DISTINCTIVE • MEMORABLE • INSPIRED

RUNNING Y RESORT

WEDDING PLANNING GUIDE



RUNNING Y RESORT

Say "I DO" at Running Y Resort

Congratulations on your engagement, we thank you for considering Running Y Resort as the destination for your wedding celebration. Inspired by the outdoors and bathed in the glow of 300 days of sunshine, Running Y Resort invites you to embark on the adventure of a lifetime. Situated at the foothills of the Cascade Mountain Range on 3,600 pristine acres, our Klamath Falls property is surrounded by endless natural wonders which provides you the picture perfect backdrop to experience your dream wedding.

•Running Y Resort is just over an hour from the Rogue Valley International-Medford Airport (MFR) via a scenic drive through the Cascade mountains. The mild climate is typically 10 to 20 degrees cooler than Medford in summer, which makes for a comfortable setting for an outdoor wedding.

•The Resort's indoor and outdoor spaces can accommodate everything from intimate receptions to grand weddings of over 300 guests.

•Klamath Falls' largest ballroom (Woodlands) and newest contemporary event space (Juniper Hall) offer flexibility to our couples.

•Expansive outdoor areas offer beautiful views of the lake, woodlands and award-winning Arnold Palmer Signature golf course.

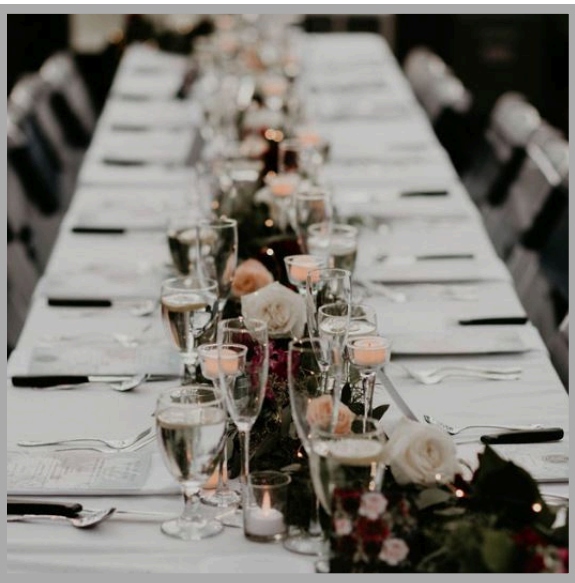
•Private bridal suites or homes are ideal special spaces for preparing for this cherished moment.

•Running Y Resort is home to extraordinary recreational amenities for your family and guests to enjoy including: award-winning golf, full service spa, sports and fitness facility, indoor pool complex, miles of paved walking and biking trails, access to unparalleled outdoor activities and more.

•Discounted guestrooms available for your guests.

The Running Y Resort team is excited to assist in planning one of the most important days of your life. Our team of professionals will ensure every detail is cared for, by creating a seamless experience, allowing you to embrace the moment and truly delight in your dream wedding.

For more information or to schedule a tour, please call 541-850-5500 or email sales@runningy.com to schedule an appointment.





RUNNING Y RESORT

Wedding Process

•Dates

•Request for Proposal

•Tour

•Event Space Reservation

•Payments and Deposits

•Menu Selection

•Room Placement and Arrangement

•Ceremony and Reception Schedule

•90 days prior: 50% Due, Chef Meal and Food Item Confirmation

•45 days prior: Finalize Catering

-30 days prior: 100% Due

-7 days prior: Final Headcount



RUNNING Y RESORT

Ceremony & Reception Spaces

MAY THROUGH OCTOBER

Woodlands Ballroom
Accommodates up to 450 Guests
$2000

Mahogany, Ponderosa or
Aspen-Cedar Room
Accommodates up to 150 Guests
$1000

Juniper Hall
Accommodates up to 200 Guests
$2000

Lodge Conference Room
(Payne Canyon or Rainbow Room $400)
Accommodates up to 90 Guests
$700

