

# FRANCISCAN LAKE SIDE LODGE



## *Wedding Guide*

*The Franciscan Lakeside Lodge is a beautiful and unique lakefront venue. With picturesque Lake Tahoe as your backdrop, exchange your vows on our stunning private beach, lakefront lawn or on the pier. Imagine the amazing Tahoe sunset as the background to your stage while dancing under the stars. This venue is perfect for a romantic, intimate wedding or a large beachside party.*

*Please Contact Our  
Special Events Sales Manager:  
Meaghen Lottman*

[SpecialEvents@Franciscanlodge.com](mailto:SpecialEvents@Franciscanlodge.com)

530.581.7567

[www.franciscanlodge.com](http://www.franciscanlodge.com)



*Dear Couple to be,*

*Congratulations on your engagement! Enclosed is your wedding guide with detailed information for our facilities and package rates.*

*The Franciscan Lakeside Lodge is the perfect location for any occasion. The Resort has the "Old Tahoe" feel with cozy lake front cottages, lakeside suites/studios or cabins in the pines all with kitchens for your enjoyment.*

*Amenities include: a heated pool, BBQ area, private lakefront volleyball & horseshoe pit, exquisite sandy beach and a breathtaking pier.*

*We are adjacent to many activities including; hiking, biking, shopping, fishing, golfing, paddle boarding, disk golf, kayaking, boat launch, sailing, snowshoeing, sledding, skiing and many local special events. Our very friendly staff will help you have the best Tahoe experience.*



# *Franciscan Reception Rates & Capacity*

## *Lakefront Wedding Packages from \$4,100 Includes:*

- Ceremony and Reception area on the beach, lake front lawn or pier for up to 120 people.*
- Two nights' accommodations in our lakeside four bedroom suite for up to 8 people. This suite includes a living room & kitchen.*

## *Minimum Lodging Requirements:*

*You must reserve and guarantee lodging rooms. The minimum number of lodging rooms you will need to reserve is 20% of the total number of guests. For example, if you expect 100 guests, you will need to guarantee 20 lodging rooms (the suite counts as 4 rooms towards your 20%). You will be charged for all unused guaranteed rooms unless the resort is sold out, in which case a handling fee will apply.*



### *Your Sales Manager will:*

- ❖ *Provide a personalized site tour*
- ❖ *Recommend Vendor list*
- ❖ *Handle Contract and payment*
- ❖ *Answer any questions you have about the venue*
- ❖ *Provide you with a helpful checklist*

### *Recommendations to create a successful wedding:*

- |   |                              |
|---|------------------------------|
| ❖ <i>Caterer (Plates &amp; Utensils)</i>  | ❖ <i>Photographer</i>        |
| ❖ <i>Florist</i>                          | ❖ <i>Cake</i>                |
| ❖ <i>Minister</i>                         | ❖ <i>Tables &amp; Chairs</i> |
| ❖ <i>Entertainment</i>                    | ❖ <i>Tent</i>                |
| ❖ <i>Bar</i>                              | ❖ <i>Lights</i>              |
| ❖ <i>Linens, Napkins</i>                  | ❖ <i>Décor</i>               |
| ❖ <i>Portable Bathrooms (Porta Potty)</i> |                              |

### *We recommend you hire a Wedding Coordinator to:*

- ❖ *Assist with etiquette and protocol for invitations, family matters, ceremony and toasts*
- ❖ *Create a timeline for your entire wedding day, including ceremony and reception*
- ❖ *Work with you to organize and coordinate your ceremony rehearsal*
- ❖ *Be the liaison with your family, bridal party, entertainment, florist, photographer and other vendors.*
- ❖ *Assist the bride and bridal party with dressing*
- ❖ *Coordinate your actual ceremony (lining up bridal party, assisting the bride, etc.)*
- ❖ *Coordinate your reception (first dance, toasts, cake cutting, etc.)*
- ❖ *Collect personal items you may have brought at the conclusion of the reception*
- ❖ *Assist you with the full service coordinating from your engagement to your honeymoon*
- ❖ *Act as a menu consultant for all food and beverage selections*
- ❖ *Detail your banquet event orders outlining your entire event*
- ❖ *Create an estimate of your financial responsibilities and deposit schedules*
- ❖ *Help to create a floor plan of your event space*
- ❖ *Oversee the ceremony and reception room(s) set-up, food preparation, and other applicable hotel operations*
- ❖ *Be the on-site liaison between your vendors (if applicable) and hotel operations staff*

