WEDDINGS

AT THE WOODMARK



CONGRATULATIONS!

Situated on the north shores of Lake Washington, only 3 miles from Bellevue and Seattle, The Woodmark Hotel & Still Spa is the perfect luxury hotel venue for a once-in-a-lifetime celebration.

Enjoy the serene lake views on your special day, as you look forward to many happy years ahead. We celebrate and welcome you!



VENUES FOR ‘I DO’



HOTEL 1ST FLOOR & OLYMPIC TERRACE TENT

our premier outdoor venue on the shores of lake washington

ceremonies: 75- up to 200 guests
receptions: 75- up to 180 guests



MARINA ROOM & PATIO - receptions only

our largest indoor room with a wrap-around patio for your outdoor enjoyment

receptions: 40 - up to 100 guests



BAYSHORE ROOM & PATIO - receptions only

a bright & intimate space with gorgeous water views

receptions: 20 - up to 50 guests - 30 max with dancing space



GREAT ROOM & PATIO - not available may-october

a lounge style space paired with a private covered patio and direct access to the firepit lawn

ceremonies: 20 - up to 50 guests
receptions: 20 - up to 50 guests

Hotel 1st Floor
& Olympic Terrace Tent

AVAILABLE MARCH-DECEMBER

venue fee: $6,000 ++

food and beverage minimum: please inquire with a sales manager

rental hours: 12pm-11pm (dressing rooms available earlier in the day)

your event locations:

guest arrival and welcome - the library
ceremony - olympic terrace tent
cocktail hour - whidbey room, library, patio & fire pit lawn (weather dependent)
dinner & toasts - olympic terrace tent. ***sound must end outside by 9pm***
dessert & dancing - lake washington ballroom. ***sound must end inside by 11pm***

additional complimentary services:

2 dressing rooms on the first floor
1 night in a lakefront king guestroom for the wedding couple
a private boat ride on our chris-craft boat after your ceremony (upon availability)
a food tasting for the wedding couple
waived bartender fees
waived cake cutting fees
ceremony audio equipment
1 hour rehearsal - day and time to be confirmed 90 days prior to wedding





MARINA ROOM & PATIO

receptions only

venue fee: $2,000 ++
food and beverage minimum: please inquire with a sales manager
rental hours: 2pm-11pm





BAYSHORE ROOM & PATIO

receptions only

venue fee: $1,000 ++

food and beverage minimum: please inquire with a sales manager

rental hours: 2pm-11pm



GREAT ROOM & PATIO

NOT AVAILABLE MAY-OCTOBER

venue fee: $1,500 ++

food and beverage minimum: please inquire with a sales manager

rental hours: 2pm-11pm



WITH OUR COMPLIMENTS

THE FOLLOWING ITEMS ARE INCLUDED IN YOUR VENUE FEE FOR ALL WEDDINGS

linens & accessories

white underlays, grey underlays, white overlays, tea light votives and candles



place settings

white or black linen napkins

white china

flatware

glassware

setup

white chivari chairs

cocktail tables, highboy tables, round tables, 6ft tables, and tables for your gifts, guestbook, and wedding cake

grey dance floor

bar fronts and backs



the details

a social catering manager to oversee venue details leading up to your day

a dedicated banquet captain to execute your event

CULINARY EXPERIENCE

in-house catering and beverage is required

our award winning onsite culinary team will elevate your special day, showcasing the unique flavors of the pacific northwest with a focus of fresh and seasonal ingredients, locally sourced when possible. our a la carte menus allow for you to curate your food and beverage offerings to match your vision for your special day!







ABOUT THE WOODMARK

A LUXURY HOTEL OF 100 GUEST ROOMS INCLUSIVE OF 7 SUITES

turn your wedding day into a full weekend by offering your guests a 10% discount on posted guestroom rates.

if you will have 10 or more rooms booked, we can pursue a room block at a discounted rate. this would be a separate contract than your wedding events.

