the nature inn

WEEKEND WEDDING WORKBOOK

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Wedding Workbook

This workbook has been designed to assist you with every step of planning your upcoming wedding at The Nature Inn. It will guide you through all of the to dos and provide helpful tips that we believe are important for every couple to know about when planning their wedding at The Nature Inn. Most of all, it will give you peace of mind that your big day will be nothing short of perfect!

Be sure to keep an eye out for the Coordinator Notes throughout the workbook for helpful advice and tips when planning your wedding at the inn!

The Nature Inn at Bald Eagle
(814) 625-2879
kashia@waldenhospitality.com
natureinnatbaldeagle.com

201 Warbler Way
Howard, PA 16841

from your wedding coordinator

Congratulations! Please allow me to extend my personal thanks and appreciation for allowing myself and the entire staff at the Nature Inn to participate in your special day. The Nature Inn is truly a one-of-a-kind wedding venue! We benefit from the natural beauty of our surroundings, the amazing craftsmanship that was put into the construction of the Inn and a dedicated staff that exceeds expectation at every turn.

What does this mean to you when securing a date for your wedding weekend? Personalized service beginning with a site visit and tour of our facility, a private tasting with our chef so that you can confidently choose your wedding day menu, and personal consultation on every detail of the destination wedding package from timing to vendor selection, menu choices and linen colors.

I will guide you through every step of the process, culminating with your special day. Weddings are by far the most exciting events to plan! I feel it's a great honor to participate in the coordination of such a special occasion. It is a privilege to get to know couples and their loved ones over the course of the planning process, which sometimes can extend to two years! When your day finally arrives, our staff expertly executes the many details we've planned while you and your guests take in the beauty and splendor of the day!

Kashia Quay

KASHIA QUAY
WEDDING COORDINATOR

planning timeline

Coordinator Notes:

Fill in the blank dates on this timeline to plan ahead and know when we will be reaching out to you to finalize details about your special day!

We suggest that you begin reaching out to vendors as soon as you secure your wedding dates with us!

Rooming assignments are something you will want to start thinking about right away to make sure you have suitable accommodations for all of your guests that will be traveling to join you!

You will need to contact the Bald Eagle State Park office directly to receive the Letter of Authorization & Alcohol Permit Application. They ask that couples wait to submit this paperwork until the beginning of their wedding year. Call them directly at (814) 625 - 2775 (option 5) to have them send you the required paperwork!

When you submit your final guest counts, don't forget to include any dietary restrictions and if your count includes any children (list ages) or vendors!

Plated meals will also require meal indicators be placed at each seat

One to Two Years Before:

☐ Visit The Nature Inn for a site tour with the wedding coordinator

☐ Secure your wedding date!

Six Months Before: ___/___/___

☐ Schedule tasting

During Tasting: ___/___/___

☐ Finalize menu selections

☐ Discuss basic setup details

☐ Create preliminary wedding day timeline

Four Months Before: ___/___/___

☐ Complete rooming assignment worksheet and submit to Nature Inn

*do this prior to sending out invitations

Two Months Before: ___/___/___

☐ Finalize & submit LOA & Alcohol Permit Application

*can be submitted as early as January of wedding year

☐ Finalize & submit Supplemental Rental Agreement(s)

One Month Before: ___/___/___

☐ All guest rooms should be reserved & paid in full

☐ Last chance to make reception menu changes

☐ Submit preliminary timeline to The Nature Inn

Three Weeks Before: ___/___/___

☐ Final guaranteed guest count & approve final proposal

Two Weeks Before: ___/___/___

☐ If having a plated reception dinner - submit table & seating assignments (with diagrams) to The Nature Inn

☐ Approve final timeline so Nature Inn can share with vendors

payment schedule

Initial Deposit ($2500) - due at booking to secure date ☐
Remaining Balance of Wedding Package - due at tasting ☐
Reception Catering & Any Unpaid Guest Rooms - due weekend of event ☐

cancellation policy

- **Non-refundable** wedding deposit of **$2,500.00** is due at the time of booking
- Cancellations received between the payment date and up to **ninety (90) days** in advance of your wedding weekend date are subject to a **cancellation fee of 50%** of the overall package cost
- Cancellations received **less than 90 days** in advance of your wedding weekend are subject to a **cancellation fee of 100%** of the overall package cost

love you to the
mountains and back

destination weekend wedding package

Simplified Planning. Exceptional Service.

The Nature Inn at Bald Eagle delivers an unparalleled destination wedding experience featuring a picturesque setting, stunning lake views, and modern interior design. Drawing on a decade's worth of successful wedding planning with couples, we have crafted the perfect destination wedding package for you and your guests that eliminates the guesswork so that you can savor the moment! Our experienced staff will guide you through the details, and you'll have plenty of opportunity to customize the weekend with personal touches to create the wedding of your dreams. Your weekend long package will include:

- Exclusive access to our Lakeside Lodge coupled with the amenities of Bald Eagle State Park
- Complimentary Bridal Suite with Lake View
- Rehearsal Dinner Barbecue for up to 50 guests
- Wedding Day Luncheon display for up to 50 guests
- Continuous soft beverage and coffee station for your guests
- Private Lakeview Ceremony Site set with up to 100 white padded folding chairs
- 20x30 White Tent for a rainy day ceremony, cocktail hour shade or lawn games
- Chef's Menu Tasting for Couple
- Five Hour Reception Service, including a fully appointed cocktail hour on our lake front patio, dining tables & chairs for up to 100 set to your preference with choice of floor length linens & napkins to complement your color palate
- Wedding cake cutting service with optional decorative serving set available
- Post Reception, Late Night Local Pizza Display for up to 50 guests
- Exceptional country style hot Breakfast Buffet for all overnight guests
- Weekend long, onsite lawn games
- Build your own s'mores bar at the fire pit Friday and Saturday nights
- Amenity basket in each public restroom
- A dedicated event coordinator who works with you from the day you book, throughout the planning process and who is present to ensure your wedding day runs perfectly
- $150 vendor credit towards professional DJ service of your choice & $100 vendor credit toward any other professional vendor of your choice

All-inclusive Destination Weekend Wedding Package Price: $8,995.00

All charges, including tax & gratuity, have been calculated and are included in our all-inclusive pricing structure. Likewise, our reception pricing is based on the menu selected, service style, and actual number of guests attending and is a straightforward, all-inclusive price per person. Please note that wedding receptions that exceed 90 guests, or choose to have tented reception seating, will require additional equipment rentals with corresponding charges. Your event planner will be glad to provide you with a personalized quote.