Lodge Board Room
Accommodates up to 20 Guests
$400

White Oak Outdoor Pavilion and Lawn*
Accommodates up to 250 Guests
$2000

Conservatory, Patio and Lawn*
Accommodates up to 200 guests
$2000

NOVEMBER THROUGH APRIL

Woodlands Ballroom
Accommodates up to 450 Guests
$1000

Mahogany, Ponderosa,
Aspen & Cedar Room
Accommodates up to 150 Guests
$500

Juniper Hall
Accommodates up to 200 Guests
$1000

Lodge Conference Room
(Payne or Rainbow only 200)
Accommodates up to 90 Guests
$500

Lodge Board Room
Accommodates up to 20 Guests
$300

White Oak Outdoor Pavilion and Lawn*
Accommodates up to 250 Guests
$1000

Conservatory, Patio and Lawn*
Accommodates up to 200 guests
$1000

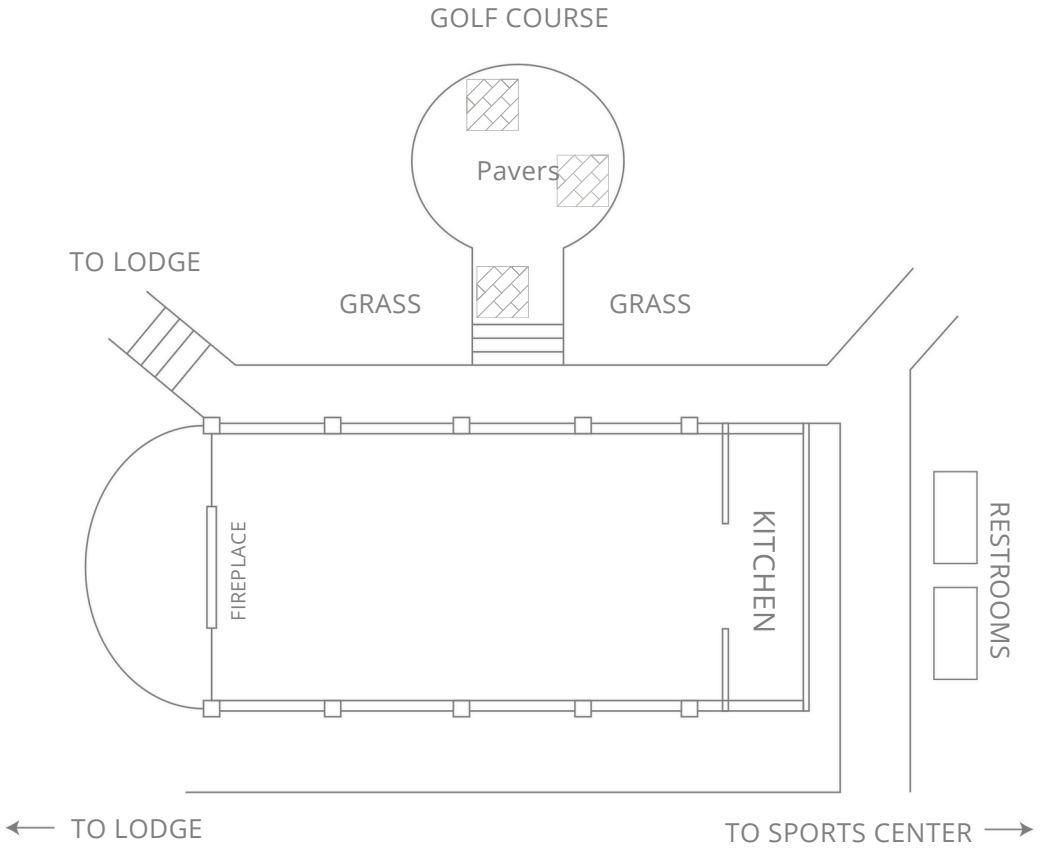
Prices for Event Space are negotiable depending on Accommodations and F&B Needs.
Standard Catering for Dinner ranges from $38 to $44 per person depending on menu choices with an additional service fee of 22%.