AMENTITIES & SERVICES:

complimentary wi-fi
beach cruiser bicycles
stand up paddle boards (seasonal)
“raid the pantry”
lobby bar - friday & saturday
umbrellas
fitness center
filtered water & ice stations





STILL SPA

reconnect and unwind in the relaxing comfort of still spa. we provide personalized treatments using quality skincare products performed by our highly trained team of professionals. rejuvenate your skin and glow from within with a truly unique spa experience.

AMENTITIES & SERVICES:

manicures
pedicures
massages
body treatments
facials
eyelashes - tinting & waxing

luxury changing rooms with:
spa robes & sandals
sauna
private lockers
shower
personal care products





CARILLON KITCHEN

enjoy breakfast and lunch at the hotel's café, carillon kitchen. meals can be delivered to your guestroom or dressing room during select hours, so you don't have to stop prepping for your day. this location is right across the main drive from the hotel, and is a great spot to meet up the morning after with your wedding party to say hello!





QUESTIONS & ANSWERS

WHAT IS A FOOD AND BEVERAGE MINIMUM?

the food and beverage minimum is the lowest amount you are required to spend on any combination of food and beverage. this does not include the service charge (currently 26%) or sales tax (10.4%). you may spend more on food and beverages for your event, but you may not spend less than the required minimum. should the food and beverage minimum not be met, the balance will be charged as a facility fee.

CAN I SUPPLY THE WEDDING CAKE AND DESSERTS THROUGH AN OUTSIDE VENDOR?

yes, you are welcome to provide a cake and other desserts through an outside licensed vendor. we do not charge a cake cutting fee or plating charge.

IS AUDIO VISUAL EQUIPMENT INCLUDED?

audio and visual equipment is not included. a full range of state-of-the-art equipment is available to rent. should you require any equipment provided by us, our team will discuss your needs and provide a current pricing list and custom quote.

HOW MUCH IS THE INITIAL DEPOSIT AND WHEN IS IT DUE?

the initial deposit is 30% of your combined food and beverage minimum and venue fee. the deposit is due upon signing and returning the agreement by the contracted due date.

HOW DOES ADDITIONAL BILLING WORK?

in your contract, we will write up a payment plan of equal monthly installments. fourteen working days prior to your event, 100% of your estimated master account will be due, less previously submitted deposits which are credited to your overall costs. should your event go over the amount pre-paid, our accounting department will charge the credit card on file.

QUESTIONS & ANSWERS

WHAT ARE THE OPTIONS FOR GUEST PARKING?

parking is based on a first come basis in our many parking garages across carillon point. parking is charged 24 hours. you may opt to pay for your guests parking at a discounted rate, or leave it up to your guests to cover. there is no valet parking at carillon point or the woodmark hotel.

WHAT IF MY GUEST COUNT CHANGES?

at least seven working days prior to your event, you will need to inform your catering manager of the guaranteed guest count for all food and beverage. in the event that you do not provide a guarantee of attendance, we will automatically use the anticipated number of guests provided by you to determine the charges, of which you will be fully responsible.

DO I NEED A WEDDING PLANNER OR COORDINATOR?

we do not require a planner or coordinator, but we highly encourage one. the woodmark does not offer day of coordination or planning services and does not handle any vendor coordination, nor décor set up or teardown.

DO YOU HAVE A REQUIRED VENDOR LIST?

we do not require you to use our preferred vendors, but we do have a list we can share!

ARE YOU DOG FRIENDLY?

we are dog friendly! feel free to have your pup join in on your festivities, as long as you'd like, they just need to be on a leash and handled by a human while in public! if they stay the night with you, pet fees will apply.

HOW LATE CAN MY WEDDING GO?

music is allowed in the tent until 9pm. music and dancing must cease in the lake washington ballroom at 11pm. vendors are then able to tear down after 11pm when your guests depart.