destination wedding weekend menus

Our destination wedding package includes both a rehearsal dinner barbecue and a wedding day luncheon for your guests that are staying with you at the inn, ***up to 50 guests****. The menus are predetermined and accommodations can be made for any dietary restrictions you or your guests may have*

The **rehearsal dinner** is set up buffet style in the **lobby area**, with your guests eating on the **patio and covered porch** seating areas. The rehearsal dinner is often served at **7pm**, but can be **adjusted** based on your needs and will be discussed with the wedding coordinator during your tasting

The **wedding day luncheon** is set up grab-and-go buffet style in the **library** area at **12pm - 1pm** on the day of your wedding for the guests staying at the inn

Coordinator Note: You can invite additional guests, over the included 50, to join the rehearsal dinner for **$25, all-inclusive** (includes taxes and gratuity)

rehearsal dinner barbecue

Vegetables & White Bean Dip
House Smoked Pulled Pork
Spicy BBQ Chicken
Grilled Burgers
Apple Kale Slaw
Creamy Coleslaw
Red Potato Salad
House Mac & Cheese
Charred Green Beans
Brownies w/ Creamery Ice Cream

wedding day luncheon

House Sliced Deli Meats
Lettuce, Tomato & Onion
Black Bean Quinoa Salad
Assorted Sun Chips
Artisanal Breads
Homemade Cookies

love you to the mountains & back

$63 *inclusive, per guest. Served as buffet or plated. Appetizers are either passed or displayed* for one hour. Add additional appetizers for +$3 per guest.*

the beginning

FRESH FRUIT & CHEESE DISPLAY
artisanal cheese, mustard, chutney & cracker
w/ assorted fresh cut fruit & berries
**displayed as guests arrive | paired with one displayed appetizer*

cool appetizers x2

BLACK BEAN HUMMUS*
w/ pita chips

WHITE BEAN DIP*
w/ pita chips

SHRIMP COCKTAIL*
chilled shrimp & cocktail sauce

WATERMELON & SERRANO*
wrapped w/ basil, sherry & cumin

PROSCIUTTO CAPRESE BITES
cherry tomatoes, baby mozzarella, prosciutto & basil w/balsamic drizzle

FLANK WRAPPED ASPARAGUS
chilled asparagus wrapped in flank steak w/ horseradish cream

CRAB, DILL & CUCUMBER
lump crab salad over cucumber

BRUSCHETTA
roasted roma w/ ricotta goat cheese

GARLIC, GOAT & APPLE CANAPE
roasted garlic, goat cheese & apple chutney on crostini

SALMON BRUSCHETTA
smoked salmon, creamy lemon goat cheese & dill on crostini

hot appetizers x2

MINI BEEF WELLINGTONS
wrapped in puff pastry

SWEDISH MEATBALLS*
beef meatball w/ cream sauce

SPANIKOPITA SPANIKOPITA
savory spinach & feta cheese filled phyllo pockets

CRAB RANGOON
crab & cream cheese stuffed wontons

BACON WRAPPED DATES
gorgonzola stuffed & baked

SAUSAGE MUSHROOMS*
sausage & cheese stuffed

BEEF & ONION KEBABS
tenderloin w/ peal onion picked & grilled

CHICKEN & MUSHROOM KEBABS
ginger molasses glazed, picked & grilled

BACON & SHRIMP
wrapped & grilled w/ sweet & spicy asian sauce

BRIE & CHUTNEY*
brie wheel w/ apple chutney wrapped & baked in puff pastry

hot entrees x2

PANCETTA ROASTED CHICKEN
walnuts, root vegetables & parmesan

CHICKEN MARSALA
baby bellas & reduced marsala

ORCHARD CHOP
apple, cherry & fontina stuffed pork chop

BEEF TENDERLOIN +$6
hand carved, grilled & topped w/ wild mushrooms

LOW COUNTRY SHRIMP
spicy blackened shrimp over choice of penne alfredo or parmesan grits

GRILLED SALMON
ginger glaze w/ pineapple salsa

BBQ BEEF BRISKET +$2
house smoked & hand carved beef brisket w/ our signature BBQ sauce

TRADITIONAL STUFFED CHICKEN
oven roasted w/ stuffing & gravy

GLAZED HAM
slow roasted w/ sweet glaze

RIB EYE +$2
hand trimmed & grilled

ROAST BEEF
slow roasted w/ horseradish cream

SCALLOPS & WILD MUSHROOMS +$4
seared scallops & wild mushrooms over creamy polenta w/ lemon caper buerre blanc

VEGAN PEPPER
stuffed w/ quiona, spinach, corn & black beans

VEGETABLE WELLINGTON
grilled veggies & quinoa in puff pastry w/ sun-dried tomato cream sauce

salads

PEAR & PIG
spring greens, grilled pear, bacon & roquefort cheese w/ port vinaigrette

STRAWBERRY SPINACH
baby spinach, fresh strawberries, red onion & toasted almonds w/ balsamic dijon vinaigrette

PISTACHIO
arugula, roasted beet, red onion, goat cheese & roasted pistachios w/ citrus vinaigrette

BLUEBERRY GREEK
spring greens, blueberries, feta cheese, kalamata olives, red onion & shaved almonds w/ greek dressing

sides x2

MASHED POTATOES

ROASTED POTATOES WITH GARLIC & HERB

GASCONY HASSELBACK POTATOES +$2

WILD RICE

BAKED POTATO

MEDITERRANEAN QUINOA SALAD

LOBSTER MAC & CHEESE +$4

VEGETABLE MEDLEY

GLAZED CARROTS

LEMON MANCHEGO BROCCOLINI

ROASTED ROOT VEGETABLES

STEAMED BROCCOLI

GINGER GARLIC BOK CHOY

PARMESAN ROASTED BRUSSEL SPROUTS

SAUTEED GREEN BEANS

Consuming raw or uncooked meats, seafood or egg products may increase your risk of foodborne illness

social. it's in your nature.

