

# *the nature inn*

WEEKDAY 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

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Howard, PA 16841

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# 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 celebration? 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 (\$3,500)** - due at booking to secure date ☐

**Remaining Balance of Wedding Package** - due at tasting ☐

**Reception Catering & Any Unpaid Guest Rooms** - due after final counts are submitted ☐

## cancellation policy

- **Non-refundable** wedding deposit of **\$3,500.00** is due at the time of booking
- Cancellations received between the payment date and up to **ninety (90) days** in advance of your wedding 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 weekday wedding package*

### **Simplified Planning. Exceptional Service.**

We have created the Destination Weekday Wedding Package for couples who want to host their dream wedding at the inn and are flexible about the day of the week that they marry & celebrate. This package still features a two-night celebration similar to the destination weekend wedding, but the wedding ceremony and reception would take place on a weekday between Monday and Thursday. These wedding packages are available during our peak wedding season, between April and October, and provide flexibility and cost savings when couples are selecting their ideal date. Your destination weekday wedding package will include:

- Exclusive access to our Lakeside Lodge coupled with the amenities of Bald Eagle State Park
- Complimentary Small 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 90 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 90 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
- Onsite lawn games throughout your package
- Build your own s'mores bar at the fire pit both nights of your package
- 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
- \$100 vendor credit towards professional DJ service of your choice

### **All-inclusive Destination Weekday Wedding Package Price: \$8,500.00**

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 this package was designed for wedding couples hosting their wedding during hotel weekdays, Sunday through Thursday, and with an estimated guest count of 90 guests or less. If you have an estimated count of more than 90 and would prefer our destination weekday wedding package, please reach out to our wedding coordinator to discuss further.





# destination wedding package 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 from **12pm - 1:30pm** 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 **\$30, 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

**\$65** inclusive, per guest. Served as buffet or plated. Appetizers are either passed or displayed\* for one hour. Add additional appetizers for +\$4 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 <sup>x2</sup>

**EVERYTHING BAGEL DIP\***  
w/ bagel chips

**SHRIMP COCKTAIL\***  
chilled shrimp & cocktail sauce

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

**APPLE BACON JAM CROSTINIS**  
caramelized apples, bacon jam & brie cheese

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

**WHITE BEAN DIP\***  
w/ pita chips

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

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

**BRUSCHETTA**  
roasted roma w/ ricotta goat cheese

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

## hot appetizers <sup>x2</sup>

**MINI BEEF WELLINGTONS**  
wrapped in puff pastry

**SPANIKOPITA SPANIKOPITA**  
savory spinach & feta cheese filled phyllo pockets

**BACON WRAPPED DATES**  
gorgonzola stuffed & baked

**BEEF & ONION KEBABS**  
tenderloin w/ pearl onion picked & grilled

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

**SWEDISH MEATBALLS\***  
beef meatball w/ cream sauce

**CRAB RANGOON**  
crab & cream cheese stuffed wontons

**SAUSAGE MUSHROOMS\***  
sausage & cheese stuffed

**CHICKEN & MUSHROOM KEBABS**  
ginger molasses glazed, picked & grilled

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



## hot entrees <sup>x2</sup>

### 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 +\$3

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 +\$3

hand trimmed & grilled

### ROAST BEEF

slow roasted w/ horseradish cream

### SCALLOPS & WILD MUSHROOMS +\$5

seared scallops & wild mushrooms over creamy polenta w/ lemon caper beurre blanc

### VEGAN PEPPER

stuffed w/ quinoa, 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 <sup>x2</sup>

### 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

# social. it's in your nature.

**\$69** inclusive, per guest. Displayed stations throughout the property. Passed appetizers are offered for 45 minutes. Add additional appetizers for +\$4 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 <sup>x2</sup>

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chutney on crostini

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w/ pita chips

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wrapped w/ basil, sherry & cumin

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chilled asparagus wrapped in flank steak  
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roasted roma w/ ricotta goat cheese

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smoked salmon, creamy lemon goat cheese  
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## hot appetizers <sup>x2</sup>

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wrapped in puff pastry

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savory spinach & feta cheese filled phyllo pockets

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gorgonzola stuffed & baked

**BEEF & ONION KEBABS**  
tenderloin w/ pearl onion picked & grilled

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wrapped & grilled w/ sweet &  
spicy asian sauce

