



Welcome to Glen Eyrie Conference Center

For over 100 years, Glen Eyrie has highlighted its breathtaking setting in the foothills of the Rocky Mountains with the majesty and grandeur which only a 19th Century Castle can present. With a wealth of wedding experience, a stunning mountain location, 800 acres of lush lawns and whispering aspens, Glen Eyrie offers a truly unparalleled wedding venue.

From the Rose Garden to the Castle Great Hall, Glen Eyrie offers a variety of beautiful accommodations and spectacular surroundings that will be sure to provide the perfect setting for all of your wedding day celebrations. The various locations can suite receptions and ceremonies from 10 to 200 guests. Our Wedding Planner will assist you in selecting from our Wedding Packages as we work to make your dream day into a reality.

Fresh products and ingredients, imaginative menus and artistic presentation, are distinguishing characteristics of Glen Eyrie Catering Services and our applauded Executive Chef. We offer a full range of Food and Beverage Services to include ice and fresh fruit carvings. Our professional and experienced staff will personally attend to all of your needs in order to create a dining experience sure to please you and your guests, whether it is the most intimate family affair to the largest festivity.

Thank you for your interest in Glen Eyrie. We look forward to the opportunity of helping you plan the wedding of your dreams with the memories to last a lifetime.

*To inquire about the availability of dates,
Please visit our website at
www.gleneyrie.org/weddings*

Wedding Ceremony and Reception Packages

Castle Wedding Package

Maximum Number of Guests: 128

8 AM – 2 PM \$ 7,000 plus a Food & Beverage min. of \$ 30.00 per person

4 PM – 10 PM \$ 7,500 plus a Food & Beverage min. of \$ 40.00 per person

Wedding Ceremony Locations: *Great Hall or Outside on The Castle Terrace*

Between the Ceremony & Reception: *The Castle Terrace, Castle Foyer, and Music Room*

Wedding Reception Locations: *Great Hall, King James Dining Room, or Outside on The Castle Terrace*

Pink House Wedding Package

Maximum Number of Guests: 35

8 AM – 2 PM \$ 3,000 plus a Food & Beverage min. of \$ 30.00 per person

4 PM – 10 PM \$ 3,500 plus a Food & Beverage min. of \$ 40.00 per person

Wedding Ceremony Location: *Pink House Living Room, The Rose Garden, or at Rosa's Bench*

Wedding Reception Location: *Pink House or The Pink House Terrace*

Includes

Exclusive use of the Pink House on the Wedding Day- Pink House Dining Room, Pink House Living Room, & Pink House Lawn

Wedding Ceremony Only

Castle Ceremony #1

Maximum Number of Guests: 200

2 Hours of Time \$3,500

Wedding Ceremony Location: *Great Hall, The Castle Terrace, The Castle Lawn, or The Pink House Lawn*

Castle Ceremony #2

Maximum Number of Guests: 18

2 Hours of Time \$1,500

Wedding Ceremony Location: *Castle 202*

Pink House Ceremony

Maximum Number of Guests: 35

2 Hours of Time \$1,750

Wedding Ceremony Location: Pink House, Pink House Lawn, The Rose Garden, or Rosa's Bench

On-site Wedding Receptions are only available to couples who are also hosting their Wedding Ceremony at Glen Eyrie

Glen Eyrie Offers the Following at No Additional Charge:

House Items

Tables

Chairs (Indoors Only)

Place Settings- Flatware and Glassware

Standard Cream Linens

Gift Table

Guest Book Podium

Services Provided

Cake Cutting Service

90 Minutes for Rehearsal prior to the Wedding Day

Wedding Punch with Cut Glass Punch Cups and Silver Punch

Bowl

Sparkling Apple Cider Toast with Traditional Champagne

Glasses for Wedding Party

Suggested Vendors

See Wedding Partners Index

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Recommendations

*Staging and Skirting for Wedding Party**

Audio Visual Equipment and Services- See Included A/V

Pricing List

*Dressing Rooms for Bride and Groom's Party**

Note: Glen Eyrie does not currently allow the use of aisle runners of any type for Wedding Ceremony Purposes

****These amenities are offered at additional costs.
Contact our Wedding Planner for pricing information.***

*Please Note: We Do Not Provide the Services of a Wedding Coordinator for the Wedding Ceremony and/or
Wedding Reception.*

Facilitating the event on the day of the Wedding is the responsibility of the Wedding Party.