$68 *inclusive, per guest. Displayed stations throughout the property. Passed appetizers are offered for 45 minutes. Add additional appetizers for +$3 per guest.*

the beginning

FRESH FRUIT & CHEESE DISPLAY
artisanal cheese, mustard, chutney & cracker
w/ assorted fresh cut fruit & berries
**displayed as guests arrive | paired with one displayed appetizer*

cool appetizers x2

BLACK BEAN HUMMUS*
w/ pita chips

WHITE BEAN DIP*
w/ pita chips

SHRIMP COCKTAIL*
chilled shrimp & cocktail sauce

WATERMELON & SERRANO*
wrapped w/ basil, sherry & cumin

PROSCIUTTO CAPRESE BITES
cherry tomatoes, baby mozzarella, prosciutto & basil w/balsamic drizzle

FLANK WRAPPED ASPARAGUS
chilled asparagus wrapped in flank steak w/ horseradish cream

CRAB, DILL & CUCUMBER
lump crab salad over cucumber

BRUSCHETTA
roasted roma w/ ricotta goat cheese

GARLIC, GOAT & APPLE CANAPE
roasted garlic, goat cheese & apple chutney on crostini

SALMON BRUSCHETTA
smoked salmon, creamy lemon goat cheese & dill on crostini

hot appetizers x2

MINI BEEF WELLINGTONS
wrapped in puff pastry

SWEDISH MEATBALLS*
beef meatball w/ cream sauce

SPANIKOPITA SPANIKOPITA
savory spinach & feta cheese filled phyllo pockets

CRAB RANGOON
crab & cream cheese stuffed wontons

BACON WRAPPED DATES
gorgonzola stuffed & baked

SAUSAGE MUSHROOMS*
sausage & cheese stuffed

BEEF & ONION KEBABS
tenderloin w/ peal onion picked & grilled

CHICKEN & MUSHROOM KEBABS
ginger molasses glazed, picked & grilled

BACON & SHRIMP
wrapped & grilled w/ sweet & spicy asian sauce

BRIE & CHUTNEY*
brie wheel w/ apple chutney wrapped & baked in puff pastry

trending

LOCAL MASHED SPUD BAR
garlic roasted & wasabi mashed potatoes w/ crispy pork belly + variety of cheeses and other unique accompaniments

THE TACO BAR
choice of two: beef, chicken, shrimp, pork or potato w/ hard & soft shells + variety of salsas & guac and other unique accompaniments

HASHTAG NACHO BAR
choice of two: beef, chicken, shrimp or pork w/ variety of salsa, guacs & dips and other unique accompaniments

GEMELLI SOFT PRETZEL BAR
fresh soft pretzel rolls from Gemelli Bakery w/ sausage skewers, a variety of mustards & cheese sauces and other unique accompaniments

PENNSYLVANIA PIEROGI BAR
pierogies prepared two ways w/ sour cream, caramelized onion, crispy pork belly & a variety of cheese and other unique accompaniments

LOW & SLOW SLIDER BAR
choice of two: pork, chicken, brisket, burger or portabella w/ potato wedges, slaw & a variety of sauces and other unique accompaniments

GRASS FED MEATBALL BAR
choice of two: meatloaf, chicken, veal or vegetarian w/ crispy garlic bread & a variety of sauces and other unique accompaniments

AMERICAN BANGER BAR
local Hogs Galore hotdogs w/ pretzel & potato rolls + seasoned potato chips, spicy chili kraut and a display of toppings & condiments

COSTAL BAR
*snow crab claws & shrimp over crushed ice + mussels & mini crab cakes w/ french bread & aspagus and other unique accompaniments **market price*

SO VEGAN VEGGIE BAR
this bar is completely customizable with choices from raw vegetables, dressing & hummus + vegetarian and vegan inspired hot dishes

green bar x2

PEAR & PIG
spring greens, grilled pear, bacon & roquefort cheese w/ port vinaigrette

PISTACHIO
arugula, roasted beet, red onion, goat cheese, roasted pistachios & citrus vinaigrette

CLASSIC CAESAR
romaine, house made croutons, shaved parmesan & caesar dressing

BLUEBERRY GREEK
spring greens, blueberries, feta cheese, kalamata olives, red onion, shaved almond & greek dressing

COUSCOUS
couscous, golden beets, candied pecans & citrus vinaigrette

KALE SLAW
baby kale, granny smith apples, red onion & poppy seeds

crafted fresh

FASTA PASTA
local fresh pasta: fusilli & choice of ravioli w/ red & white sauce, meats & vegetables and other unique accompaniments

MAC & CHEESE
Fasta Pasta fusilli w/ four cheese & rosemary blue cheese sauce + choice of two: crispy pork belly, chorizo, chicken or mushroom and other unique accompaniments

CARVING STATION
choice of one: filet mignon +$5, roast beef, pork loin, glazed ham or roast turkey
**add additional protein +$5*

TOASTED CHEESE
grilled gruyere & chef choice panini w/ meats, grilled vegetables, andalusian gazpacho and other unique accompaniments

PHILLY STEAK
shaved steak & shredded chicken w/ hoagie rolls + cheese sauce, marinara, roasted peppers & onions and other unique accompaniments

QUESADILLA
choice of two: beef, chicken, shrimpm pork or potato w/ mexican cheese, a variety of salsas & guacs and other unique accompaniments

Consuming raw or uncooked meats, seafood or egg products may increase your risk of foodborne illness

Our wedding menu tasting allows you to sample the menu items that you are most interested in choosing for your reception dinner. It gives you the opportunity to supply feedback to us and provides you with the knowledge needed to make your final menu selections at the end of the tasting!

- Tastings are scheduled **weekdays,** Monday through Friday, during **lunchtime hours** (12-2pm)
- Typically occurs the winter prior to your wedding, between November and March
- We encourage couples to choose menu items that are more **unique** so that they can make the most informed menu decisions after the tasting
  *for example, someone would be less likely to know what the Garlic, Goat & Apple Canape tastes like when compared to the Shrimp Cocktail
- All tastings are prepared for the **wedding couple.** You are welcome to invite others to the tasting if you'd like, but we are unable to prepare additional portions of food
- Please inform the event coordinator of any dietary restrictions you may have when sending your tasting selections

If you are going with the **Traditional Menu**, you will choose the following items for your tasting:

- **2** Cool Appetizers
- **2** Hot Appetizers
- **2** Entrees
- **3** Sides (you can choose 1 salad & 2 sides if preferred)

If you are going with the **Social Menu**, you will choose the following items for your tasting:

- **2** Cool Appetizers
- **2** Hot Appetizers
- **1** Trending
- **1** Green Bar
- **1** Crafted Fresh

Coordinator Note: If you select the social menu, our chef creates the best ingredient selections and taste profile overall of the trending and crafted fresh for you to sample!

don't sweat the small stuff

BELOW ARE SOME OF THE LITTLE DETAILS THAT WILL BE **DISCUSSED DURING YOUR TASTING**...WE CAN WORK THROUGH THESE TOGETHER, BUT YOU CAN START PUTTING SOME THOUGHT INTO THEM AHEAD OF TIME!

