

The Chateau & Aspen Grove at Incline Village

Frequently Asked Questions

Dates/Times/Hours

What dates are available?

Contact us for available dates; call 775-832-1240

How do I hold a wedding date?

Simply fill out a contract request form. We will send you a contract to review. You have 5 business days to review the contract.

What are the event hours?

Chateau: 7 hour event time. Typically from 4-11PM.

Aspen Grove: 8 hour event time. Typically 2-10PM.

Others depend on the time of year. Call to inquire.

How early can I arrive the day of my wedding? Can we get access to decorate on the morning of the event? Is that guaranteed or is that only if there is no event the night before?

The contract allows you early access 90 minutes before your contracted start time and 1 hour after the end of your event. We can tell you 10 days before your event the specific time you will be able to access the venue. Contact the Sales staff if you need special arrangements and we will do our best to get you and your vendors in as soon as possible.

Can we extend the hours of our reception/music?

The Tahoe Basin has sound ordinances that we must adhere to. Amplified music must be shut off at 11 PM at the Chateau.

Outdoor and amplified music must be shut off at 10 PM at Aspen Grove.

If you wish to inquire about extending the hours please contact the Sales Staff.

Rates/Fees/Payment

What are your venue rates?

Venue rental fees vary seasonally and by location. Contact the Facilities Sales Office at 775-832-1240. You can also find the rates on our website: www.TheChateauAtLakeTahoe.com click on weddings & events than rates.

What is the venue/ceremony fee payment schedule?

The entire venue and ceremony fees are paid within 60 days of signing the contract. 50% of the total contract value is due at the time you sign the contract. 25% is due 30 days later and the remaining 25% is due 30 days after that. Food & Beverage payments are charged 10 business days before the wedding. We will need a finalized guest count, 5 business days before wedding. Payments will be automatically charged to the credit card on file unless other arrangements are made.

Are there any hidden costs?

No. We go over every detail with you before signing both your facility/ceremony contract.

Why do you need my credit card on file?

A credit card is required in case of damage or misuse of our venues. If you prefer to pay by another method, let your sales contact know, but the credit card will still need to be on file. Credit card information is stored in a protected area.

What types of payment do you accept?

Acceptable forms of payment include personal check, cashier's check, credit card or cash. A valid credit card is always required to be on file.

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What do the venue/ceremony fees include?

Chateau Venue Fee Includes: Ballroom, private deck, tables, chairs, portable/adjustable dance floor, and ample parking. Each bathroom has a private room for the bride and groom.

Aspen Grove Venue Fee Includes: 900 sq foot building with bathrooms and kitchen, picnic tables, grassy grounds, 3 outside propane heaters. free standing speaker with mic and mp3 cord and 10 reserved parking spots adjacent to the venue.

Ceremony Fee includes: White folding chairs (rental and set up), arbors are available.

What's the cancellation policy?

All deposits & venue fees are non-refundable

Venues/Packages

Where are your ceremony sites?

We have several ceremony sites, depending on the time of year. Ceremony sites include:

- 10th Tee Box at Incline Village Championship Golf Course
- Creekside at Aspen Grove
- Fireside at the Chateau

Other sites may be available depending on your date. Contact the Wedding Sales Office to discuss options.

How many people can you accommodate for the ceremony?

Approximately 200, please call about additional ceremony locations and configurations that may be arranged to accommodate more guests.

Our ceremony is outside, what if it rains?

We have plans in place for inclement weather and will do everything within our power to make your day a success.

Most ceremony sites have room for a tent or other options. At the Chateau we move the ceremony inside by the fireplace. At Aspen Grove, if we have available space, we can move your ceremony indoors. Contact a rental company about renting a tent.

How many tables are at Aspen Grove and how many others are available? What are their dimensions?

There are 16 permanent 6ft picnic tables and 4 additional picnic tables. Picnic Tables are 36" x 6'. They fit 6 people comfortably and 8 can fit snugly. A limited number of additional tables are included in the price of the venue.

Do you supply linen?

