

# WEDDING CEREMONY GUIDELINES

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*Below are Olympic Hills Golf Club's regulations for wedding ceremonies. We want to make your special day enjoyable and memorable for you and your guests. We would like to take a moment to remind you that we are a private club and provide you with the following information which is intended for you to be aware of the appreciation Olympic Hills extends to its private golf club Members. This also sets forth the Club's safety regulations that are important in making sure your wedding goes as smoothly as possible. This information is to be shared with those that will be at the Olympic Hills Golf Club prior to, during, and after the ceremony & reception.*

## Ceremony Rehearsal

Olympic Hills cannot guarantee a rehearsal the day before the wedding. The timing of the rehearsal depends on the events planned for the Club or golf course the prior day. The cost of a ceremony rehearsal is \$100 and can be scheduled through the Catering Department. We encourage you to invite all members of your wedding party as well as your ushers, immediate family, flower girls/ring bearers, your officiant and any others participating in the ceremony program. If you host your rehearsal dinner at the Club, a rehearsal can be arranged on the same evening. The rehearsal fee will apply, but we will waive the room rent fee for your dinner. Please contact the Catering Department for availability and to secure the date for your rehearsal dinner.

## Greeters & Ushers

Please have your greeters and ushers in place 45 minutes prior to the start of the ceremony. The greeter(s) should be stationed inside the front entrance of the clubhouse to direct your guests to the ceremony. After the ceremony, they will usher your guests back up the deck stairs to enter through the deck doors leading directly into the banquet room. It is important that ushers inform guests not to go into the Member restaurant or through the golf shop to enter the clubhouse. There is access to an elevator inside the clubhouse to get down to the ceremony site and we will assist ushers in directing guests who wish to use the elevator to the ceremony and back. We recommend that you assign 2-3 ushers for your wedding ceremony.

## Inclement Weather

In the event of inclement weather the ceremony may take place under the newly built 2,500 square foot deck or inside the banquet room. We will work with you on the day of the wedding to determine the best plan, as needed, in the event of inclement weather.

## Food & Beverages

No outside food or beverages may be brought on to the property. No beer or alcohol can be consumed in the parking lot from anyone's vehicle. Any alcoholic beverages brought on the property will be confiscated for the duration of the wedding. This is a security issue and may be enforced by local law officers if needed. A snack and beverage menu is available upon request for the bridal party and family prior to the ceremony. You have the option to have a hosted or cash bar open prior to the start of the ceremony; this needs to be pre-determined with the Catering Office prior to the wedding day.

## Getting Ready Room

The women's lounge is available to the bride and attendants starting two and a half hours prior to the pre-determined ceremony time. All items must be removed from the women's lounge prior to the start of your ceremony. The women's lounge and grounds will not be available the rest of the evening. Lockers are not available or provided. The showers and steam room are not to be used by you and your guests. The toiletries in the lounge belong to the Members and are only to be used by Members and not the wedding party. The ladies should arrive with their hair and makeup done, and to use the lounge only to change into their dresses. All items must be removed by a member of the wedding party. The men need to arrive fully dressed, and, if needed, they may use the Founder's Room adjacent to the banquet room as a place to use prior to the ceremony. Olympic Hills is not responsible for relocating the left items and reserves the right to charge a cleaning fee if necessary.

## Liability

Olympic Hills will not be responsible for belongings left at the ceremony site, in the women's lounge or in any other areas of the clubhouse before, during, or after the wedding.

## Damage to Property

You are responsible for your guests and any damage caused by their actions. Olympic Hills reserves the right to charge for any damage.

## Photos

We allow your wedding party and family two and a half hours before your pre-determined ceremony start time at Olympic Hills for photos and getting ready for photos. Photos can be taken directly behind or in front of the clubhouse. The Member restaurant and Member deck are not available. In the event of inclement weather, you have access to the lobby and banquet room. The driving range, the golf course holes and paths around the golf course or use of golf carts is not allowed for photos.

