

# SASAMAT

## OUTDOOR CENTRE



ASSOCIATION OF  
NEIGHBOURHOOD  
HOUSES BC

### Wedding Venue Information

Sasamat Outdoor Centre offers the magic of a destination lakeside wedding setting with the practicality of an easy commute.

Our Main Lodge can comfortably seat up to 80 dining guests. Wedding parties of up to 150 guests can be accommodated with use of the dining hall and surrounding patio space. If adverse weather is forecasted, a marquee event tent fits perfectly on the patio (must be rented from external provider). The bright and airy Main Lodge includes a full commercial kitchen, washroom facilities, wraparound deck, two-story indoor and outdoor fireplaces (can be used all year round), and patio.

Sasamat Outdoor Centre also includes the multipurpose Wallace and Cedar Rooms, private beachfront, various types of accommodations to sleep up to 102 guests (see *Accommodations* below), expansive docks system, and a fleet of canoes and kayaks along with other program options such as archery, low ropes, and much more.

### Wedding Packages

Package options for our wedding venue are described below, depending on the length of time you want to host your wedding guests. Note that for all packages:

- Pricing is per guest (children 3 and under are free)
- Additional food service can be included (see *Food & Drink* section)
- The hosted reception must end by midnight
- We do not charge gratuities, and taxes are only charged to outdoor activity fees if you choose to book them. Tax on your wedding rental fee is exempt, as Sasamat Outdoor Centre is a registered charity (under the umbrella of the [Association of Neighbourhood Houses of BC](#))

#### Trillium Weekend Wedding Package

The Trillium Weekend Wedding Package provides a full weekend retreat for you and your wedding guests, from Friday evening until Sunday afternoon. The package includes the following:

- Guest Services Coordinator for Saturday and Sunday
- Two nights' accommodation for all guests
- Friday evening snacks (i.e. coffee/tea, baked goods, fruits)
- Saturday breakfast, self-serve lunch and buffet reception dinner
- Sunday buffet brunch for all guests
- Basic dishes and tablecloths (see *Other Details* section, below, for details)
- Use of our facilities including lodge, fireplaces, docks, beach, and forest from 6:00pm Friday until 4:00pm Sunday (all cleanup must be completed and all guests departed by this time)
- Cost per guest is \$358.00, with a minimum charge of 55 guests. The year-round maximum is 100 guests.

## Lily One Night Wedding Package

The Lily One Night Wedding Package allows your guests an easy transition to their on-site accommodations after your Saturday ceremony and reception. The package includes the following:

- Guest Services Coordinator on the day of your main event
- One nights' accommodation for all guests
- Saturday self-serve buffet lunch
- Saturday buffet reception dinner
- Sunday buffet brunch for all guests
- Basic dishes and tablecloths (see *Other Details* section, below, for details)
- Use of our facilities including lodge, fireplaces, docks, beach, and forest from 9:00am Saturday until 4:00pm Sunday (all cleanup must be completed and all guests departed by this time)
- Cost per guest is \$297.00, with a minimum charge of 55 guests. The year-round maximum is 100 guests.

## Rose Single Day Wedding Package

The Rose Package brings your guests together in a forested setting, and wraps everything up within the day. The package includes the following:

- Guest Services Coordinator all day
- Buffet reception dinner for all guests
- Basic dishes and tablecloths (see *Other Details* section, below, for details)
- Use of our facilities including lodge, fireplaces, docks, beach, and forest from 9:00am until 1:00am (all cleanup must be completed and all guests departed by this time)
- Cost per guest is \$204.00; minimum charge is for 55 guests. The Rose package is only available October – March.

## Venue Logistics

To make your ceremony and reception as smooth and enjoyable as possible, we will provide you with a Guest Services Coordinator on the day of your main event. The Guest Services Coordinator will act as your "go-to" person for any and all questions or concerns throughout the day. They will also act as a timing liaison between the wedding party and our chefs to ensure food service is prepared and served at the right time.

For the most organized and stress-free event, we recommend having a setup team arrive before most of the other guests - but the timing is your decision. All setup and take down of tables, chairs and decor is done by your organizing team.

For wedding venue decorations, you're welcome to get creative! However, note that all decorations must either use existing hooks/nails or no-residue tape, and that all decorations must be removed by your departure time with no damage left. Also, for safety reasons due to our wooded setting, candles are limited to enclosed-styles such as hurricane lamps, or a vessel where a piece of paper laid on top could not catch fire; taper candles are not permitted.