***THE WEDDING PRICES CONTAINED IN THIS WEDDING PLANNER
WILL BE IN EFFECT UNTIL DECEMBER 31, 2008***

Glen Eyrie Wedding Policies

Availability of Reception and Ceremony Times

Daytime events are scheduled between 8 AM and 2 PM. Evening events are scheduled between 4 PM and 10 PM. Access to your ceremony and reception site for decoration prior to the scheduled starting time is subject to availability. In the event that you do not depart at the scheduled time, a fee of \$400 per hour will be assessed. Scheduling for a Ceremony only will guarantee the location to be available for 2 hours.

Cost Estimates

Prices quoted are standard minimums and are subject to change without notice. Your actual balance will be determined after the event, once an inventory has been completed and actual numbers are determined. A refund will be issued in the event of overpayment. If there is a remaining balance after the event, it will be charged to the credit card on your wedding account.

Deposits and Final Payment

Glen Eyrie would gladly place a tentative reservation on a room or outdoor site for you for 10 business days. At the end of the 10 days, the tentative reservation will be released unless you confirm your intent and give us notice to begin drafting a contract for you.

A 50% (partially refundable) deposit is required with the return of the event contract. In the event of a cancellation occurring 6 months prior to the scheduled day, 50% of the deposit will be refunded. However, if the event is cancelled within 6 months of the scheduled day the deposit is non-refundable. Additionally, we require that a Credit Card be placed on file regardless of how you choose to make payment. Pre-payment of the remaining balance will be due on or before the day of the rehearsal.

Food and Beverage

Glen Eyrie Catering is responsible for the quality and freshness of the food served to our guests. Conference Center Policy dictates that under no circumstances will food or beverage be allowed to be brought into Glen Eyrie.* Food may not be taken off the premises after it has been prepared and served.

Glen Eyrie is an alcohol free facility and alcoholic beverages are not permitted on the grounds.

**The only exclusion to this policy is for the wedding cake.*

Wedding Rehearsal

We will schedule 90-minutes, prior to the wedding day for your wedding rehearsal. However, we cannot guarantee that the exact site of your wedding ceremony will be available for your rehearsal. In this scenario, it may be necessary to rehearse elsewhere on the property. In the event that you need more time for your rehearsal, an additional fee of \$50.00 will be assessed for every 30 minutes exceeding the scheduled completion time.

Indoor Backup

For all outdoor wedding activities, Glen Eyrie Conference Center requires that you secure an indoor backup location. Options include the rental of a tent or the reservation of a room on the property. Additional fees will apply.

If you choose, you may refuse an indoor backup location by signing a waiver. Should you not secure an indoor backup location, Glen Eyrie will not be held liable in the event that weather affects your wedding day and we are not responsible for providing a backup. In the event of inclement weather, the Glen Eyrie reserves the right to determine the appropriate course of action for your wedding. We will consider guest safety and other activities ongoing at Glen Eyrie to implement the backup plan.

Room Accommodations

Room reservations for any out-of-town guests should be made **as soon as possible**. Guest Rooms *included* in the contract are at a discounted rate from the standard Bed & Breakfast Rate.

Guest Rooms Include:

- 17 Deluxe and Premier Rooms in the Castle
- 3 Premier Rooms in the Pink House
- 4 Deluxe Rooms in Eagle's Nest Cottage
- 48 Standard Rooms in Big Horn and Oaks Lodges

Blocks of rooms can be reserved and individual reservations made through the Glen Eyrie Reservations at (800) 944-4536.

Rehearsal Dinners, Bridesmaid Luncheons, Etc.

Private rooms and quiet settings are available for the many other events associated with hosting a wedding at a Conference Center such as Glen Eyrie. From elegant afternoon teas to a farewell brunch, our Wedding Planner can assist you in creating special events to accent your wedding celebration. Contact our Wedding Planner for further details, availability and pricing.

Tax and Gratuity

All pricing is subject to a tax of 7.4% (9.4% for lodging rooms) and a gratuity of 18%.

Personal Property

Glen Eyrie does not assume responsibility for damage or loss of any merchandise or articles left on the premises prior to, during or following any event.