**SWEDISH MEATBALLS\***  
beef meatball w/ cream sauce

**CRAB RANGOON**  
crab & cream cheese stuffed wontons

**SAUSAGE MUSHROOMS\***  
sausage & cheese stuffed

**CHICKEN & MUSHROOM KEBABS**  
ginger molasses glazed, picked & grilled

**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

### HASHTAG NACHO BAR

choice of two: beef, chicken, shrimp or pork w/  
variety of salsa, guacs & dips 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

### GRASS FED MEATBALL BAR

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

### COASTAL BAR

snow crab claws & shrimp over crushed ice + mussels &  
mini crab cakes w/ french bread, asparagus and  
other unique accompaniments \*\*market price

### THE TACO BAR

choice of two: beef, chicken, shrimp, pork or potato  
w/ hard & soft shells + variety of salsas & guac 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

### 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

### AMERICAN BANGER BAR

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

### SO VEGAN VEGGIE BAR

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

## green bar<sup>x2</sup>

### PEAR & PIG

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

### CLASSIC CAESAR

romaine, house made croutons, shaved  
parmesan & caesar dressing

### COUSCOUS

couscous, golden beets, candied pecans  
& citrus vinaigrette

### PISTACHIO

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

### BLUEBERRY GREEK

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

### 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

### CARVING STATION

choice of one: filet mignon +\$6, roast beef, pork  
loin, glazed ham or roast turkey  
\*add additional protein +\$6

### PHILLY STEAK

shaved steak & shredded chicken w/ hoagie rolls  
+ cheese sauce, marinara, roasted peppers &  
onions 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

### TOASTED CHEESE

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

### QUESADILLA

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



**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. Weddings over 60 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](http://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:

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# 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, but at least two months prior to your wedding date**

**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 celebration and any remaining alcohol will be given back to you at the conclusion of the celebration, prior to you checking out

Coordinator Note: You and your guests are encouraged to enjoy your own personal supply of alcohol throughout your time at the inn, 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 and drinking games are not permitted

## BARTENDING SERVICE NOTES:

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# 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.

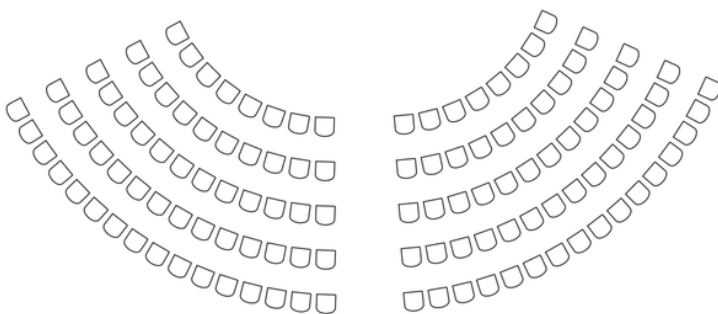
lake & mountain views



Your processional will lead down a paved sidewalk to the ceremony location. Your wedding party will access the sidewalk through ground floor exterior doors that allow for a climate-controlled, out of sight area to keep the wedding guests from seeing you prior to 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.

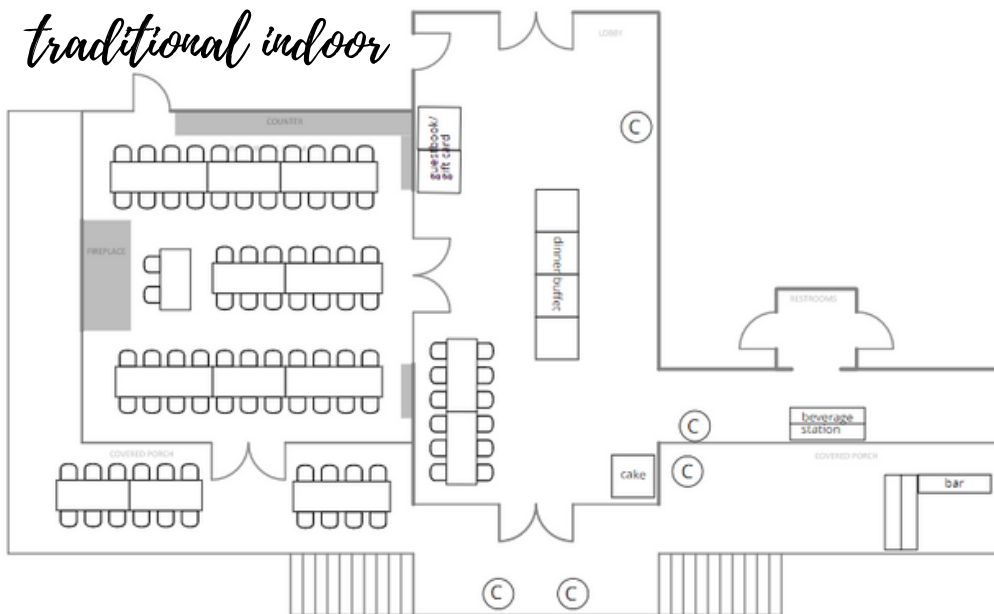


Nature Inn

# 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**.

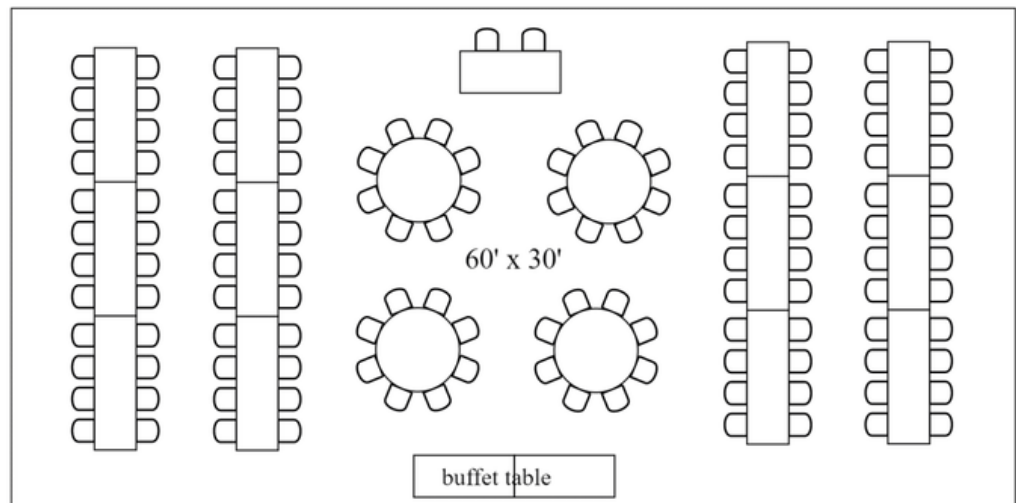
## traditional indoor



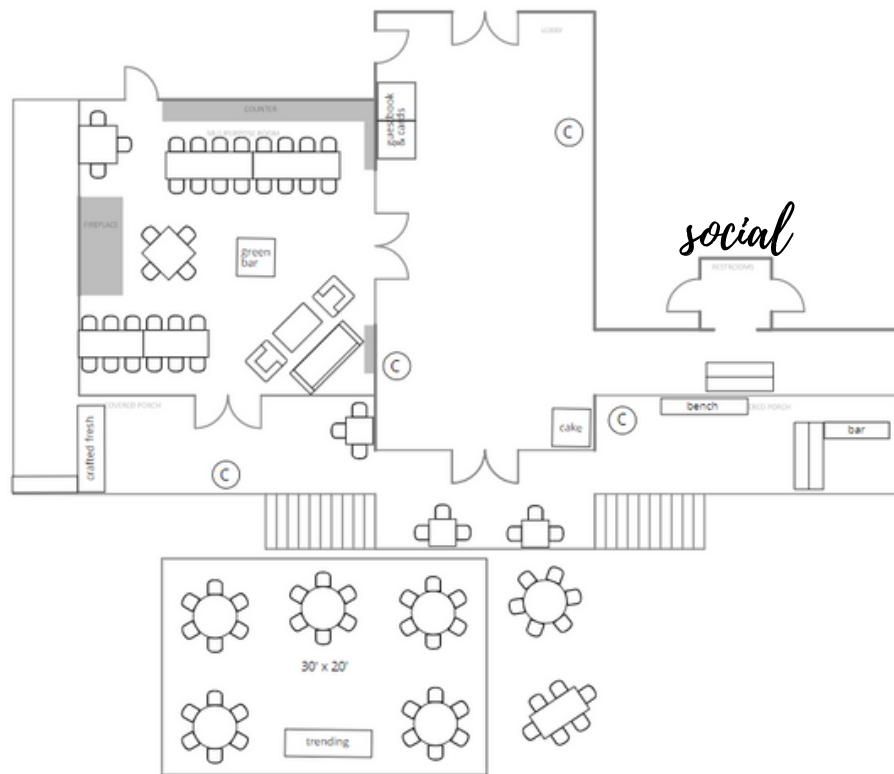
The traditional indoor reception dinner **maxes out at seating for 90-92 guests**, utilizing the adjacent covered porch and lobby area for additional seating. The buffet and any lobby seating would be removed at the conclusion of dinner service to allow room for dancing!

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

## traditional tent







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 weekday wedding destination, you and your guests will enjoy **exclusive** use of the entire lodge for your wedding 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 **both nights of your package**.

## 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 15% group lodging discount on all rooms booked in conjunction with your wedding package. 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 arrival.

## FOR THE WEDDING COUPLE

Our destination weekday wedding package includes a **complimentary small suite** for the couple for both nights of your package.

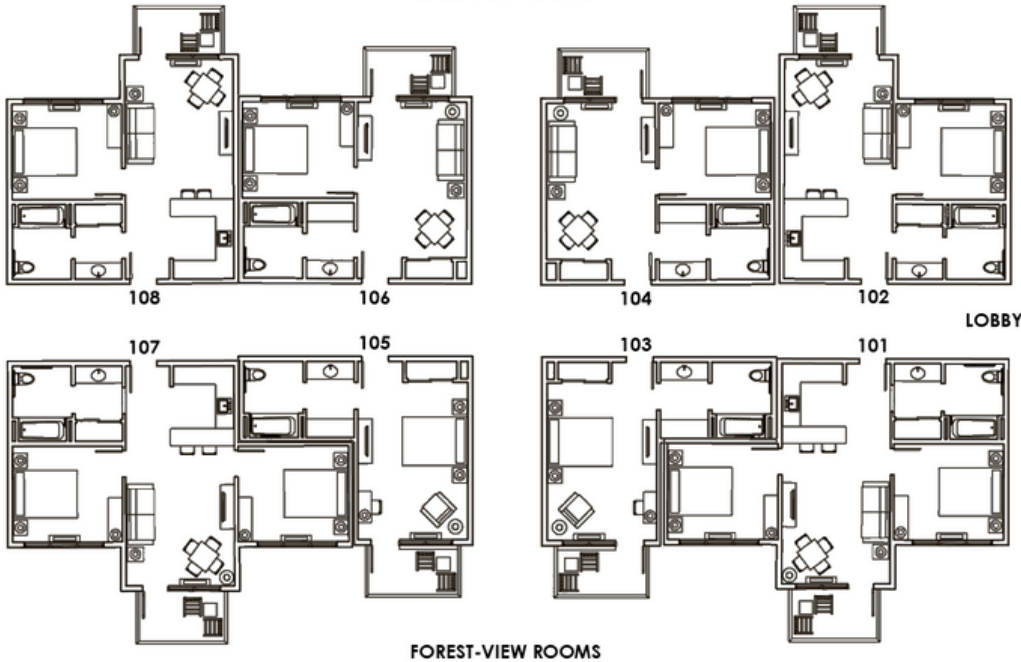


Coordinator Note: We encourage you to use the provided **Guest Reservation Postcards** which provides you with the language and materials to send to your guests that are staying at the inn.

# guest room layouts

## first floor diagram

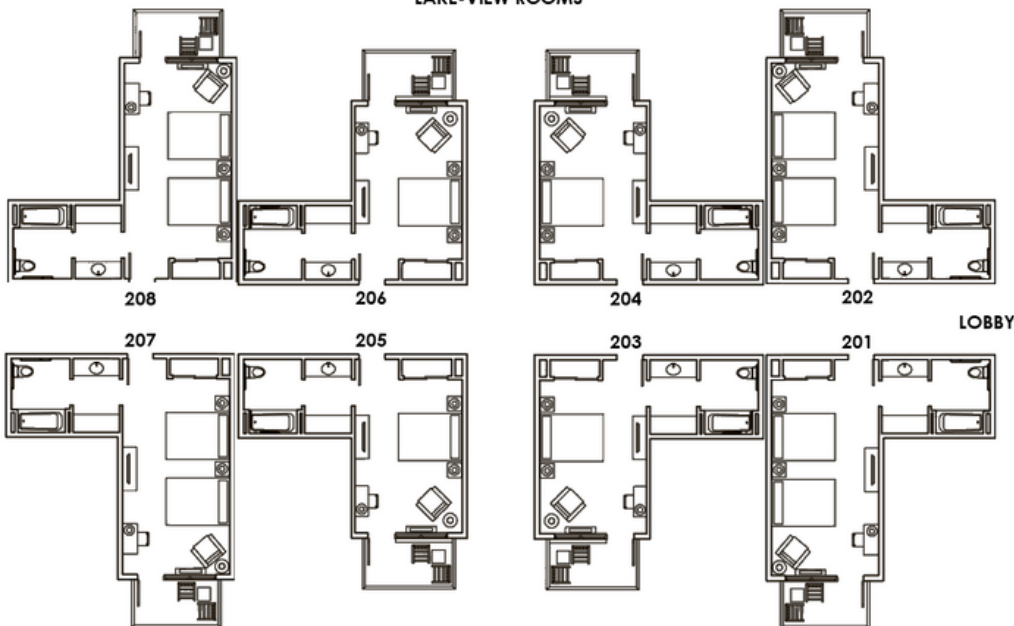
LAKE-VIEW ROOMS



FOREST-VIEW ROOMS

## second floor diagram

LAKE-VIEW ROOMS



FOREST-VIEW ROOMS

### Coordinator Notes:

All guest rooms 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

# 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

### 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:** Otto + Company  
**Contact Person:** Sean Otto  
**Phone Number:** (717) 875-4080  
**Email Address:** djottoandco@gmail.com  
**Website:** djottoandco.com

**Business Name:** DJ C  
**Contact Person:** Chris Snyder  
**Phone Number:** (570) 847-8265  
**Email Address:** csnyder.dj@gmail.com  
**Website:** djcweddings.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 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:** Samantha's Kitchen  
**Contact Person:** Samantha  
**Phone Number:** (570) 295-5530  
**Email Address:** samanthaskitchenpa@yahoo.com  
**Website:** facebook.com/samanthaskitchenpa

### TRUSTED FLORISTS

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

**Business Name:** Woodrings's Floral Gardens  
**Phone Number:** (814) 355-4771  
**Email Address:** info@woodringsfloral.com  
**Website:** woodringsfloral.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:** Dear Grace Photography

**Contact Person:** Brittany & Hannah

**Phone Number:** (570) 367-1589

**Email Address:**

brittanymartin@deargracephotography.com

**Website:** deargracephotography.com

**Business Name:** Bona fide Photography

**Contact Person:** Sara Rosenberger Blose

**Email Address:** sara@bonafidephoto.com

**Website:** bonafidephoto.com

**Business Name:** Jana Scott Photography

**Contact Person:** Jana Scott

**Phone Number:** (814) 769 - 3557

**Email Address:** janascott@gmail.com

**Website:** janascottphotography.com

**Business Name:** Pfahl Photo Co.

**Contact Person:** Cheyenne Pfahl

**Phone Number:** (570) 877-8544

**Email Address:** cheyennepfahl@gmail.com

**Website:** facebook.com/PfahlPhotoCo

### TRUSTED VIDEOGRAPHERS

**Business Name:** Courtney Renae Films

**Contact Person:** Courtney Dillon

**Phone Number:** 814-883-3660

**Email Address:** CourtneyRenaeFilms@gmail.com

**Website:** courtneyrenaefilms.com

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 EQUIPMENT RENTAL COMPANIES

**Business Name:** Hoag's Event Rentals

**Phone Number:** (814) 238-0824

**Email Address:** ashley@hoagscatering.com

**Website:** hoagscatering.com/about

### 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

Coordinator Note: Bring an empty cooler and have us store it with the alcohol for your bartender. Your bartender can put the extra loose bottles from opened cases in it for you to easily take!

# 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: \_\_\_\_\_







# 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*

### DAY ONE

- 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
- between 5:30 pm - 7:00 pm** - Rehearsal dinner
- 8:30 pm** - Fire pit lit & s'mores

### DAY TWO

- 7:00 - 10:00 am** - Breakfast served in Library
- 10:00 am - 3:00 pm** - Wedding 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

### DAY THREE

- 7:00 - 10:00 am** - Breakfast served in Great Room
- 11:00 am** - Overnight guests check out

Coordinator Note: Vendor meals are **\$30 per person**, all-inclusive (taxes & gratuity included)

## *Social Menu Timeline*

### DAY ONE

- 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
- between 5:30 pm - 7:00 pm** - Rehearsal dinner
- 8:30 pm** - Fire pit lit & s'mores

### DAY TWO

- 7:00 - 10:00 am** - Breakfast served in Library
- 10:00 am - 3:00 pm** - Wedding 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

### DAY THREE

- 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 3 days prior to your wedding. The **three areas that this tent can be located** during the celebration 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:

VENDOR NOTES:

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DECOR NOTES:

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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!

TASTING SELECTION NOTES:

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## 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: