



crooked willow

Wedding Guide



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An Event Lasts a Day, Memories Last Forever

Wedding Package Pricing

Year Round Pricing

Outdoor Ceremony May-October (weather permitting)

Indoor Ceremony and Reception November through April

Sunday – Thursday

\$4,000 rental

Friday

\$4,500 rental

****Friday wedding packages include the Rehearsal Dinner in the barn Thursday night prior, access to the wedding suites the day of your wedding, social hour for the wedding party after ceremony in the barn, tables/chairs for ceremony and reception, and one-night stay in the honeymoon suite***

Saturday

\$5,500 rental

****Saturday wedding packages include access to the wedding suites the day of your wedding, social hour for the wedding party after the ceremony in the barn, tables/chairs for ceremony and reception, and a one-night stay in the honeymoon suite.***

****Saturday rates apply to holiday weekends***

Deposits & Payments

We require a \$2,000 non-refundable deposit along with a signed contract to reserve your date. After your deposit, the final balance must be paid 30 days prior to your event date. \$500 refundable damage deposit required 14 days prior to event.

Cancellations

Cancellations must be submitted to Crooked Willow in writing. In the case of cancellation the following will be due to Crooked Willow:

180+ days before - \$1,000 | 180 days before - 50% of estimated balance

30 days before – 100% of estimate balance

You may change your date up to 30 days after booking with no penalty. After 30 days we will require a new deposit for your new date.

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Wedding Inclusions

The Venue

You have exclusive access to our Event Center and grounds for the day of your wedding from 10am to Midnight. The wedding suites are made available for the wedding party from 10am until 30 minutes prior to ceremony time for preparation and relaxing in a private space. The wedding party suites are heated and air conditioned for your comfort.

Tables and Chairs

We supply tables and chairs for the ceremony and reception. When you arrive we will have the ceremony site set up and the tables and chairs set in the Event Center. We provide 60" round guest tables that seat 8 per table with a rustic wood chair for the reception. For the outdoor ceremonies, we provide white padded resin garden chairs. We also have a set amount of 6' and 8' banquet tables available for gifts, snacks, or a memorial table.

Ceremony Area

We set up the ceremony area according to size. We offer indoor and outdoor ceremony options for weddings April through October. The indoor and outdoor ceremony spaces will include a platform with a beautiful metal arbor that can be decorated with floral décor to enhance its rustic beauty. Smaller ceremonies have the option to be held in the barn which is a romantic space with a natural cathedral feel.

Full Service Bar

A fully stocked cash bar is located in our Event Center. It will be operated by our Crooked Willow personnel or vendor, no exceptions. You can choose cash bar or open bar or a combination of the two.

Dance Floor

Our Event Center has a large dance floor and is wired for DJ or the live band of your choice.



Wedding Party Responsibility

Catering

All food and beverages must be purchased from our preferred caterer list with the exception of wedding cakes, desserts, and snacks. All wedding cakes and/or desserts brought onto the property must be from a licensed baker. There is a \$500 site fee to use a food caterer not on the preferred catering list.

Wait Staff

Make sure you cover wait staffing with your caterer. Most offer staff to wait tables at your reception but it may not be included in the food pricing. Crooked Willow does not supply wait staff for serving or cleaning tables.

Linens and Tableware

Some of our preferred caterers provide tableware, napkins, and place settings. Crooked Willow has linens available to rent for \$8 per linen if needed.

Wedding Planner/Day of Event Coordinator/Host

Whether you choose a wedding planner for a larger role to help at all stages of planning or only need help with day of coordination, an onsite day of coordinator is essential. Coalesce Weddings and Events is the exclusive Wedding Coordinator at Crooked Willow which is available to you as an option; wedding planning services are outside of the venue cost. Whether you choose Coalesce or choose your own coordinator, you will need someone you can rely on to make sure the details are set and your day goes as planned. Crooked Willow will have a manager onsite making sure our property responsibilities are done very well, but we do not act as a wedding planner or coordinator. For more information regarding the services provided by Coalesce Weddings and Events, please visit crookedwillowmn.com or coalesceweddingsandevents.com.

Decorations

We partner with Creations, An Event Studio in Alexandria. They provide creative services, décor, and rentals for all size weddings and other events. They are highly recommended and have a great reputation in the community. We have a few options available for table centerpieces that can be rented or you can customize your wedding décor with Creations. This is just a local recommendation and is not required. You are free to bring in your own decorations or decorator.



Policies and Guidelines

Rental Timing

Friday and Saturday rentals shall have the use of the Event Center from 10am to Midnight. Access to the wedding suites will be from 10am until 30 minutes prior to ceremony time. All personal items must be removed before the ceremony and both suites will be locked for security purposes.

Sunday rentals shall have the use of the Event Center from 10am to 10pm. Access to the wedding suites will be from 10am until 30 minutes prior to ceremony time. Prior to the ceremony, all personal items must be removed and both suites will be locked for security purposes.

Monday through Thursday rentals shall have the use of the Event Center from 3pm to 10pm.

Music and alcohol services must cease no later than 30 minutes prior to the end of the event or no later than 11:30pm for Friday and Saturday weddings as the property must be vacated by all guests by Midnight.

Rehearsal

Rehearsals are included in the rental at no charge and must be scheduled with Crooked Willow at least three months prior to your wedding date. Rehearsals may be scheduled Monday-Thursday 10am to 5pm and Fridays 10am to Noon.

Final Count

Final count is due 21 days prior to the event (three weeks) for table set up and linens for reception and ceremony.

Smoking

Smoking, e-cigarette, and all vaping devices are not allowed inside any buildings and are only allowed outside in a designated smoking area.

Special Event Insurance

The host of the event is required to get a liability insurance policy at least 14 days prior to their event. The policy is required to have the following:

- \$1,000,000/occurrence & \$2,000,000 general aggregate
- Crooked Willow listed as additionally insured
- Hosted Liquor Liability

Date Holds

We will hold dates for up to 1 week with no deposit. To book a date we require a signed wedding contract and a \$2,000 non-refundable deposit. If both of those items are not received in that 1 week period we will release the date without notification. It is up to you to ensure you get the date you want.