Yes, our Special Events Department provides 90 x 90 cotton/poly linen. If you want floor-length or specialty linen, there are several rental companies on our list of local vendors that offer more variety

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What table sizes do you have?

Chateau Table sizes	Linen to floor sizes
Dinner tables Round 72" diameter, 30" tall	132" diameter
Tall standing cocktail Round 30" diameter, 42" tall	120" diameter
Short cocktail for cake, guest book Round 36" diameter, 30" tall	108" diameter
Side tables for buffet, DJ, gifts, etc. Rectangle 30" x 6', 30" tall	90" x 132"
Rectangle 30" x 8', 30" tall	90" x 156"

What linen colors are available?

Napkin Colors	Linen Colors
Burgundy	Burgundy
Red	Red
Red/White Checked	Red/White Checked
Black	Black
Brown	
Gold	
Yellow	
Sandalwood	Sandalwood
Ivory	Ivory
White	White
Peach	
Pink	
Dusty Rose	
Lavender	
Purple	
Navy	Navy
Royal Blue	Royal Blue
Light Blue	
Turquoise	
Seafoam Green	Seafoam Green
Forest Green	Forest Green

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Venue/Packages

Do you have enough parking?

The Chateau provides ample parking. Aspen Grove has an overflow parking lot just to the north of the building. 10 parking spaces will be reserved for the wedding party directly outside the gate at Aspen Grove. Parking in the fire lane is prohibited. As with any vacation community, parking is limited in Incline Village so we also encourage carpooling or shuttling.

Are your facilities pet friendly?

Pets may be used in ceremonies but provisions must be made upon conclusion of the ceremony. Unless they are service dogs, pets may not stay at The Chateau. Aspen Grove is a pet friendly venue.

What is not allowed at your venues?

Fireworks, sparklers and Sky Lanterns are prohibited in the Tahoe Basin. Decorating with confetti, glitter or artificial rose petals is prohibited. Decorations must be attached in a way that won't permanently affect the buildings or trees. No thumb tacks, nails, tape or staples.

We have found that fishing line and zip ties work great for almost all decorations.

Do you have adequate coat room and bathroom facilities?

The Chateau has a coat room and upgraded bathroom facilities that include Bride and Groom's Quarters. Aspen Grove offers upgraded bathrooms but no coat room.

Is the wedding venue wheelchair accessible? How close is the parking?

The Chateau and Aspen Grove venues are wheelchair accessible with close drop-off and/or parking.

Is there room in the wedding venue for a band and/or dancing?

Yes.

Does the wedding venue already own a sound system or will that need to be rented?

The Chateau has a sound system and Aspen Grove offers a speaker with mic and cord for mp3 player. We highly recommend a DJ or Live Band for weddings as they also act as the emcee for the evening.

You should talk to your DJ or Band about all your audio visual needs.

Is smoking permitted at your venues?

All IVGID venues are smoke-free indoors. Smoking is permitted outdoors only.

How soon do I have to pick up my things that were left behind after the wedding?

We ask that you exit the building with all of your belongings at the close of your event.

Do you offer rehearsal times before the wedding?

Rehearsal space and time can be arranged for a time prior to your wedding which does not conflict with the venues event schedule. You must arrange your rehearsal at least 14 days ahead of time with your Sales and Event Coordinator.

Do we get free golf if we book with you?

We offer various Wedding Party Golf Packages. We are happy to put together a pre-wedding or post-wedding tournament for you and your guests.

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Frequently Asked Questions

Services

Who will supervise and troubleshoot on the day of our wedding?

Your Sales & Event Coordinator will be on-site the day of your wedding. They will give direction to your set-up crew for decorations and help with the coordination of your outside vendors. After your ceremony, the Sales & Event Coordinator will hand off the management of your event to the Banquet Captain.

Do you have refrigeration for flowers and cake?

We do not have the proper refrigeration for those items.

Do you provide shuttle service?

We do not provide shuttle service.

Do you have more than one wedding at the same venue?

The venue is all yours for your special day.

Where should we take photographs?

The Chateau and Aspen Grove have beautiful, natural landscapes, just one of the many perks to booking your special day at one of our venues.

For weddings at The Chateau: Pictures are allowed on the Championship Golf Course in the wedding area. Photos are not allowed on any of the Greens. If you have questions, please contact management. Our concerns are for the safety of you and your guests, as well as the consideration of our golf patrons.

For weddings at Aspen Grove: Allowed on property within the gated area and front of building. Beach access is allowed only for resident/picture pass holders of Incline Village and their guests.

Can we take photos on the beach?

There are public beaches around the Incline Village area but the IVGID beaches (Ski Beach, Incline Beach, and Burnt Cedar Beach) can only be accessed by Picture Pass Holders and their guests. During beach operating season, PPH (or Recreation Punch Cards with beach access) can access IVGID beaches to take photos on the beach. Guests of PPH must use a Punch Card, present a Daily Beach Pass (purchased by PPH's at Recreation Center), or present a Daily Beach Use Authorization Form and pay the entrance fee. Daily Beach Use Authorization Forms can be obtained by beach access property owners and rental agents, so this may be an option if you are staying in a local rental property with beach privileges. Please contact Incline Village Recreation Department 775-832-1310 for more information on beach access.

Are candles or other open flames allowed?

All flames must be enclosed within glass votives, hurricanes, etc. being at least 2 inches taller than the flame.

Do you have childcare services?

Childcare services are not provided but we recommend hiring childcare if a large number of children are going to be present. Children must be supervised at all times.

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Is there a standard schedule that works best for day of?

It is up to you how your day is ordered but we find the below to be a good timeline of the day.

- 4:00 - Ceremony
- 4:30 - Cocktail Hour
- 5:30 - Guest take seat
- 5:35 - Introduction of Wedding Party
- 5:45 - First Dance
- 6:00 - Dinner Service
- 6:30 - Toasts
- 7:00 - Cake Cutting
- 7:15 - Special Dances (father/daughter, etc)
- 7:30 - Let the party begin!
- 11:00 - Event ends (10pm for Aspen Grove events)

Vendors/Catering

Are we able to choose our own vendors?

You may choose your own vendors for services that we do not offer. All food and beverage services are handled by our special events department.

What is your policy on alcohol?

All federal and state liquor laws will be enforced.
The only outside liquor that is allowed to be brought is wine and/or champagne with a \$25.00/bottle corkage fee.

In a plated dinner, how will you know what our guests have chosen to eat?

We will need a table per entree count (see example below) and each place setting will need to be identified, we require marking your escort cards to indicate what people are eating.

	Table 1	Table 2	Table 3
Salmon	5	4	5
Pork	2	5	1
Shells	4		6
Kids			3
Steak			

Do you offer tastings?

We host two tastings a year. The second Sunday of April and October at the Chateau. Only 2 guests per event. Each additional guest will be charged \$45. Please let our office know if you're attending. A selection of appetizers through desserts will be available. Wine List is available for sampling. The selection of food may not be the menu you have chosen but it will give you a sample of the quality of food and presentation.

Marriage License

Marriage License Facilitator

893 Southwood Blvd, Incline Village, NV. 89451
775-832-1100, Monday-Friday 8am-5pm
\$60.00 Fee, MasterCard/Visa accepted

Both parties must be present and have a valid ID (if previously married; Date & County of previous marriage maybe required.)

The Person performing the ceremony MUST be licensed in the state of Nevada. If a friend or relative performs the ceremony they must complete the required forms and submit them to the Washoe County Clerk's office. Paper work takes 3-4 weeks to process. You may call 775-328-3266 (County Clerk's office) for more information.

Wedding Ceremony Chair

-White
-Height: 30 3/4"
Width at top of chair: 17 1/4"
Seat Width: 15 1/4"
Width between front legs: 17 1/2"



Banquet Chair

-Muted gold in color
-Height: 37 1/2"
-Height at top of seat: 18 1/4"
-Width at wide part of top of chair: 16"
-Size of seat cushion: 15 1/2" x 17 1/2"