If you'd like to include dancing as part of your wedding, it is typical that the bride and groom's organizing team will clear half of the tables to provide a dance area for guests. If you're providing your own music we have speakers you can test for your plug-ins. If you will be using a DJ, we can work with you in advance to find their ideal setup location within the Main Lodge.

Please note the local municipal bylaw mandates excessive noise be halted by 10:00pm. We recommend any dancing or loud music be kept inside the Main Lodge after 10:00pm.

Sasamat Outdoor Centre does not provide linens other than tablecloths. You may either advise guests to bring towels and sleeping bags, or rent bedding from an external vendor of your choice.

For overnight packages, all guests and organizers must depart no later than 4:00pm Sunday. For the Rose Single Wedding Package, all guests must depart by 1:00am. For all packages, a late checkout fee of a \$100/hr will be charged if checkout times are not met by all members of your party.

### Additional Fees

If alcohol will be served at your event, in addition to your own bartenders and special event permit, a Sasamat staff member must be present during alcohol service to act as a Site Attendant and ensure the safety of all guests as well as Sasamat Outdoor Centre property. The fee is \$50 per hour, with any portion of an hour rounded up to a full hour.

## Food & Drink

Our staff will work with you and your planners to ensure you have a menu that compliments your wedding. For each meal, we will provide two main dish options in the buffet. We can provide options for vegetarians, vegans, gluten-free, and any other allergies or dietary restrictions. Food is served buffet style and guests will be responsible for clearing their own plates after the meal, plate service is not available. Note that we are unable to accommodate external caterers.

For the Trillium Weekend Wedding Package, Friday evening snacks, Saturday continental breakfast, Saturday buffet lunch, Saturday buffet reception dinner, and Sunday buffet brunch are included for each guest 4 years of age or older. For the Lily One Night Wedding Package, Saturday buffet lunch, reception dinner and Sunday buffet brunch are included for each guest 4 years of age or older. For the Rose Single Day Wedding Package, a buffet reception dinner is included for each guest 4 years of age or older.

Sample Saturday reception buffet dinner options include:

- Local free range roasted chicken with roast potatoes, seasonal vegetables, salads and dinner buns
- B.C. wild salmon with rice pilaf, seasonal vegetables, salads and dinner buns
- Triple AAA Canadian roast beef with roast potatoes, seasonal vegetables, salads and dinner buns

Sample Sunday brunch buffet options include:

- Frittatas with hash browns, bacon or sausage, and fresh fruit platter
- Cinnamon French toast with fruit compote, whipped cream, bacon or sausage, and fresh fruit platter

Special menu requests not listed above may be accommodated in consultation with the Food Services Manager. Exact menu choices must be confirmed 30 days prior to event, when the balance of payment and final group numbers are due. Note that an Extra Meal Cost of \$45.00 per meal will be applied to any guests in excess of your final booked number.

## Wedding Cake

We do not provide specialized wedding cakes. You're welcome to bring a wedding cake from an external provider, but all setup and cutting of the cake will be the responsibility of your organizing team. We do have dessert-sized basic dinnerware available for your use.

## Drinks

All alcohol must be purchased and provided by the wedding organizers. Groups providing alcohol to their guests must obtain a [Special Event Permit from the BC Liquor Distribution Branch](#) in advance. We require a copy of your liquor license or special event permit 30 days prior to your event when deposits are due.

Groups may supply their own bartender for the duration of the group's liquor permit. Bartenders must have a valid [Special Event Server or Serving it Right](#) certificate in order to serve alcohol.

In addition, groups serving alcohol must pay for a Sasamat Site Attendant, as listed above under *Venue Logistics - Additional Fees*.

## Outdoor Activities

As an add-on to your Wedding Package, you can hire program staff from Sasamat Outdoor Centre which will allow your guests to participate in a variety of activities. Our bookable program activities include:

### **Tandem Canoe**

Tandem canoes are designed for 2 paddlers to go together in a boat. Renting the tandem canoes will come with all gear, including paddles, PFDs, bailers and throw ropes. An instructor will be there to help guests get outfitted, and give a lesson on paddling if desired. If the program is only for children, the instructor will go out on the water with them. A lifeguard will supervise all paddlers on the lake from the dock.

### **Voyageur Canoe**

Voyageur canoes are designed to have 10-12 paddlers in the boat at one time. An

instructor will outfit all guests with gear including paddles and PFDs, give a brief lesson, and go with the paddle group to steer the boat. A lifeguard will supervise from the dock.

### **Kayaking**

Our fleet of plastic kayaks are designed for single-person use. Booking the kayaks will come with an instructor to outfit guests with paddles and PFDs, and give a paddling lesson if desired. If the program is only for children, the instructor will go out on the water with them. A lifeguard will supervise all paddlers on the lake from the dock.