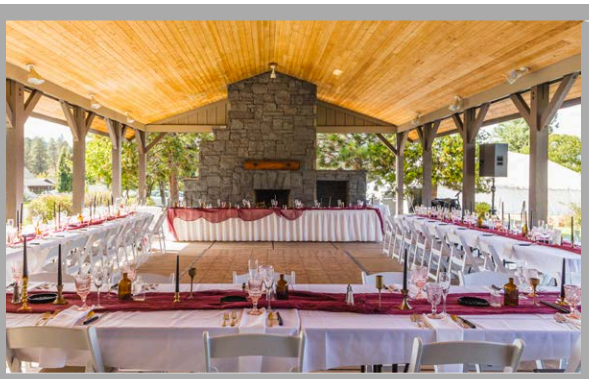
*weather permitting

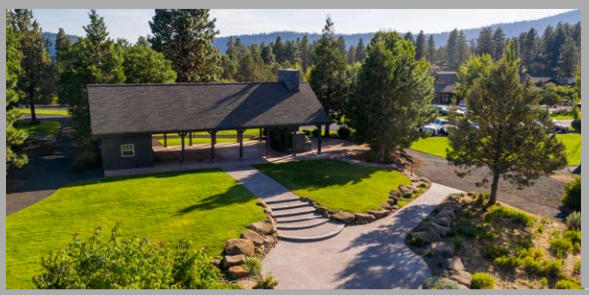
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White Oak Outdoor Pavilion & Lawn

A spacious and casual outdoor venue with a panoramic backdrop, conveniently located between Running Y Lodge and Sports Center. Our most-desired outdoor space for wedding ceremonies, receptions, special events and outdoor group dining with sweeping views of the award-winning Arnold Palmer golf course.







