



SPRUCE POINT INN RESORT & SPA

Weddings Guide



OUR 2018-2019 GUIDE TO A MEMORABLE WEDDING RECEPTION

We invite you to visit the Spruce Point Inn Resort & Spa for a tour of our unique facilities and take the opportunity to meet with our Sales Manager. Call to discuss the wide range of opportunities and choices available for your special occasion, at 207-633-4152 or email spi@sprucepointinn.com once your event has been confirmed, we will contact you to discuss food, beverage, and décor choices, as well as the logistics of the day and so much more. The following is a guideline for initial planning for your special event.

BOOKING A WEDDING AT THE INN:

- Initial meeting and site inspection
- Information gathering and correspondence
- Confirmation of booking and signing of Contract
- Initial Deposit paid and Master Account set up
- Room block policy, contract, and deposit set forth
- 120 days prior - an Estimate of Charges is sent from the Inn to you
- 60 days prior - 50% of the estimated charges are due
- 14 days prior - Guaranteed number of attendees is required and the remaining balance of the estimated charges are due
- The morning following the event, we require that the event "Master" account be settled with our Event Manager after a relaxing private breakfast or brunch with your guests.

Again, we are delighted to be considered as hosts for your special day & look forward to exceeding your expectations.

2/1/18

PACKAGE OPTIONS

A SELECTION OF HORS D'OEUVRES TO INCLUDE THE CHOICE OF:

3 passed hot hors d'oeuvres

3 passed cold hors d'oeuvres

2 stationary hors d'oeuvres

A CHOICE OF THE FOLLOWING:

A beautifully displayed gourmet buffet

- Or -

An elegant three course served meal with dual entrée selection

ALL PACKAGES INCLUDE THE FOLLOWING:

Champagne toast

Four-hour open bar with call liquors

Wedding Cake - Our certified pastry chef will personally design the cake of your dreams

Coffee and tea service

Bride & Groom complimentary two night accommodations

Professional on-site and year-round event coordination

A complimentary first year anniversary two night getaway

Please keep in mind we will create a package that mirrors your dreams for a wonderful celebration. The Inn also specializes in theme display stations and reception accents, personalized departure celebrations, and thoughtful guest amenities, which are designed to your specifications.