



Wedding Services

Thank you for choosing the Terra Resort Group to be a part of your special day. Our Catering team is here to transform your dream into reality. As your dedicated wedding planner, you and your family can enjoy the day while we take care of all the details for you.

Our team can assist you with all of the following details:

- ✚ Working with the Reservations department to manage your rooming list
- ✚ Coordinating VIP gifts and amenities
- ✚ Arranging room drops for arrival and departures
- ✚ Planning and organizing all banquet event setups, menus and services
- ✚ Customizing menus and themed events
- ✚ Arranging for all audio visual and IT needs
- ✚ Assist in ordering specialty linens, centerpieces and room decor
- ✚ Suggesting vendors such as entertainment, photographers and florists
- ✚ Catering for off-site venues, where permitted
- ✚ Assist in arranging airport and charter transportation
- ✚ Suggesting our preferred vendors for your group activities
- ✚ Catering for off-site venues, where permitted

General Information

Menus

Event details and banquet menus must be submitted 3 weeks prior to the reception program start date. Your Catering Manager will create Banquet Event Orders (BEOs) for your approval.

Guarantees

The guaranteed food and beverage numbers must be provided by 12 noon, 3 business days (72 hours) prior to the reception date, excluding weekends and holidays. This number will be the final guaranteed minimum and not subject to reduction. The Hotel will prepare 5% above the guaranteed number of guests. Final charges will be based on the guaranteed number of guests or the total number of guests served, whichever is greater. If no guarantee number is provided, then the number of persons originally booked at time of contract will be used.

Prices

Menu prices quoted are estimates only and may be subject to change, due to extraordinary changes in costs of commodities, labor, taxes or other similar reasons. Your Catering Manager may make reasonable menu substitutions should the situation arise.

Service Charge and Tax

All food and beverage will be subject to a 20% service charge and 8% state sales tax. The service charge is taxable at the 8% sales tax.

Specialty Orders

Your Catering Manager and Executive Chef are happy to assist with ordering any specialty food and beverage items. Products that are not normally stocked by the Hotel and are considered specialty orders will be charged accordingly.

Outside Food and Beverage

No outside food and beverage is allowed on property without prior approval. Licensing restrictions require that only food and beverage purchased by the Hotel can be served on Hotel property. Wyoming State Liquor Law makes it illegal for a retailer to knowingly allow a customer to bring spirits/liquor onto the licensed premises.

Liquor Service

The Hotel reserves the right to cease service of alcoholic beverages in the event that persons under the state or provincially mandated age limit are present at the function and attempt to receive service of alcoholic beverages. In addition, the Hotel may request proper identification (photo ID) of any person of questionable age and refuse alcoholic beverage service if either the person is under age or proper identification cannot be produced, and refuse alcoholic beverage service to any person who, in the hotel's judgment, appears to be intoxicated.

Additional Labor and Service Fees

Additional labor and service fees may apply:

Chef Attendant Fees	\$150 per chef
Bartender Fees	\$100 per bartender
Cashier for Cash Bar	\$25 per hour per staff
Additional Server Fees	\$25 per hour per staff
Cake Cutting Fees	\$3 per guest
Stage Setup	\$150 flat setup fee
Stage and Dance floor Setup	\$250 flat setup fee
Outside Catering Fee	subject to travel time and venue requirements

Extraordinary Setup

In the event there are any room set-ups or changes that are outside the standard room setups or normal flow of events, an extraordinary labor fee of \$50.00 per hour, per laborer may be assessed.

Entertainment

For the comfort of all hotel guests, entertainment for indoor functions will conclude at or before 12:00 am. At 10:00 pm the sound level must be turned down to 50 decibels. For any outdoor events, entertainment must conclude at or before 9:00 pm.

Displays and Decorations

All displays, exhibits and decorations must adhere to the following guidelines:

- ✚ Items cannot be fixed to any function room walls or other Hotel property
- ✚ Duct tape, pins, nails and electrical tape are not permitted
- ✚ Décor such as glitter or confetti are not permitted
- ✚ Signage and banners are not permitted outside of the designated banquet space unless approved the Hotel General Manager

Outside Contractors

We ask that all outside services, companies, firms, agencies, individuals or groups hired outside of our vendor list or Jackson, Wyoming be approved of your Catering Manager. All outside vendors will need to use the loading dock and can coordinate dates and times the Catering Manager.

Wyoming Wedding License Requirements

Cost

The cost is \$25.00, payable in cash

Residency Requirements

You do not have to be a resident of Wyoming

Waiting Period

You will receive your license immediately and can marry immediately thereafter

Age Requirement

If you are under 18, you must have written parental permission.

If you are under 16 you must have a court order to marry.

Blood Tests/Physical Exams

Not required

Expiration

If you apply for a marriage license before July 1, 2009 there is no expiration date. After July 1, 2009, marriage licenses expire one (1) year after the issue date of the marriage application. If the couple does not use the license within one year, but still want to get married, they will have to reapply for a new marriage license.

Divorced/Widowed Applicants

A copy of the divorce decree or death certificate must be provided

Other Facts

- * Proxy marriages are not allowed
- * Cousin marriages are not allowed
- * Common-law marriages are not allowed
- * Same-sex marriages are not allowed

Contact Information

Teton County Clerk's Office

Jackson, WY

(307) 733-7733



Wedding Sites and Officiants

BAPTIST

First Baptist Church

90 W. Kelly, Jackson
(307) 733-3706

Mountain View

Independent

1220 Hwy 22, Jackson
(307) 733-3604

Jackson Hole Baptist Church, SBC

620 E. Broadway, Jackson
(307) 733-0857

Wilson Community Fellowship

Wilson, WY
(307) 413-4754

CATHOLIC

Our Lady of the Mountains

201 S. Jackson St, Jackson
(307) 733-2516

Chapel of Sacred Heart

Open June through August
Grand Teton National Park
(307)733-2516

CHARISMATIC

Jackson Hole Christian Center

3205 Big Trail Dr, Jackson
(307)733-7770

CHURCH OF CHRIST

174 N. King, Jackson
(307) 733-2611

EPISCOPAL

St. John's Episcopal

145 N. Cache, Jackson, WY
(307) 733-2603

Chapel of the Transfiguration

Grand Teton National Park
Open Memorial Day to
Last Sunday in September
(307) 733-2603

JEHOVAH'S WITNESS

1145 Maple Way, Jackson
(307) 733-9314

JEWISH

Jackson Hole Jewish Community

480 S. Cache S., Jackson
(307)734-1999

LUTHERAN

Shepherd of the Mountains

750 Seneca Lane, Jackson
(307) 733-4382

Redeemer Lutheran

275 N. Willow, Jackson
(307) 733-3409

METHODIST

United Methodist Church of the Tetons

281 S. King, Jackson
(307) 739-0811

CHURCH OF JESUS CHRIST OF LATTER-DAY SAINTS

420 E. Broadway, Jackson
(307)733-6337

PRESBYTERIAN

Presbyterian Church of Jackson Hole

1251 South Park Loop Rd,
Jackson
(307) 734-0388

OFFICIANTS

Judge Tom Jordan

(307) 733-3932

Scott Anderson

(307)733-2120

Caryn Haman

(307) 734-0388

Jonnie Koeln

District Court
Commissioner
(307) 733-5336