- Update estimated guest count: _____
- Buffet or Served Meal _____

*Buffet vs. Served Meal selection only applies to couples choosing the Traditional Menu. Tent dinners, over 90 guests, are required to have a buffet style meal.

Coordinator Note: A **buffet style meal** allows your guests to enjoy all of your menu selections and in the portions that they would like, provides them with the opportunity for seconds and only requires you to assign your guests to their table.

A **served & plated meal** provides your guests with a full-service meal, although it does require you to collect each guest's entree selection, assign your guests to their specific seats, create table markers and submit seating charts to the Nature Inn wedding coordinator.

- Bar service: YES or NO
- Bartender: _____
- Saturday Only or Both Friday & Saturday
- Rehearsal Dinner Time: _____
- Table linen colors (standard color is white, although you can look at other solid linen color options at werentlinens.com/collections/solids)
- Napkin fold & colors (standard color is ivory, although you can also select different colors from the link above)

*Napkin fold & color selections only applies to couples choosing the Traditional Menu

- Additional table/setup needs (gift table, guest book table, favors, cake/dessert, photobooth, etc)
- Booked vendor information & contact
- Children's Meal Needs & Vendor Meal Information

YOUR NOTES:

_____

_____

_____

_____

_____

_____

_____

bartending services

The Nature Inn has a special exemption from the standard "no alcohol" policy for Pennsylvania State Parks. There are, however, some unique requirements and steps needed to be taken, which are outlined here.

Step 1: Obtain a Letter of Authorization (LOA) and Alcohol Permit from the Bald Eagle State Park office

- **$100 fee** per service request - this means that you will need to obtain two permits if you are planning to offer alcoholic beverages to your guests during both your rehearsal dinner and wedding reception
- Contact the park office **directly** at (814) 625-2775 (option 5) to receive this paperwork - the office is open Monday through Friday between 8am-4pm and they ask that wedding couples **wait to start this process** until the **beginning of their wedding year**

Step 2: Hire an **approved bartender** from our "Trusted Partners" list

- This is the only category of our "Trusted Partners" list that you will be limited to selecting an option from, due to these bartending services retaining a Commercial Use License through the state park office
- We highly recommend you reaching out to all of the approved bartending services before making your final decision of which will be the best for you and will exceed your expectations!

Step 3: Work with your bartending service to develop a drink menu and service plan to meet your vision

- They will provide you with a **detailed "shopping list"**
- You are responsible for **purchasing and transporting** the alcohol to the inn and providing it to the Nature Inn staff in advance of your event
- The inn will secure the alcohol throughout the weekend and any remaining alcohol will be given back to you at the conclusion of the weekend, prior to you checking out

Coordinator Note: You and your guests are encouraged to enjoy your own personal supply of alcohol throughout the weekend, as long as the Nature Inn staff is not serving a catered meal

Some Restrictions to Consider:

- Maximum length of service permitted is **5 hours or less**
- Bartending services can **end no later than 10pm**
- Kegs & shots are not permitted

BARTENDING SERVICE NOTES:

_ _

_ _

_ _

_ _

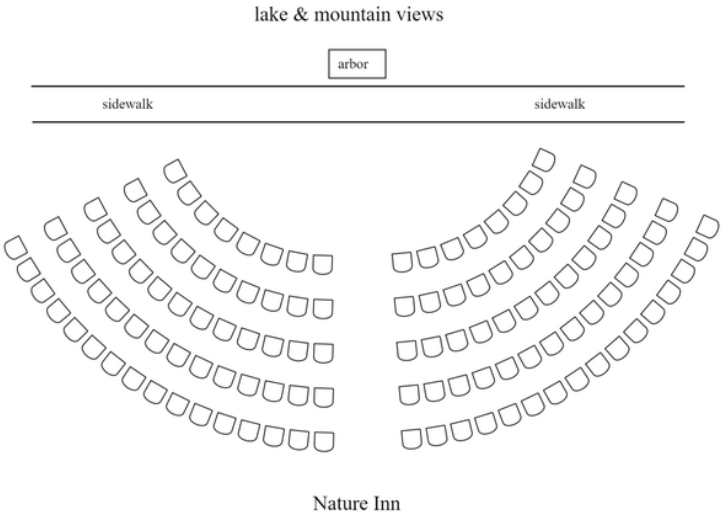
_ _

_ _

_ _

your ceremony

Our lawn, overlooking the lake, is perfectly suited for your wedding ceremony. It can comfortably accommodate seating of up to 125 people with white padded chairs. The backdrop overlooking the lake is spectacular, and the setting and experience are sure to be memorable for all.



Your processional will lead down a paved sidewalk to the ceremony location. Your bridal party will access the sidewalk through ground floor exterior doors that allows for a climate controlled, out of sight area to keep the groom and wedding guests from seeing the bride prior to her walking down the "aisle".

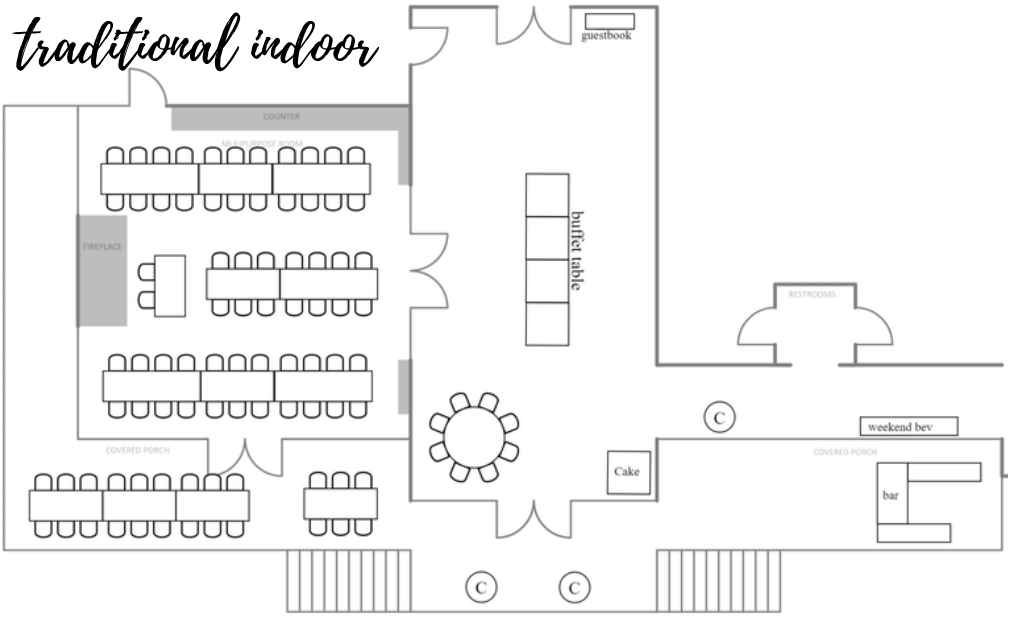
You are responsible for providing your own arbor if you decide you'd like one! You may also decorate the ceremony location as you'd like after the Nature Inn staff setup your ceremony chairs in the early afternoon of your wedding day.