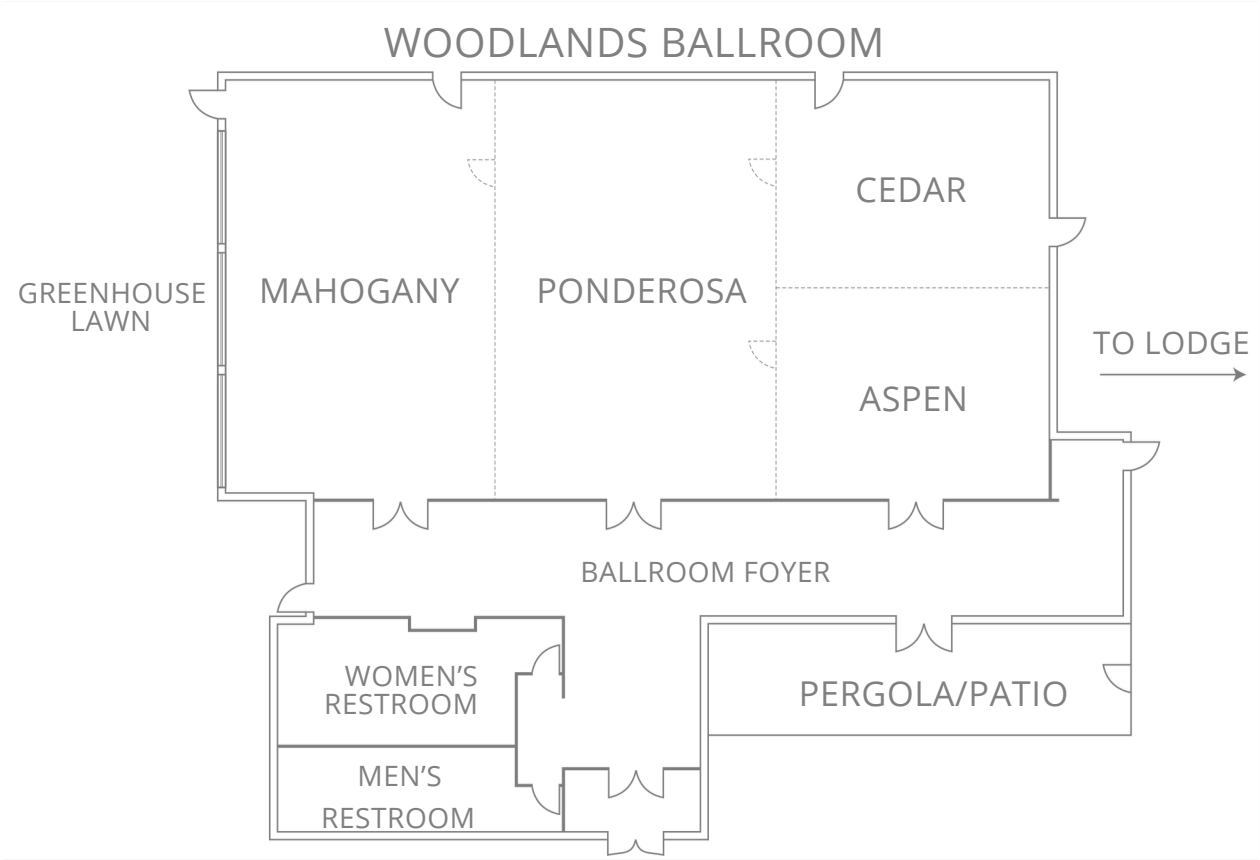


PC:Rebekah Jule Photography

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Woodlands Ballroom

Located adjacent to Running Y Lodge, the Woodlands Ballroom is the largest, most flexible wedding space on property. The ballroom is divisible into four separate areas to accommodate a variety of wedding needs which offers natural light, ample prefunction space, as well as direct access to outdoor lawn and patio areas.



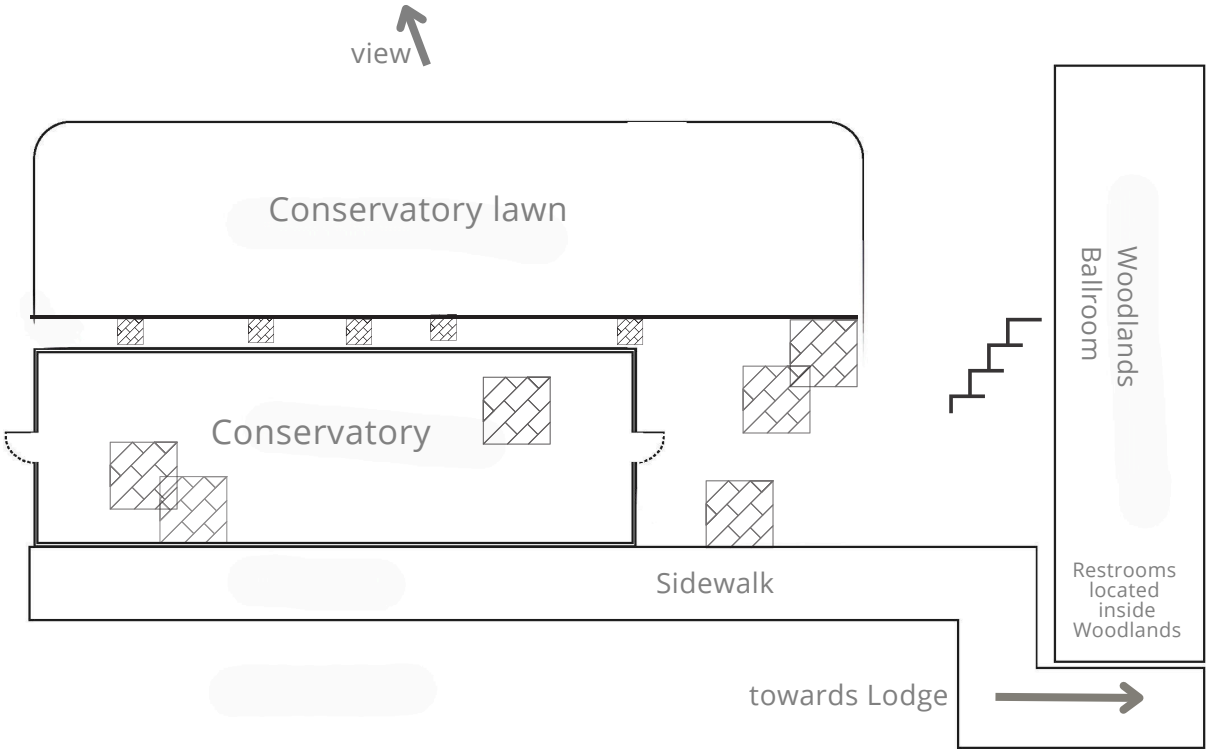




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Conservatory

Located adjacent to the Woodlands Ballroom, the Conservatory with patio and lawn can accommodate an intimate dinner or ceremony while the lawn offers the perfect setting for a ceremony with a view.



