - E. 60" round tables (8 tops):
 - F. Family style tables optional:
 - G. Solid resin padded white event chairs (others optional):
 - H. Solid color table linens of choice (to floor, linen upgrade optional):
 - I. Solid color napkin linens of choice:
 - J. Table runners and accent linens optional:
 - K. Event grade china tableware:
 - L. Event grade silverware:
 - M. Footed water glasses or clear mason jars:
 - N. Infused Ice water carafes at tables:
 - O. Self-service beverage station(s):
7. **Full Service Catering:**
- A. Customized menu (placeholder menu for financial placeholder only):
 - B. Tray-Passed Hors d'oeuvres for cocktail hour (see issued menu):
 - C. Two proteins/meats (see issued menu):
 - D. 3 to 4 sides: (see issued menu):
 - E. Client's vendors provided catering at no cost (no formal place setting):
 - F. Plated courses optional:
 - G. Champagne toast for bride & groom. Glass flutes:
 - H. Meals for individuals with special dietary needs optional:
8. **Self-Serve Beverage Station:**
- A. Available beverages (coffee, ice tea, infused ice water, lemonade, hot tea):
 - B. Footed coffee and tea glasses:
 - C. Plastic cups for cold beverages at this tables: (various colored mason jars or footed gobblets optional):
9. **Buffet Tables/Line:**
- A. Manned carving station(s) for whole meats & fish:
 - B. Buffet tables tiered w/ clouded linens (client customization welcome):
 - C. ½ Wine barrels (for chilled food presentation):
 - D. Stainless steel chafing dishes and ceramic platters:
 - E. House décor for buffet tables:
10. **Staffed Bar Service:**
- A. 3 Domestic non-micro brew (upgrades available):
 - B. Customized wine list specific for your event (upgrades optional):
 - C. House champagne w/ glass flutes (bride & groom. Guests optional):
 - D. Black bar linens:
 - E. Crystal stemmed wine glasses:
 - F. Crystal beer glasses:
 - G. SC's bar tender to serve all alcoholic beverages:
 - H. Tableside wine and beer service optional:
 - I. Specialty vintage lemonade bar optional:

11. **Dessert**
- A. Served wedding cake as appropriate with dessert type (cake provided by client):
 - B. Plates and forks for served desserts as appropriate:
 - C. Personal sized desserts on self serve station:
 - D. Client's vendor to set dessert. SC to coordinate:
12. **Bride & Groom Spaces:**
- A. Individual rooms provided. Available as early as 10:00am:
 - B. Rooms serviced with house snacks & beverages:
 - C. Bridal hair and make-up vendors allowed:
 - D. Commercial steamers and irons:
13. **Audio Availability:**
- A. Built-in audio equipment available in barn:
 - B. Built-in audio equipment available in gazebo:
 - C. Portable 2 or 4 speaker DJ audio system rental optional:
14. **Dance Floor:**
- A. Dance floor of appropriate size for amphitheatre:
 - B. Existing upstairs barn floor serves as dance floor:
15. **Misc. Tables:**
- A. Dessert table:
 - B. Guest book:
 - C. Gift table:
 - D. Picture/party favor table:
16. **Décor (interior & exterior):**
- A. Railing, landscape & barn lighting:
 - B. Bistro lighting over dance floor:
 - C. Bistro lighting over amphitheatre seated areas:
 - D. Bistro lighting in areas beyond main amphitheatre dining area (optional):
 - E. On-site basket, ½ barrels and potted flowers (integrated site floral):
 - F. Centerpieces (optional):
 - G. SC owned vintage items, chalk boards, etc. (inventory varies):
 - H. SC Place/Set Client Furnishings:
17. **Parking/Guest Arrival/Transportation:**
- A. Self parking for guests in pasture (open parking):
 - B. Designated parking for bride/groom:
 - C. Guest arrival station (ice tea or infused ice water):
 - D. On-site transportation for impaired optional (to be operated by Settlers Creek employee):
18. **Client's Vendor Support:**
- A. Refrigeration for flowers and dessert (space limited):
 - B. Base 120V power available for DJ, band and photobooths:
 - C. Catering & non-alcoholic beverages provided (No formal place settings provided):



- 19. **Sanitary Facilities:**
 - A. Indoor men's and women's bathrooms (Located in the grain silos):

- 20. **Tenting & Inclement Weather:**
 - B. Event Plan 'B' planning:
 - C. Inclement weather measures optional:
 - D. Cold weather/heat optional:

- 21. **Insurance:**
 - A. Special event insurance:
 - B. Client's vendors required to provide GL in favor of SC:

- 22. **Taxes & Gratuity:**

Subject to Change

Upgrades Included in "Premium Inclusive":

- A. Upgraded/style of linen:
- B. Linen table runners of choice:
- C. 12" table chargers:
- D. Draping at gazebo site:
- E. Available ceremony entry structure:
- F. Custom client logo gobo and projection light:
- G. Custom silo lighting program:
- H. Made to order specialty vintage lemonade bar:
- I. Split Reception (Dining in one event space, 2nd half of reception in another event space):
- J. Food tasting of menu items with Settlers Creek chef:
- K. Plated salad course:
- L. Menu upgrades including salmon, angus ribeye roast, shellfish appetizers:
- M. Assorted yard games:
- N. On-site transportation for impaired:

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*** Pricing Varies, see individual pricing on Appendix "G" Event Options***

Subject to Charge

Items Excluded

Unless otherwise specifically included
(may be added with additional cost)

1. Distilled or hard liquors.
2. Entertainment (DJ or Band), audio or video equipment.
3. Dessert.
4. Plated meal courses.
5. Activities.
6. Photography/videographer.
7. Photo booth.
8. Officiate.
9. Ceremony special aisle treatment.
10. Ceremony floral.
11. Centerpiece floral.
12. Wedding party floral.
13. Other floral.
14. Outside professional/formal event planner.
15. SC manage sound system.
16. Printed materials.
17. Inclement weather measures.
18. Heat or air conditioning. Portable heaters optional.
19. On or off-site transportation.
20. Valet or managed parking.
- 21. Options noted on "Option List"**
22. Special utility needs.
23. Custom décor, lighting or staging.

The Nature of Settlers Creek as a Special Event Venue:

Settlers Creek is set within a scenic rural neighborhood. We respect the natural quite setting and the community around us and ask our clients and their guests to do the same by keeping the sound levels and hours of operation within the limits set in the agreement and maintain an event that is consistent with a measured and respectful event atmosphere. Our livelihood depends on our ability to maintain such an atmosphere while providing a level of service and unique experience that exceed our guest's expectations.

Settlers Creek Special Event Venue

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