If there is inclement weather, we utilize the patio area under the included 20'x30' tent as a back up ceremony location. The Nature Inn staff will track the weather leading up to your ceremony time in case we are able to have your ceremony on the lawn area as initially planned.

reception diagrams

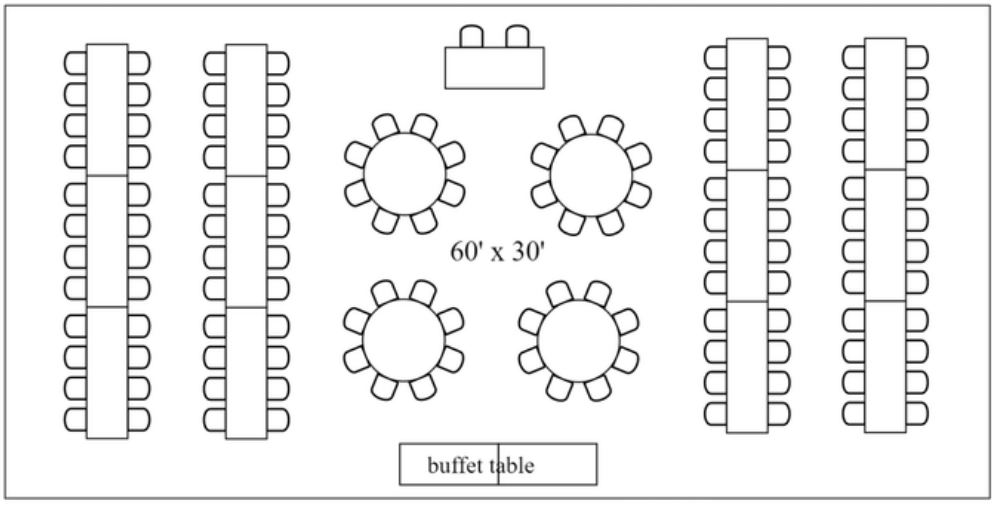
These three diagrams provide the **standard or maximum setup capabilities** for a traditional indoor reception dinner of **90 guests or less**, the outdoor tent setup for **over 90 guests** and our unique social menu reception dinner that functions like an extended cocktail with more **casual seating**. The wedding coordinator can make **adjustments** to these diagrams based on **your final guest count**.

traditional indoor

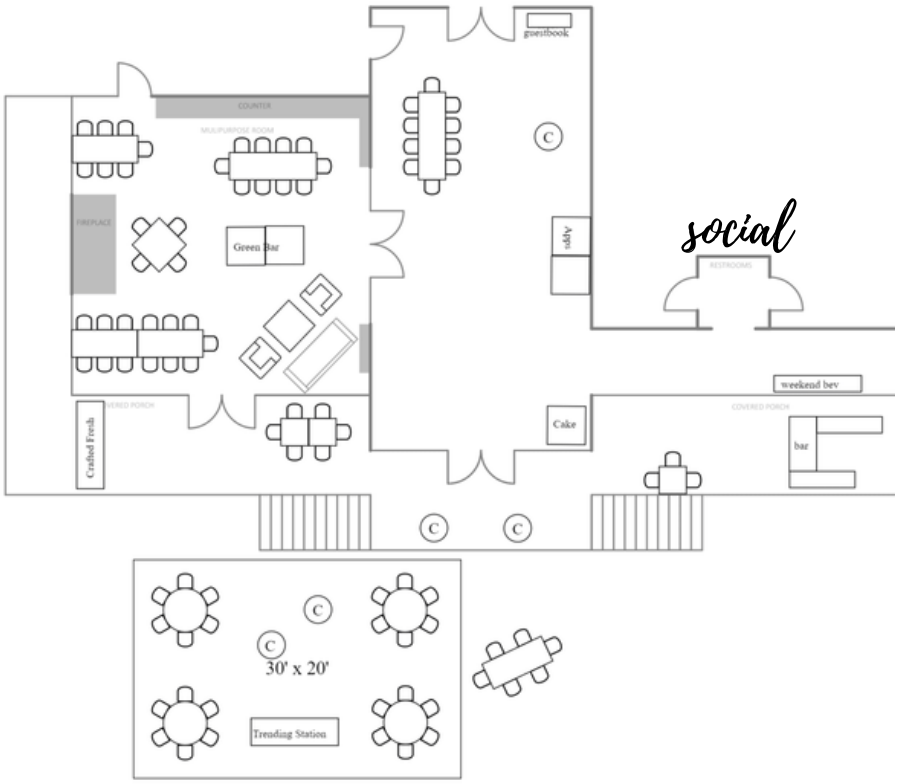


The traditional indoor reception dinner **maxes out at seating for 90-92 guests**, utilizing the adjacent covered porch and lobby area for additional seating. The buffet and any lobby seating would be removed at the conclusion of dinner service to allow room for dancing!

traditional tent



The traditional tent reception dinner **maxes out at seating for 125-130 guests**, utilizing a large frame tent in the parking lot area to seat larger wedding parties. Additional equipment rentals are required, including the frame tent, canopy tents for kitchen prep setup, tables and chairs. Your event coordinator will supply you with a detailed equipment list based on your final count.



The social diagram here shows the **standard setup, which seats about 85-90 guests** comfortably. We can **increase or decrease seating and arrangements** based on your estimated guest count. The social reception dinner operates as an "extended cocktail hour" with scattered, open seating and food stations set up throughout the inn, covered porch and patio areas. The trending station is on the patio and the crafted fresh station is on the covered porch. Intros and toasts are typically done on the patio between cocktail hour and dinner service.

guest accommodations

As a weekend wedding destination, you and your guests will enjoy **exclusive** use of the entire lodge for your weekend gathering and celebration. By booking your wedding with us, you are **committing** that you and your guests will be booking all **sixteen (16)** of our overnight guest rooms for **Friday and Saturday nights**

OUR ACCOMMODATIONS

Our rooms range in size from singles, with one queen bed, up to large suites which comfortably sleep six in two separate queen bedrooms plus a sleeper sofa in the shared living room. We've found that wedding parties can plan to feasibly sleep up to **45 - 50 guests onsite** comfortably. If you have a need for additional accommodations, your event planner will be able to provide you with recommendations for suitable local lodging options for them as well.