## *Banquet Policies and Procedures*



### **Transportation:**

*Transportation is available from the Reno/Tahoe International Airport through North Tahoe Express 866.216.5222.*

### **Event Booking**

*During the peak summer season (July & August); we do not book weddings. Weddings take place from September-October.*

### **Deposits**

*A non-refundable deposit of \$4,100 is required at the time of booking. Your event will not be confirmed without a deposit.*

### **Lodging**

*20% of the guaranteed numbers of attendees are required to lodge at Franciscan. If you do not meet the guaranteed amount, you will be charged for the unused rooms. We require a two-night minimum lodging policy for all weekend events.*

### **Lodging Cancellation Policy**

*There is a \$100 deposit due at the time of booking. If a cancellation is received more than 14 days prior to arrival, the deposit is fully refundable, less a \$25 handling fee. If cancellation is received less than 14 days prior to arrival, the \$100 deposit is forfeited, unless the hotel is completely sold out, in which case there is a \$25 charge.*



# Recommended Vendors

## FLORISTS

Sierra Bridal and Blooms:  
530.401.0950  
A Rose Is A Rose: 530.525.1430  
Wandas: 530.581.2180  
Stems: 530.386.3327  
Safeway Kings Beach: 530.546.9807

## PHOTOGRAPHERS

Light the Moment: 530.580.8565  
Minaret Photography: 775.376.3826  
Photography by Tami: 530.409.8567  
Nicole Dreon: 530.448.9635  
Annie X: 530.412.0927

## MINISTERS

Christa Deane: 530.525.9320  
Rev. Dave Beronio Jr: 775.781.1514  
Reverend Mark E. Frady  
Peter Molendyke: 530.525.6742

## WEDDING COORDINATORS

Your Tahoe Day: 503.910.6984  
One Fine Day: 530.583.2200  
Hunter & Company: 530.581.0678  
Joys Of Life Events: 530.432.4030

## PHOTO BOOTH

Elevated Vintage Photo Booth:  
530.448.1156  
The Traveling Photo Booth:  
530.579.3528

## SHUTTLES

Northstar Transportation:  
530.562.3833  
Airport Mini-Bus:  
800.235.5466  
North Tahoe Express:  
866.216.5222

## CATERING

As You Wish Catering: 530.228.3111  
D'Lish Catering Co.: 530.583.6609  
Farm to Belly: 530.386.0790  
Personal Chef Jauquin:  
530-448-2514

## CAKES

I Dos by Deb: 415.524.9517 Flour  
Girl: 530.573.1138 Tahoe House:  
530.583.1377 Sugar Pine Cakery:  
530.363.3076 Cakes by Grace:  
530.318.4637 Cake Tahoe:  
530.587.1701

## BEAUTY

Clear Water: 530.583.3141  
Bella Vita: 530.583.1364  
Urban Angels: 530.587.9900  
Kiss and Makeup: 530.581.4748

## ENTERTAINMENT

### DJs

Mr. D DJ Services: 530.448.6775  
DJ Rusty B! 703.839.5080  
Music in Tahoe: 530.448.2777  
Joe Kalamaras: 916.300.3300

### Bands & Strings

Kate & Dave Acoustic Duo:  
775.331.8097  
Sierra Strings: 530.544.7036  
Avalanche Music Productions:  
530.550.7473

## EQUIPMENT RENTALS

Event Masters: 530.587.2844  
Camelot Party Rentals: 775.355.9004  
Crux Events: 530.587.8700  
Celebrations: 916.773.2133  
Creative Coverings: 775.359.6733