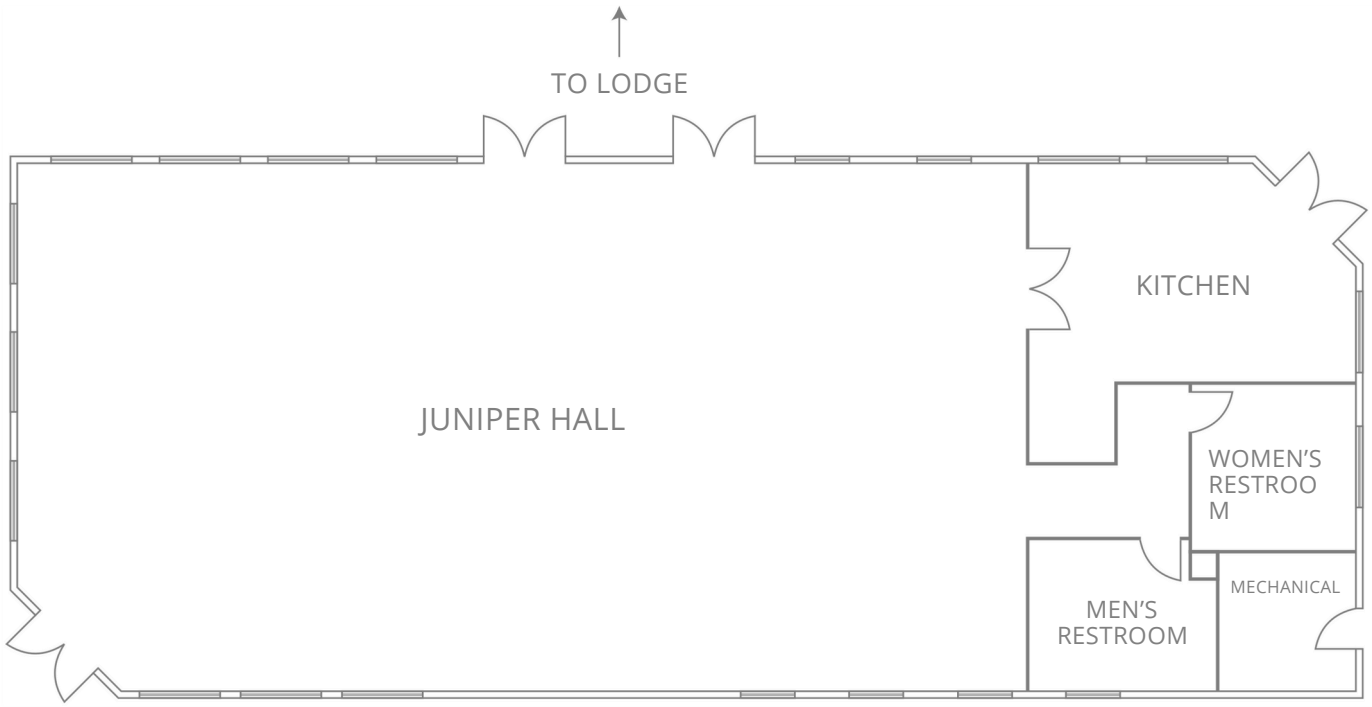




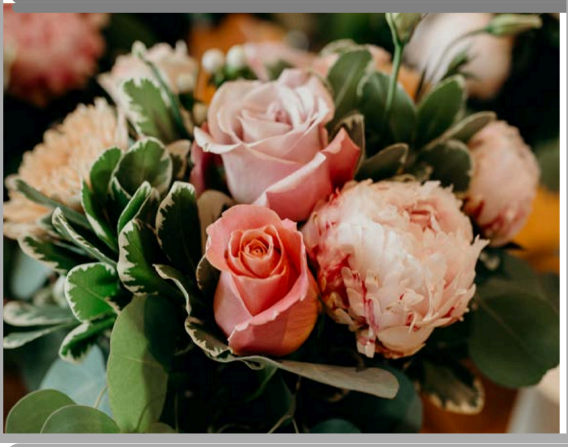
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Juniper Hall

Located across from the Running Y Lodge Arrival Center, Juniper Hall is the Resort's newest contemporary wedding space. This space is an airy, blank canvas to support any creative wedding vision. The room is wrapped in windows and offers the best in audio-visual technology to elevate any special event.





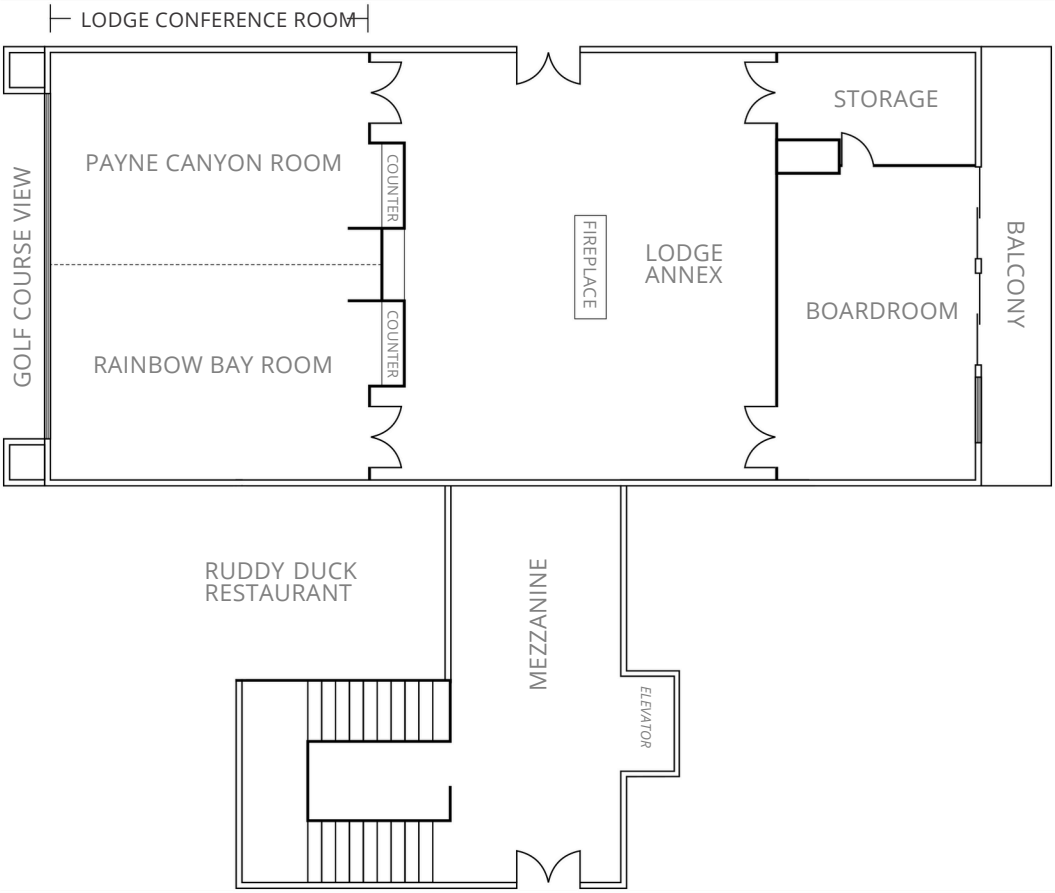




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Lodge Meeting Space

The Running Y Lodge is at the heart of the Resort's gathering spaces. The third floor Lodge meeting space includes the Lodge Conference Room (divisible into two breakout rooms), Annex, and Boardroom. These spaces are often used for intimate meetings or private meals that overlook the golf course while being steps away from guestrooms. The Lodge is also home to our Ruddy Duck Restaurant and Patio, located on the Main level.









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Running Y Resort Wedding Experience

SIX HOUR EVENT INCLUDES:

•Wedding Ceremony

•Water station for all Ceremony Guests

•Ceremony Chairs for Guests

•Complimentary Overnight Accommodations for the Couple on their wedding night with 25 room nights booked at the wedding rate*

•Round Tables, Banquet Chairs, China, Flatware, Glassware

•Complimentary Self-Parking

•50% discount for a suite* on your 1-year anniversary for a one night stay

**Based upon availability. All beverages are additional and charged on consumption. All food and beverage is subject to a 22% service charge, plus sales tax. Food and Beverage spend based upon selected menu and beverage packages and guaranteed guest count.*



RUNNING Y RESORT

Running Y Resort Weddings FAQs

Do you charge a site fee?
Yes, the site fee/ceremony fee includes those items listed in the wedding experience.

Do you allow outside Food or Beverage?
No, Running Y has a full service catering team dedicated to making your day special. We do allow Wedding Cakes/Cupcakes to be brought in.

Is there a Food and Beverage minimum?
Yes, the food and beverage minimum is based on the minimum count guarantee provided for the contract.
Your Food and beverage, A/V, labor fees, etc. do not include service charges.

Do you have a curfew/noise ordinance?
Woodlands Ballroom and Juniper Hall were designed to allow you to enjoy your event until 12:00am/midnight. All outdoor and Lodge functions must conclude by 10:00pm. Please note our wedding space rental is based on a 6 hour event. You may extend your event to 7 or 8 hours, but additional charges will be incurred.

Do you offer additional events besides the ceremony and reception?
Yes, there are a variety of options for Welcome Receptions, Rehearsal Dinners, Bridal Luncheons and Wedding Brunches that can be held at a number of unique settings within the Lodge and throughout the Resort.

Where can I get ready?
We have a variety of rooms and houses available for rent, and there are some very large locker rooms and restrooms on property.

What if I am checking into my complimentary suite on the same day of the wedding?
Check-in is at 4:00pm. Due to demand, you will likely be unable to get into your suite prior to 4:00pm. We encourage booking the bridal suite the night before at the discounted suite rate arranged in your room block contract. This allows you and your bridesmaids all day to get ready and relax in the comfort of the Bridal Suite without having to move items on the wedding day.

How long before an event can we access the reception to add décor, etc?
Setup may begin 4 hours prior to your event unless agreed to in advance with your event manager.


PC:Rebekah Jule Photography



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Audio Visual Services and Pricing

VIDEO PACKAGES

JUNIPER HALL

Data/Video Projection Package
7K HD ceiling mounted, front data/video projector, HDMI connection to laptop, 160"x100" motorized drop-down widescreen (16:10) projection screen, necessary cables and extension cords - $200.00 per day

WOODLANDS BALLROOM

Data/Video Projection Package
(Entire Woodlands Ballroom includes (4) drop down screens) 4,500 HD data/video projector, HDMI connection or wireless connection to laptop computer, 6'x8' built-in drop-down screen, AV cart with necessary cable and extension cords - $150.00 per day

Accessory Projector Package
(Guest to provide own projector)
(4)6'x8' built-in drop-down screens, AV cart with necessary cable and extension cords - $25.00 per day

BREAKOUT ROOMS

Data/Video Projection Package
(Per room) 4,500 HD data/video projector, HDMI connection or wireless connection to laptop computer, 6'x8' built-in drop-down screen, AV cart with necessary cable and extension cords - $150.00 per day

Accessory Projection Package *(Guest to provide own projector)* 6'x8' built-in drop-down screen, AV cart with necessary cable and extension cords - $25.00 per day

SOUND PACKAGES

Microphone Package
Built-in room speakers, 4 channel mixer, podium with wired microphone - $125.00 per day; extra wireless microphone (handheld or lavalier) - $135.00 per day

AUDIO VISUAL

Projector Package $183
(includes projector, cart, and screen)

Video/Data Projectors
LCD 4.5K HD data/video projector $200.00

Audio

Wired microphone $103

Wireless microphone (handheld or lavalier) . . . $103

Connection to speakers $61

Projection Accessories
Wireless remote w/laser pointer $20

Projection Screens
Built-in drop down screen. $122
Portable screen $122
(

Staging
4'x8' riser, includes skirting and stairs . . . . . $100.00 ea.
Up to six (6) sections available = total 8'x24' stage

Miscellaneous
Flipchart, pad, markers $35
Additional flipchart paper and markers $25

Easel $20
Power Cord $15
Podium or Lectern $25

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Wedding Add-Ons

WEDDING RENTAL

Wedding Arch
$183

Wine Barrels (set of 2 matching) $122

Dance Floor
20 x 20 $305 12x12 $244

Fairy Lights (Installed by RY)
$183 per 600 feet

Florals, Specialty Linens, Chair Covers and more *(May be rented through local Vendors)*

Champagne or Sparkling Cider Toast Service
$3.00 per person*
*Blended Specialty Drinks Available Upon Request

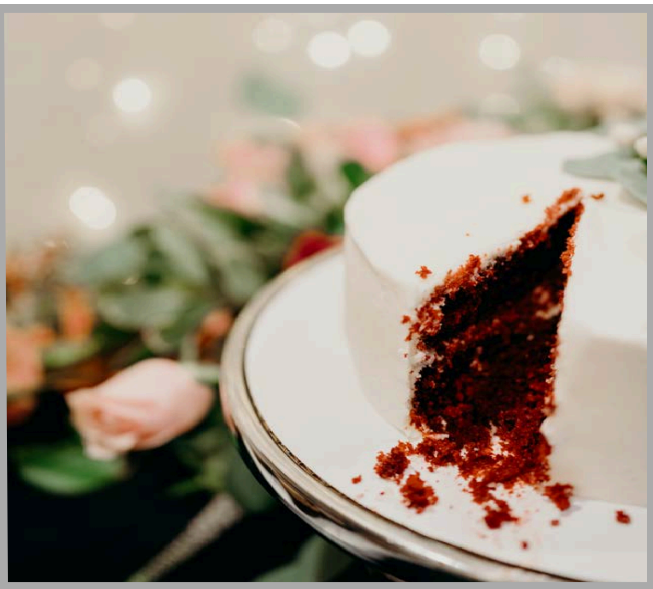
Ask about live Dove or Pigeon release

Cake Cutting and Plating, Serving Staff
$2.00 per person* for under 50 people

Parties over 50, please consult sales representative. If cake cutting service is not desired, wedding will be responsible for providing cake cutting utensils, silverware, plates and napkins. Cake cutting complimentary.

- 22% service fee is applied to all F&B servies





RUNNING Y RESORT

Preferred Vendor List

PHOTOGRAPHERS

Anna Scott Photography
Website: annascottphoto.com
Email: info@annascottphoto.com
Phone: (541) 237-8487

Danae Jones Photography
Website: danaejonesphotography.com
Email: danae@danaejonesphotography.com
Phone: (541) 908-1064

Chutikorn Photography
Website: chutikornphotography.com Phone: (541) 591-9778

Mariel Hensley Photography
Website: marielhensleyphotography.com
Phone: (321) 412-9778

VIDEOGRAPHERS

Nick Alexander Films
Website: NickAlexanderFlims.com/weddings
email: info@nickalexanderfilms.com
Phone: (541) 621-2326

DJs

Sights and Sounds Unlimited
Website: sounds.com
Email: info@ssounds.com
Phone: (541) 476-8558

Templeton Productions
Website: templetonj.com
Email: richtempleton@gmail.com
Phone: (541) 301-6408

DJ Veach
Website: djmedford.com
Email: djveach@djmedford.com
Phone: (541) 621-9510

WEDDING CAKES

Sugar Rush
Website: sugarrushbakery.me
Email: order@sugarrushbakery.me
Phone: (541) 241-6727

Bonnie Nork's Custom Baked Goods
Email: bonnienork@hotmail.com
Phone: (541) 891-6461

Nibbley's Cafe
Website: nibbleys.com
Phone: (541) 883-2314

HAIR & MAKEUP

Adora Salon & Spa
Website: adoraslonandspa.com
Phone (541) 882-4247


PC:Chutikorn Photography

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Preferred Vendor List

FLORIST

Woolvies Florist
Website: woolviesflorist.com
Phone: (541) 779-1375

OFFICIANTS

The Wright Officiant
Website: thewrightofficiant.com Email:
Charles@thewrightofficiant.com
Phone: (541) 660-6183

RENTALS

Sights and Sounds Unlimited
Website: sounds.com
Email: info@ssounds.com

Party Time Enterprises
Website: partytimeoregon.com
Email: info@partytimeoregon.com
Phone: (541) 884-0114

Mirror Me Oregon
Website: mirrormeoregon.com
Phone: (541) 887-2211

Waylight Photobooth
Website: hailey@waylightyphotobooth.com
Phone: (541) 887-0026



PC:Chuticorn Photography