ROOMING ASSIGNMENTS

You will be provided with a lodging assignment worksheet which details room configurations, sleeping capacities, views and pricing. These will be invaluable as you determine who will stay onsite, where to assign them and field questions about cost. We ask that you complete the rooming assignment worksheet **prior to sending out your invitations** so that we are prepared to make their reservations when they call.

YOUR GUESTS

We extend a 10% group lodging discount on all rooms booked in conjunction with your wedding weekend. The guests that you invite to stay at the inn will phone in their personal and payment information no later than one month prior to your wedding weekend.

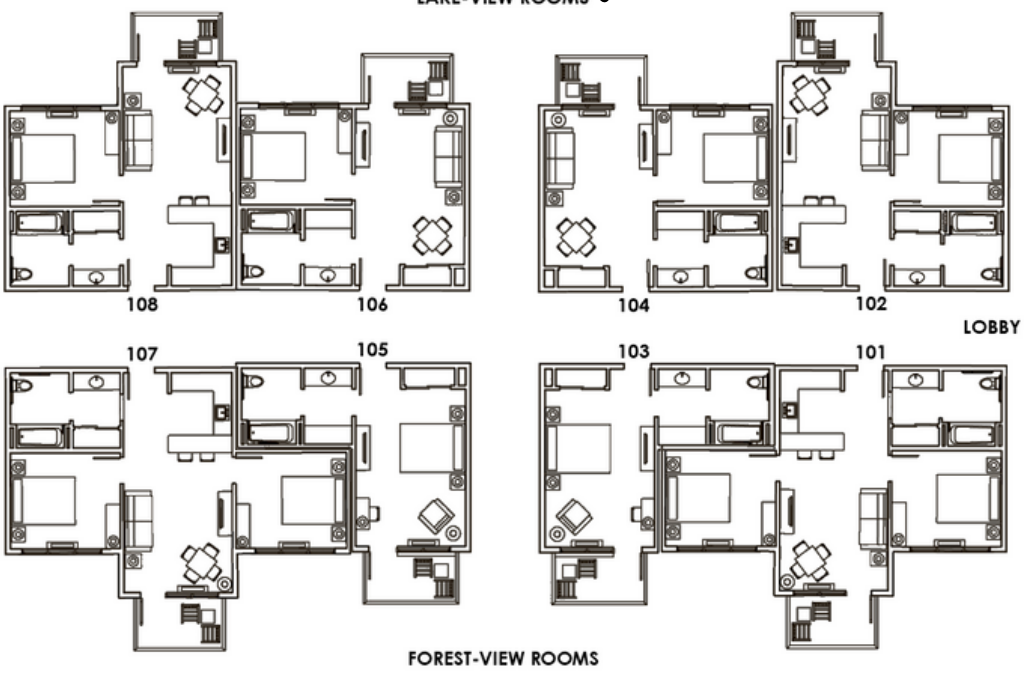
FOR THE WEDDING COUPLE

Our destination weekend wedding package includes a **complimentary small suite** for the couple for both Friday and Saturday nights.

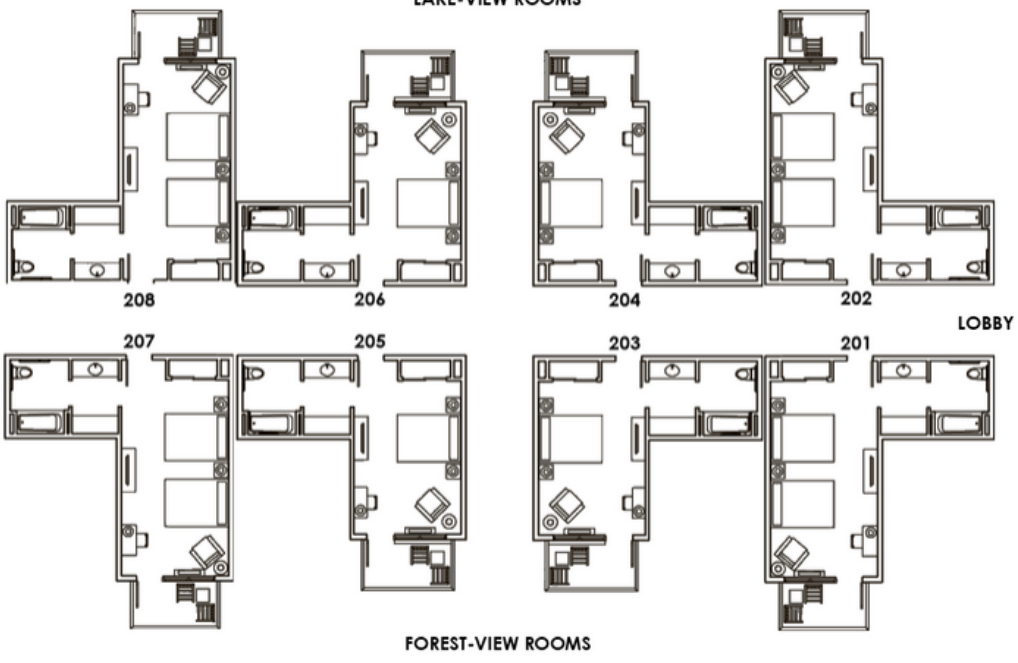
Coordinator Note: We encourage you to use the provided **Guest Reservation Postcards** which provides you with the language and materials to send to your guests that are staying at the inn.

guest room layouts

first floor diagram



second floor diagram



Coordinator Notes:

All guest room feature a mini fridge, microwave and coffee pot. Small and Large Suites offer kitchenettes with a small toaster oven, counter space with seating and fully stocked cupboards

Every guest room features a walk out balcony or patio area

Although our entire facility is ADA accessible, the private bedrooms in the suite style rooms have a more narrow space alongside the beds, which can create difficulties for guests in wheelchairs to access the bed

Every room has a hairdryer, iron and ironing board

Need to add an extra guest in a room over the occupancy noted on the "Rooming Assignments" page? The inn has memory foam rollaway beds for an additional $15 per night, cribs and pack n plays for the little ones at no additional charge or your guests can bring their own air mattress!