### **Swimming**

Our private waterfront has a sandy beach and extensive dock system with an enclosed swimming area. Booking swimming grants access to the swimming area, and comes with a certified lifeguard to supervise. Groups cannot swim without booking swimming with lifeguard.

### **Low ropes**

Our low ropes challenge course is designed to build teamwork and challenge participants of all ages. Elements on the course include the swing rope, balance beam, rope ladder, and balance board. An instructor will facilitate the program and provide safety instruction.

### **Archery**

A classic camp program, our archery range is sure to be popular with guests of all ages. An instructor will teach participants safety rules and basic shooting techniques before giving participants a chance to get a bulls-eye!

**Please Note:** All waterfront activities are required to have Sasamat's certified Lifeguards on duty; all activities are subject to availability of program staff, and a 4-hour booking minimum applies. Guests are not permitted to swim at their own risk, and all participants must wear a life jacket for boating activities. Activities cannot be scheduled at the same time as open alcohol service.

<b>PROGRAM ACTIVITY</b>	<b>INSTRUCTOR-TO-GROUP RATIO</b>	<b>COST</b>
Tandem Canoe / Lifeguard	1 for every 20 participants	\$50/hour
Kayak / Lifeguard	1 for every 20 participants	\$50/hour
Voyageur Canoe / Lifeguard	1 for every 12 participants	\$50/hour
Swimming / Lifeguard	1 for every 20 participants	\$40/hour
Low Ropes	1 for every 8 participants	\$35/hour
Archery	1 for every 8 participants	\$35/hour

## Accommodations

For wedding packages which include overnight stays, Sasamat Outdoor Centre features three types of rustic sleeping accommodations. Seven Cabins are nestled in the woods for privacy, each furnished with six single beds. Four Cottages overlook the lake and have three semi-private rooms with bunk beds, which can sleep up to ten people each. Two Yurts each sleep 10 people in bunk beds, and have skylights for great night-sky viewing.

The total sleeping capacity is 102 guests; if your booking has fewer than the maximum guests, you may select your preferred type of accommodations from our cabins, cottages, or yurts. All accommodations have heat, lights, and electrical outlets, but linens and pillows are not supplied. All bathroom and shower facilities are located in the Main Lodge.

## Equipment Details

Your Wedding Package includes:

- the use of a sound system with microphone, two speakers, and a mixing board with iPod/computer plug-in.
- Tables / Chairs (no chair covers) for seating up to 80 in lodge. Rental of any additional tables, chairs, or marquee wedding tent for the patio must be sourced from an outside vendor.
- Tablecloths – either off-white or gold tablecloths are available for use. Any other colours or additional tablecloths must be rented or obtained by your planners and brought on site.
- Basic dinnerware, including plates, bowls and silverware. Fine china or additional place settings must be rented or obtained by your team and brought on site.
- Plastic beer cups and plastic wine glasses. Glassware can be used, but must be rented or obtained by your team and brought on site.
- Paper napkins. If you prefer cloth napkins, they must be rented or obtained by your team and brought on site.

In addition, four hours of Janitorial Services on Saturday and Sunday are provided during the day for common use areas (bathrooms and lodge). If additional clean-up is required, the bride and groom should organize helpers from their organizing team to assist.

## Cost and Payment

The total cost of your Wedding Package is calculated based on your anticipated number of guests and the type of package. Note that groups smaller than the required minimum group size will be billed for the appropriate seasonal minimum group size.

Final cost will be calculated 30 days prior to the event, when you provide your final group numbers. The cost will not be reduced after this point even if your guest count is reduced. Guests in excess of your final count who attend your weekend will be charged at an additional cost per guest (depending on which package you choose), regardless of the number of nights of accommodation or meals consumed.

The payment process is as follows:

- 10% non-refundable deposit due on signing of contract.
- 30% payment due 120 days prior to event
- 30% payment due 60 days prior to event
- Balance due 30 days prior to event, along with final group numbers and menu choices
- If booking within 90 days of arrival date, 70% of the estimated invoice amount is due upon booking, and the balance is due 30 days prior to arrival.

## Our Cancellation Policy

- Cancellation with 90 days notice or more will be refunded all payments, less the 10% non-refundable deposit.
- Cancellation with less than 90 days will owe the full amount contracted, unless we are able to fill the booking dates with another rental.

## How to Book

Ready to choose Sasamat Outdoor Centre as your wedding venue? Please call 604-939-2268 or email [info@sasamat.org](mailto:info@sasamat.org) to check availability and book your Wedding Package.