



The Willow Creek Inn
Weddings Gatherings & Events

Willow Creek Inn Venue Rates 2022-2023

Guest list 20-30 \$2500-3000 Guest List 31-50 \$3000-4500 Guest List 51-80 \$5000-6500

MAXIMUM CAPACITY: 80 PPL TOTAL WEDDING EVENT

Community Small Gathering Events: Shower, Birthday, Anniversary, Business 20-30 People \$300-500.00

Larger groups of 40-80 people \$750-\$1000.

Day Of Coordinating: \$500-750-details to be discussed and disclosed on contract.

ALL RATES ARE SUBJECT TO THE STATE AND LOCAL TAXES RATES CURRENTLY 2.75%

Guest List is defined as # of Guests on invitation list at time of booking, not final RSVP.
Additional rates may apply for numbers exceeding the booked rate tier.

A \$500 non-refundable booking fee required to hold your date. This fee is applied to your total venue rate contract. Special cancellation policy is defined in your contract. Contract signed by all vested parties.

Gatherings prior to event day such as Rehearsal/Dinner, Day of Brunch, Pre-party etc are allowed but must be disclosed and approved by host at time of booking. Subject to additional venue fee.

All other add-ons, deletions or requests for changes are only at the expressed consideration of the Host and Owner. Any misgivings or lack of compliance of said policies and contract at any time of original agreement, may constitute cancellation without compensation, including non-compliance by DJ and outside vendors. No confetti, fabric flower petals, bird seed etc. Sparklers by consent.

2516 Willow Creek Rd Prescott, AZ 86301

Nancy Bewley-Inn Keeper

Explanation of Amenities and Services:

- Use of 2 acres of immediate grounds and 60+ parking spaces.
- Tables & chairs provided. If different style/sizes are requested, rentals are by contract holder.
- Full use of any decoration items from our well stocked inventory, including but not limited to silk flowers & vases, table runners & fabrics, signs, votives and candleholders (LED's must be used, no open flames), lanterns & chandeliers, chargers, plates, silverware, fabric napkins, glasses and stemware, catering serving pieces, exterior vintage furniture, outdoor heaters, photobooth props, choice of ceremony arch placement and so much more!
- Equipment will be clean, prepped, pressed-ready for use.
- Set up and take down as indicated on contract.
- Audio Bluetooth Bose sound system if you choose no DJ.
- Preferred vendor referrals.

Services NOT Provided and Available Upon Request

- All appetizers, foods, meals, bar and beverages
- Fresh flowers and florals arrangements
- Officiants and Fees
- Invitations and take away gifts for your guests
- Photographer and Videographer
- Hair and Make-up and other personal services
- DJ Services
- Live or extra vocals or musical pieces etc
- Tent Rental for inclement weather-2 week advance order required 72 hour cancellation; all terms per rental company contract.
- Day of Coordinating if not listed on contract
- Required event liability insurance. All outside vendors must present their COI upon hire.
- Other items not listed

ADD-ONS:

- Day of Coordinator \$500-750
 - Sola Wood Floral arrangements bouquets, centerpieces, etc.
 - Catering Serving for hire from our staff \$20/hr. 3-hour min.
- Any rate changes and amenity changes are at the sole discretion of the owner. All attempts made to accommodate the wedding party shall be made. If inclement weather causing changes in venue plans and set up are the sole responsibility of the signed contract holders. All interested parties outside of the signed contract holders have no legal nor binding rights in the event changes, cancellations, or refunds requested. Please refer to said contract for cancellation policy and unprecedented exclusions.