Check in is after 3pm and check out is before 11am

rooming assignments

FIRST FLOOR | LAKE VIEW ROOMS

102 Hummingbird | Small Suite | Sleeps 4

A private bedroom with one queen bed and a living room area with a sleeper sofa, kitchenette

Occupants: _____

104 Wood Duck | Basic Suite | Sleeps 4

A private bedroom with one queen bed and a living room area with a sleeper sofa

Occupants: _____

106 Woodcock | Basic Suite | Sleeps 4

A private bedroom with one queen bed and a living room area with a sleeper sofa

Occupants: _____

108 Woodpecker | Small Suite | Sleeps 4

A private bedroom with one queen bed and a living room area with a sleeper sofa, kitchenette

Occupants: _____

FIRST FLOOR | FOREST VIEW ROOMS

101 Bald Eagle | Large Suite | Sleeps 6

Two private bedrooms with one queen bed in each and a living room area with a sleeper sofa, kitchenette

Occupants: _____

103 Mallard | Single Room | Sleeps 2

A standard room with one queen bed, arm chair and desk

Occupants: _____

105 Cuckoo | Single Room | Sleeps 2

A standard room with one queen bed, arm chair and desk

Occupants: _____

107 Ruffed Grouse | Large Suite | Sleeps 6

Two private bedrooms with one queen bed in each and a living room area with a sleeper sofa, kitchenette

Occupants: _____

SECOND FLOOR | LAKE VIEW ROOMS

202 Great Horned Owl | Double Room | Sleeps 4

A standard room with two queen beds, arm chair and desk

Occupants: _____

204 Robin | Single Room | Sleeps 2

A standard room with one queen bed, arm chair and desk

Occupants: _____

206 Green Heron | Single Room | Sleeps 2

A standard room with one queen bed, arm chair and desk

Occupants: _____

208 Teal | Double Room | Sleeps 4

A standard room with two queen beds, arm chair and desk

Occupants: _____

SECOND FLOOR | FOREST VIEW ROOMS

201 Screech Owl | Double Room | Sleeps 4

A standard room with two queen beds, arm chair and desk

Occupants: _____

203 Blue Jay | Single Room | Sleeps 2

A standard room with one queen bed, arm chair and desk

Occupants: _____

205 Oriole | Single Room | Sleeps 2

A standard room with one queen bed, arm chair and desk

Occupants: _____

207 Barred Owl | Double Room | Sleeps 4

A standard room with two queen beds, arm chair and desk

Occupants: _____

our trusted partners

Over the past several years, we've assembled an extensive list of trusted vendors and service providers that we are comfortable recommending. Your event planner will share that information with you as a means to simplify the planning process for you. That said, with the exception of bartending service providers, you are welcome to use vendors not on our list!

APPROVED BARTENDERS

Business Name: Drinks By Design
Contact Person: Melissa Mangan
Phone Number: (814) 360 - 0840
Email Address: drinksbydesignbartender@gmail.com
Website: facebook.com/drinksbydesignbartender

Business Name: J. Rose Bartending
Contact Person: Jessica Glick
Phone Number: (814) 933 - 7681
Email Address: jrosebartending@gmail.com
Website: jrosebartending.com

Business Name: Nittany Catering
Contact Person: Rachael Cummins
Phone Number: (814) 355 - 1115
Email Address: service@nittanycatering.com
Website: nittanycatering.com

Business Name: Rockstar Bartending
Contact Person: Michelle Kelley
Phone Number: (814) 777 - 7612
Email Address: michellekelley@rockstarbartendingllc.com
Website: rockstarbartendingllc.com

Coordinator Note: The DJ at your wedding does more than just get you on the dance floor! They are key in assisting your wedding flow from one part to the next. This is essential due to The Nature Inn being unique in having a designated area for each part of your big day!

TRUSTED DJs

Business Name: Mint DJ
Contact Person: Alex Nepa
Phone Number: (814) 238 - 1804
Email Address: my@mint.events
Website: mintdjevents.com

Business Name: Nittany Entertainment
Contact Person: Eric Stoher
Phone Number: (814) 231 - 2571
Email Address: alex@nittanyentertainment.com
Website: nittanyentertainment.com/djs

TRUSTED BAKERIES

Business Name: Delectable Delights by Heather
Contact Person: Heather Luse
Phone Number: (814) 364 - 2995
Email Address: heatherluse2016@gmail.com
Website: heatherluse2016@gmail.com

Business Name: Dolce Vita Desserts
Contact Person: Mary Hilliard
Phone Number: (814) 954 - 4960
Email Address: order@dvdesserts.com
Website: dvdesserts.com

Business Name: Valley Girl Sweets
Contact Person: Kristen Cowher
Phone Number: (814) 364 - 1685
Email Address: info@valleygirlsweets.com
Website: valleygirlsweets.com

our trusted partners

continued...

TRUSTED PHOTOGRAPHERS

Business Name: Alyssa Christine Photography
Contact Person: Alyssa Hannigan
Phone Number: (717) 798 - 4695
Email Address: alyssa@alyssachristine.com
Website: alyssachristine.com
**wedding photos found in this workbook were taken by Alyssa*

Business Name: Jana Scott Photography
Contact Person: Jana Scott
Phone Number: (814) 769 - 3557
Email Address: janakscott@gmail.com
Website: janascottphotography.com

Business Name: Savita Sittler Photography
Contact Person: Savita Sittler
Phone Number: (814) 954 - 0614
Email Address: savita@savitasittlerphotography.com
Website: savitasittlerphotography.com

Business Name: Amanda Nichols Photography
Contact Person: Amanda Nichols
Phone Number: (570) 592 - 4359
Email Address: photography.amanda@gmail.com
Website: amandanicholsphotography.com

Business Name: Maria Crisafulli Photography
Contact Person: Maria Crisafulli
Phone Number: (814) 574 - 3859
Email Address: contactmcphoto@gmail.com
Website: mcphotography.info

Coordinator Note: Want more suggestions of local vendors to choose from? Ask the wedding coordinator for our full list to research all of the great options in the area!

TRUSTED FLORISTS

Business Name: Pocketful of Posies
Contact Person: Emily Rickard
Phone Number: (814) 308 - 2708
Email Address: emily_pocketful_of_posies@yahoo.com
Website: facebook.com/Pocketful-Of-Posies-116598865025907

Business Name: Woodring's Floral Gardens
Contact Person: Dave Woodring
Phone Number: (814) 355 - 4771
Email Address: woodring62@aol.com
Website: woodringsfloral.com

TRUSTED EQUIPMENT RENTAL COMPANIES

Business Name: Pegasus Wedding & Party Rentals
Contact Person: Sharon Shaffer
Phone Number: (570) 726 - 7517
Email Address: pegasuspartyrentals@hotmail.com
Website: weddingpartyrentals.biz

Business Name: Best Event Rental
Contact Person: Susy Glenn - owner
Phone Number: (814) 238 - 3037
Email Address: rentals@bestevent.com
Website: bestevent.com

TRUSTED SHUTTLE SERVICES

Business Name: Fullington Bus Company
Contact Person: Cassandra Fullington
Phone Number: (814) 355 - 4900 ext. 309
Email Address: cfullington@fullingtontours.com
Website: fullingtontours.com

your vendors

Keep all your wedding vendors in one place! We will need this information from you when sending out your finalized timelines!

Bartender: _____

Contact Person: _____

Phone Number: _____

Email Address: _____

Bakery: _____

Contact Person: _____

Phone Number: _____

Email Address: _____

Florist: _____

Contact Person: _____

Phone Number: _____

Email Address: _____

Officiant: _____

Contact Person: _____

Phone Number: _____

Email Address: _____

Other: _____

Contact Person: _____

Phone Number: _____

Email Address: _____

DJ or Band: _____

Contact Person: _____

Phone Number: _____

Email Address: _____

Photographer: _____

Contact Person: _____

Phone Number: _____

Email Address: _____

Coordinator Note: Always order or prepare extra floral arrangements for the NI Staff to utilize on the buffet and appetizer tables! You will also want to account for your additional tables (cake, guest book, etc)

Equipment Rental: _____

Contact Person: _____

Phone Number: _____

Email Address: _____

Other: _____

Contact Person: _____

Phone Number: _____

Email Address: _____

You & Me

example timelines

Below is an example of a standard timeline for both of the menu options you can select from for your reception, Traditional or Social. These can be altered to meet your big day's needs and are simply a guideline to get your planning started.

Traditional Menu Timeline

FRIDAY

12:00 pm - Couple may arrive & begin dropping off decorations, alcohol & welcome bags

3:00 pm - Guests may begin checking in to rooms & bridal party may begin decorating areas that are setup for reception

7:00 pm - Rehearsal dinner

8:30 pm - Fire pit lit & s'mores

SATURDAY

7:00 - 10:00 am - Breakfast served in Library

10:00 am - 3:00 pm - Bridal party may finish any remaining decorating for ceremony & reception

12:00 pm - Lunch served in Library

2:00 pm - Ceremony chairs set up by NI Staff

4:30 pm - Ceremony on lawn area

5:00 - 6:00 pm - Cocktail hour, bar opens

6:00 pm - Intros & toasts

6:30 pm - Reception dinner begins

*vendors may eat at **7:15 pm**

7:45 pm - Cake cutting & dessert served

8:00 pm - First dance, fire pit lit & open dancing

10:00 pm - Bar closes & off-site guests depart

10:15 pm - Late night pizza display

SUNDAY

7:00 - 10:00 am - Breakfast served in Great Room

11:00 am - Overnight guests check out

Coordinator Note: Vendor meals are **$25 per person**, all-inclusive (taxes & gratuity included)

Social Menu Timeline

FRIDAY

12:00 pm - Couple may arrive & begin dropping off decorations, alcohol & welcome bags

3:00 pm - Guests may begin checking in to rooms & bridal party may begin decorating areas that are setup for reception

7:00 pm - Rehearsal dinner

8:30 pm - Fire pit lit & s'mores

SATURDAY

7:00 - 10:00 am - Breakfast served in Library

10:00 am - 3:00 pm - Bridal party may finish any remaining decorating for ceremony & reception

12:00 pm - Lunch served in Library

2:00 pm - Ceremony chairs set up by NI Staff

4:30 pm - Ceremony on lawn area

5:00 - 5:45 pm - Cocktail hour, bar opens

5:45 - 6:00 pm - Intros & toasts (usually on patio or in lobby)

6:00 pm - Green Bar & Trending Stations open

6:15 pm - Action Station opens

*vendors may eat at **6:45 pm**

7:15 pm - Stations close & remove by NI Staff

7:15 pm - Cake cutting & dessert served

7:30 pm - First dance, fire pit lit & open dancing

10:00 pm - Bar closes & off-site guests depart

10:15 pm - Late night pizza display

SUNDAY

7:00 - 10:00 am - Breakfast served in Great Room

11:00 am - Overnight guests check out

food for thought...

TIPS FROM EXPERIENCED NATURE INN MANAGEMENT TEAM THAT HAVE BEEN THERE BEFORE...

- Be sure to discuss details about staffing, alcohol quantities, glassware, specialty drinks, garnishes, decor and signage with your chosen **bartending service**
- The Nature Inn staff is **unable to handle or pour any alcohol** during your event, therefore we suggest that you discuss any special needs or unique beverage ideas with your bartender directly
- Let us know if you'd like us to save the **top section of the cake** for you to bring home or if you'd like it cut and served with the rest of the cake! If so, you are responsible of **supplying a cake topper box**

Need to borrow **table numbers** for your reception dinner seating? We have a set for up to **12 tables** in house that you are welcome to use!

Interested in doing **string lighting** on the patio? If yes, you will need to purchase the items listed below and allow for at least an hour to put them up with some friends and family when you arrive to the inn! We do supply the poles for setup

- 220 ft string lighting
- 230 ft cord or heavy cotton string for light support
- 1 roll of duct tape (black or grey)
- 4 in zip ties (100 pack)

** the string lights are unavailable if the 20'x30' tent is placed on the patio for the weekend*

- If you've select the **Traditional Menu buffet** option for the reception dinner, we require that you assign your guests to specific tables
- The location decision of the included **20'x30' tent** will need to be made no later than Thursday prior to your wedding. The **three areas that this tent can be located** during the weekend include the patio, the ceremony lawn area and the lawn area outside the front lobby doors. If there is inclement weather forecasted for your wedding day, the tent will be on the patio as a back up ceremony location

ROOMING ASSIGNMENT NOTES:

Coordinator Note: Do you still need additional lodging accommodations for your wedding guests after you fill the inn? The Bald Eagle State Park campgrounds offer both modern and rustic campground accommodations. We also recommend the Fairfield Inn & Suites in Lock Haven, which is just 15 miles from the inn! Ask the wedding coordinator if you'd like additional suggestions!

VENDOR NOTES:

DECOR NOTES:

TASTING SELECTION NOTES:

TIMELINE NOTES:

Coordinator Note: If you decide to have a **band** at your wedding, rather than a DJ, be sure to discuss with the band that they will also be expected to make announcements during the wedding to help the event flow well and get your guests where they need to be! There are **two designated areas for bands to set up**, in a 7'x14' area in the corner of the lobby or in the library above the lobby

RECEPTION SETUP NOTES:

GENERAL NOTES: