

ADVENTURE • GOLF • WELLNESS



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.

- 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.

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

- 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 bask 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

Juniper Hall

Accommodates up to 208 Guests
\$2000

Mahogany, Ponderosa or Aspen-Cedar Room

Accommodates up to 150 Guests
\$1000

Lodge Conference Room

(Payne Canyon or Rainbow Bay Room \$400)
Accommodates up to 90 Guests
\$700

Lodge Board Room

Accommodates up to 18 Guests
\$400

Outdoor Pavilion and Lawn *

Accommodates up to 300 Guests
\$2000

NOVEMBER THROUGH APRIL

Woodlands Ballroom

Accommodates up to 450 Guests
\$1000

Juniper Hall

Accommodates up to 208 Guests
\$1500

Mahogany, Ponderosa, Aspen & Cedar Room

Accommodates up to 150 Guests
\$500

Lodge Conference Room

(Payne or Rainbow only 400)
Accommodates up to 90 Guests
\$500

Lodge Board Room

Accommodates up to 18 Guests
\$300

Outdoor Pavilion and Lawn *

Accommodates up to 300 Guests
\$1000

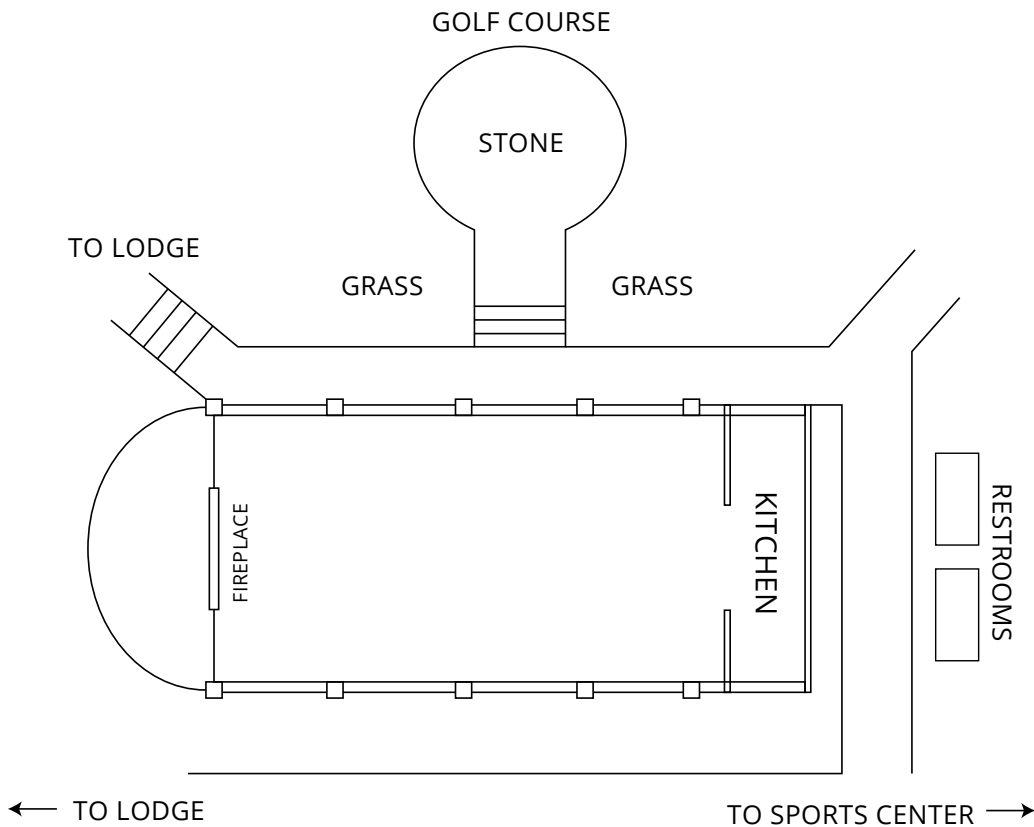
*Weather Permitting



RUNNING Y RESORT

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.

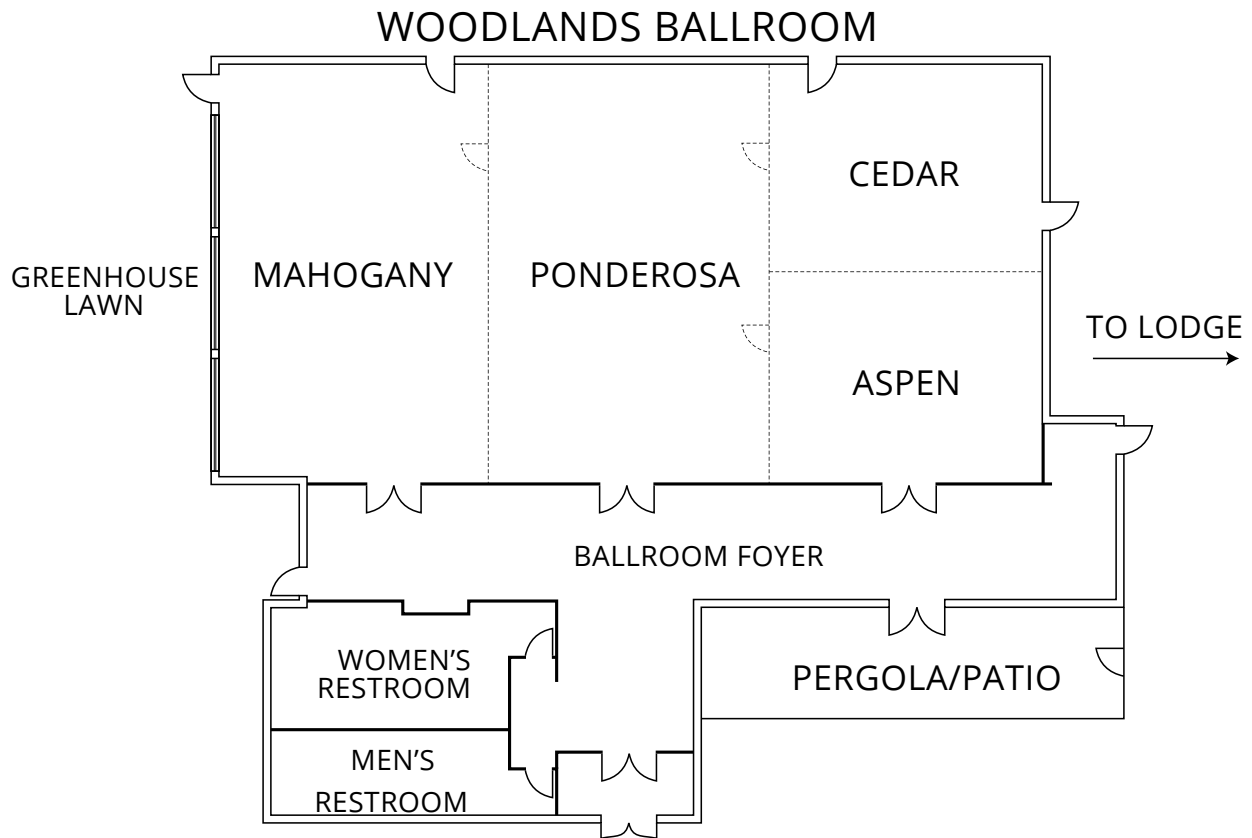




RUNNING Y RESORT

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.

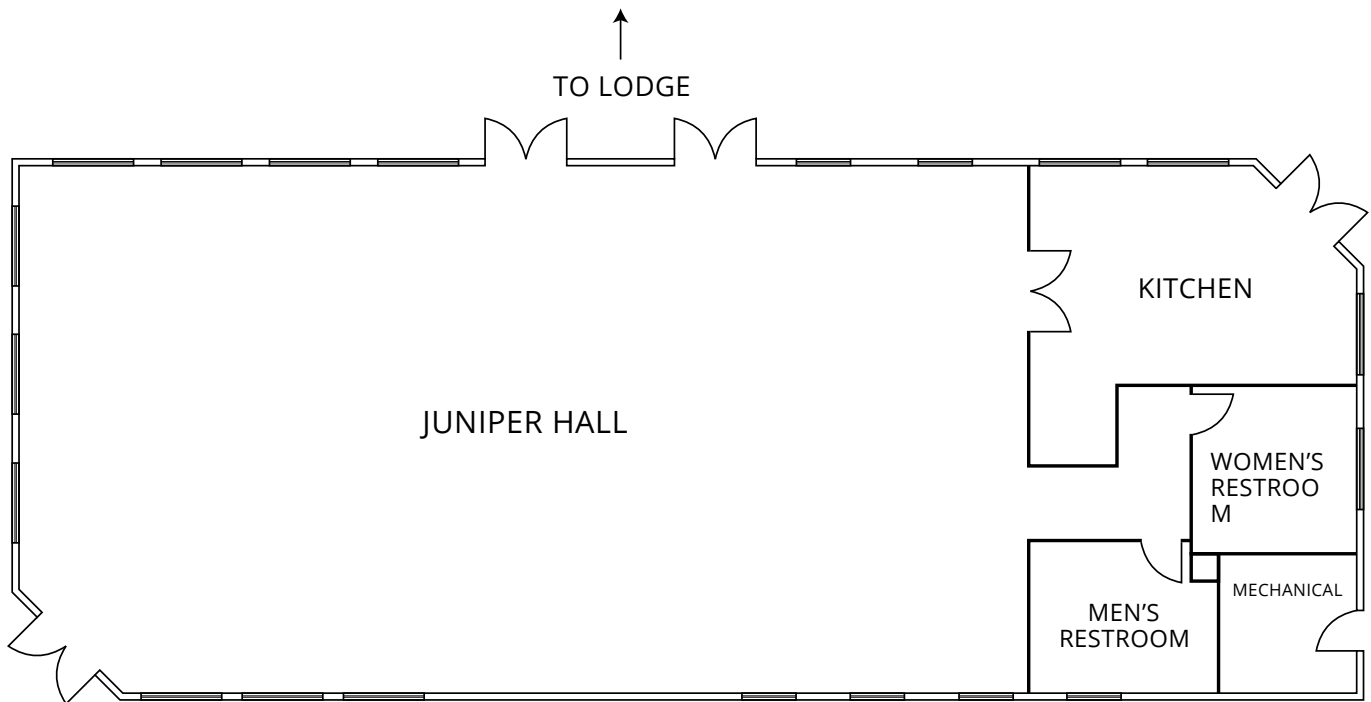




RUNNING Y RESORT

Juniper Hall

Located across from the Running Y Lodge Arrival Center, Juniper Hall is the Resort's newest contemporary wedding space. Unveiled in the fall of 2022, 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.

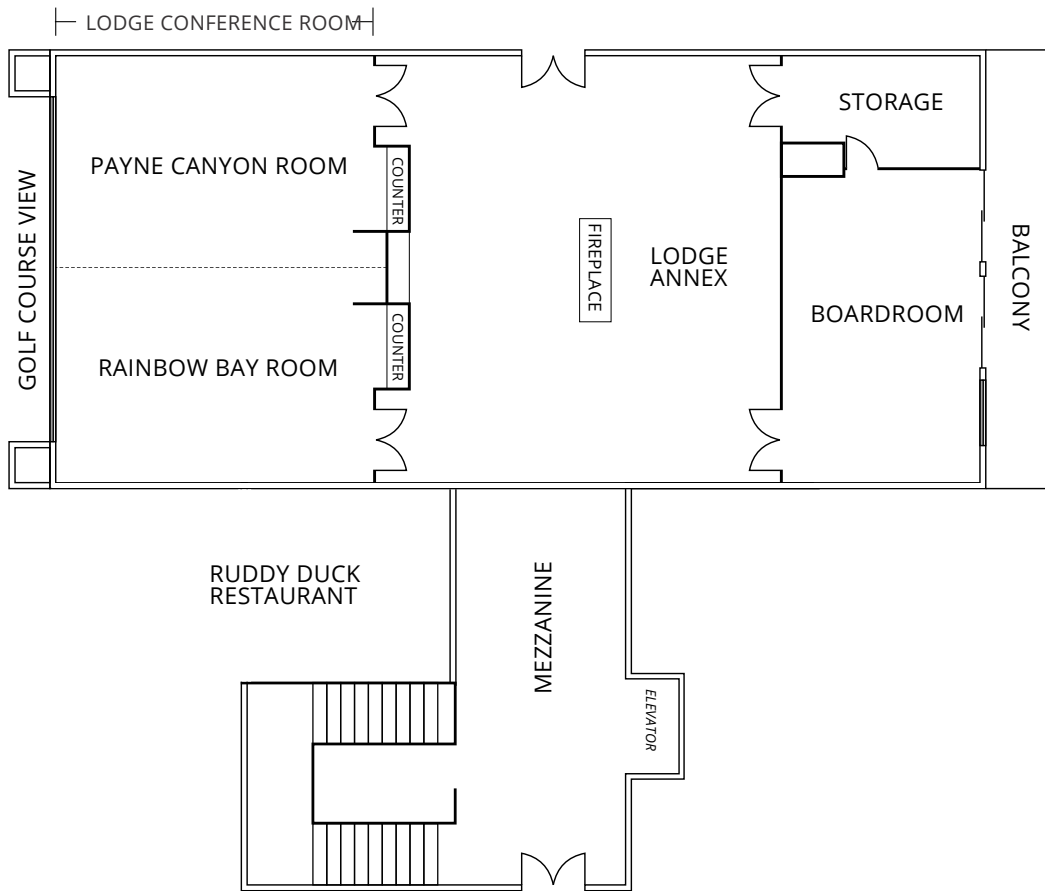




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Lodge Meeting Space

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, Boardroom and Mezzanine. 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.





RUNNING Y RESORT

Running Y Resort Wedding Package

EVENT INCLUDES:

- Wedding Ceremony
 - Water station for all Ceremony Guests
 - Ceremony Chairs for Guests
 - Audio Visual for Ceremony: Microphones and Speakers
(microphones included: one wireless and one standing)
- Complimentary Overnight Accommodations for the Couple on their wedding night with 20 room nights booked at the wedding rate*
 - One (1) Bartender Fee (1 per 75 Guests)
- Round Tables, Banquet Chairs, China, Flatware, Glassware
- 10% Spa Discount for Wedding Party and Guests
- 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

Additional Wedding Considerations

CONFIRMATION OF AGREEMENT

A signed contract with a minimum guest guarantee and a 50% deposit is required to reserve your dates.

LODGING ARRANGEMENTS

Running Y Resort is pleased to offer a block of guest rooms at a special rate for your wedding attendees.

RECEPTION DETAILS/ROOM ARRANGEMENTS

- Event timeframe is 6 hours from the start of the ceremony to the conclusion of the event.
- All food beverage, AV, set up fees, and miscellaneous charges are subject to a 22% service charge.
- Running Y Resort does not have cold storage facilities on-site for flowers, wedding desserts or other usage.
- Artificial and/or non-biodegradable materials may not be tossed during or after the wedding ceremony and/or reception. All tossed materials must be removed by the wedding party after the wedding reception. Candles, open flame devices, and combustible decorations are strictly prohibited.
- Room decorations are the responsibility of the wedding party. To ensure the success of your event, please notify the Resort Event Manager of any planned decorations or displays. All decorations must be removed within 24 hours of the conclusion of the event or less if required by the property.

FOOD and BEVERAGE ARRANGEMENTS

- 100% of the anticipated banquet cost is due 30 days prior to the event date one week prior to event with final headcount due.
- Other than wedding desserts, no outside food or beverage may be brought into the banquet rooms or event space.
- As hosts, we are responsible for monitoring the consumption levels of our guests and will regulate bar service to insure the safety of our guests.
- Children 6 to 12 years of age are 35% off standard menu pricing; Children under 6 years of age eat free.

PAYMENTS and CANCELLATIONS

- Initial deposit is charged and applied towards the Wedding Package/use of Running Y Resort's wedding and/or reception space.
- Final payment of remaining balance is due upon receipt of the final invoice. If payment is not received within 15 days of the invoice date, the resort may immediately impose a late payment charge at the rate of 1.5% per month (annual rate 18%) and the reasonable cost of collection including attorney fees.
- Should a scheduled food and beverage function be cancelled, damages equal to the totals outlined in the contract will be assessed.
- Individual lodging cancellations required 48-hours prior to arrival, or first night's deposit is non-refundable.





RUNNING Y RESORT

Running Y Resort Weddings FAQs

Do you charge a site fee or ceremony fee?

Yes, the site fee/ceremony fee includes those items listed in the wedding package.

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. does not include tax or 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 package 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.

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.





RUNNING Y RESORT

2022 Catering Policies

GENERAL INFORMATION

Printed menus are for general reference. The Event Services and Catering staff will be happy to propose customized menus to meet your specific needs. All prices listed are subject to change. Menu prices will be confirmed by your Event Services or Catering Manager.

GUARANTEES/CANCELLATIONS

In arranging for private functions, final guaranteed **attendance, menu selections and event details are to be submitted to your Event Manager no less than seven (7) days prior to event dates.** If final menu selection is not received by seven (7) days prior to arrival, the resort reserves the right to make those selections for you, to ensure availability and staffing. Running Y Resort will set up and prepare for 3% above the specified quantity. The client will provide payment for the specified guarantee or the actual number of guests if the guarantee is exceeded.

GRATUITY/STATE TAX*

All menu prices are subject to a 22% gratuity. Tax exempt groups must provide Running Y Resort with state exempt tax number in writing prior to event. *Subject to change

FOOD/LIQUOR

Please contact the Event Manager for a current price list. Running Y Resort does not permit food and beverage to be brought into function rooms from outside the resort. In addition, no outside food may be removed from catered events. Alcohol not provided by Running Y Resort is prohibited from being brought into any event space. If done so, the function sponsor will be given notice to remove beverage from the event. If failing to do so, guests will be asked to leave. All organized functions must be catered by Running Y Resort. Food and beverage items are subject to change due to availability.

To ensure food quality, buffet meals will be displayed for no more than one (1) hour, beginning with the start of the contracted service time. Appetizer parties are limited to 90 minutes of food presentation. Minimum of 50 guests

for all buffets. Smaller number of buffet guests can be accommodated for an additional fee.

ALLERGIES and SPECIAL DIETARY NEEDS

It is our pleasure and intent to accommodate requests due to dietary restrictions. These requests must be provided with the final guarantee, no less than seven (7) days prior to the scheduled function date. Requests received after the guarantee is due will be accommodated at an additional charge over and above the guaranteed number of meals, based upon availability.

RESPONSIBLE ALCOHOL SERVICE

During your catered event, we are accepting the responsibility for the safe service of alcohol to your guests. Your cooperation and understanding of the policies and the laws of the State of Oregon listed below will ensure enjoyment of this special occasion.

OREGON STATE LAWS

- 1) In a licensed establishment, law prohibits the sale and/or delivery of alcohol to a minor. No one can purchase alcohol for a minor, including parent, spouse, or legal guardian.
- 2) Serving alcohol to an intoxicated person is against the law, even if that person is not driving. Non-alcoholic beverages will be offered to any such guest.

RUNNING Y RESORT POLICIES

- 1) Any guest that looks 30 years and younger may be asked to produce proper identification when ordering or consuming an alcoholic beverage.
- 2) Only a valid Driver's License will be accepted as a proper form of identification. All other forms of identification must be checked with management. Back-up identification may be requested.
- 3) No drinks containing more than three liquors will be served, and the service of shots is not permitted to guests.
- 4) Smoking is limited to designated smoking areas throughout the resort, but never indoors.



RUNNING Y RESORT

PAYMENT/GUEST CHECKS

Unless otherwise noted, all costs will be charged to the group master account. The function sponsor agrees that by signing the guest check for services/food/beverages, the function sponsor is acknowledging the fact that there is no dispute over such services and the sponsor is solely responsible for the payment of the total amount due. All daily catering charges must be signed by the designated representative upon completion of the function.

FUNCTION ROOMS

Meeting and banquet facilities are assigned according to the anticipated guaranteed number of guests. All outdoor and Lodge functions must conclude by 10:00pm. Woodlands Ballroom and Juniper Hall events must conclude no later than 12:00am/midnight.

OUTDOOR EVENTS

WEATHER

In order to ensure a safe and successful event, Running Y Resort will reconfirm the weather for your evening event by 2:00 p.m. that day. Due to our fluctuating weather, if the weather report predicts 30% or greater probability of rain for the afternoon or evening, a temperature below 60 degrees or above 100 degrees, or wind gusts in excess of 15 mph, your outdoor function may be relocated to your inside contingency area.*dependent on space availability
For breakfast events, the weather call will be made the prior evening; for lunch events, the weather call will be made at 7:00 a.m. A client requested delay resulting in a double set-up will be assessed a service charge of \$10.00 per guaranteed guest.

PAVILION AND OUTDOOR EVENTS

Amplification for outdoor events must be approved by the Resort in advance and will be monitored closely to insure a peaceful environment for all guests. If additional power is needed for an outdoor event, fees will apply.

PRODUCTION GUIDELINES AND VENDOR INFORMATION

GROUP SHIPMENT

Any freight or shipping charges incurred as a result of material (i.e., literature, equipment, etc.) being shipped to Running Y Resort remain the sole responsibility of the conference, association, group, etc. Running Y Resort must be notified in advance of shipping arrangements to ensure proper acceptance of these items upon arrival at Running Y Resort. Freight or shipping requiring additional labor will be charged accordingly. A \$5.00 per box / \$150.00 per pallet fee will be charged to the master account for storage, handling and delivery. Boxes can be accepted up to three (3) days prior to wedding. If boxes, packages and/or pallets arrive to Resort prior to

dates above, Resort has right to refuse delivery based on available storage at the time and/or assess additional storage fees.

SECURITY AND LIABILITY

Running Y Resort cannot assume responsibility for damage to or loss of any merchandise or articles left in Running Y Resort prior to, during, or following an event. In the event that valuable items are left in any banquet area, it is recommended that a Bonded Security Patrol be retained by the Client. Running Y Resort reserves the right to inspect and control all private functions. Liability for damages to the premises will be charged accordingly.



RUNNING Y RESORT

VENDOR CHARGES

Exhibit display charges will apply as follows:

- 6' draped table with 2 chairs \$25.00 per day
- Power strip \$15.00 per day
- Sign easel \$15.00 per day

DECORATION/SIGNAGE/LITERATURE

Decorations or displays brought into Running Y Resort must be approved prior to arrival, and all decorations such as smoke machines, candles, etc. must meet the approval of the Klamath Falls Fire Department. Arrangements for floral centerpieces and special props may be made through the Event Services and Catering Department. To prevent damages to the fine fixtures and furnishings, items may not be attached to any wall, floor, window, or ceiling with nails, staples, tape, or any other substance, unless written approval is given by the Event Services and Catering Department. No signage of any kind is permitted in the Arrival Lobby. Professional signage will be permitted only in the Meeting Rooms and public areas (no flip charts or blackboards). Any printed forms or literature pertaining to the use of the Running Y Resort logo must have prior approval from the Event Services and Catering Department.

SUBCONTRACTORS' POLICY AGREEMENT

The client agrees to have any subcontracted companies (theme companies, decorators, production companies, audiovisual, etc.) abide by all resort policies, regulations, and provide proof of insurance. It is understood that the

premises will be left in a neat and orderly condition, free of debris or display refuse, no later than the completion date and time of the event. Based on time and labor, the client will incur additional charges for the removal of materials by the resort staff at the close of any event. All vendors must schedule load-in and load-out with the Event Manager and will be required to check in at Resort Security prior to beginning load-in and set-up on property.

MUSIC AND ENTERTAINMENT

Running Y Resort is pleased to provide contact names and phone numbers for recommended music and/or entertainment for any function. A copy of the signed contract between the guest and the entertaining party should be provided to the Event Manager in advance of the function. A limited size dance floor is available on a reservation basis, for a fee. Should the sound level from musical groups, entertainment, or public address systems create disturbances, Running Y Resort reserves the right to request the guest and/or entertainers to lessen the volume and, if necessary, to perform without amplification.

ELECTRICAL CHARGES

Electrical needs exceeding existing 120 volt/15 amp wall plug service must be arranged in advance and will be charged accordingly. Additionally, installation/labor charges and rental of necessary equipment will be assessed. All equipment must have UL listing.

LABOR FEES AND OTHER CHARGES

SERVICE CHARGE*

A twenty-two percent (22%) service charge applies to all banquet services. Gratuity applied to all food, beverage, AV, setup fees and miscellaneous charges agreed to on the Banquet Event Order, BEO.*Subject to change

BUFFET MINIMUMS

Please see each individual meal period for more information.

PARKING

Guest and attendee parking is complimentary. Freight truck parking is not available on property.

ADDITIONAL CHARGES

- Bartender/Bar Set-Up \$150.00 bar set up fee and \$25.00 per bartender per additional hour
- **All Day Beverage/Suite Attendant** \$150.00 per day
- Coat Check \$175.00 per Attendant



RUNNING Y RESORT

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 - \$650.00 per day

Accessory Projector Package

(Guest to provide own projector) 160"x100" motorized drop-down widescreen (16:10) projection screen, AV cart with necessary cable and extension cords - \$450.00 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 - \$550.00 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 - \$350.00 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 - \$350.00 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 - \$150.00 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

Video/Data Projectors

LCD 4.5K HD data/video projector \$250.00

Audio

Wired microphone \$40.00
Wireless microphone (handheld or lavalier) . . . \$135.00
4-channel mixer \$45.00
Built-in speakers \$50.00

Projection Accessories

Wireless remote w/laser pointer \$20.00
PC laptop computer (with MS Office) \$125.00

Projection Screens

6'x8' built-in drop down screen. \$100.00
160"x100" built-in drop down screen \$175.00
(Juniper Hall)

Speaker Phone

Polycom speaker phone. \$85.00

Staging

4'x8' riser, includes skirting and stairs \$95.00 ea.
Up to six (6) sections available = total 8'x24' stage

Dance floor

20'x20' \$425.00 20'x40' \$750.00

Miscellaneous

Flipchart, pad, markers \$45.00
Additional flipchart paper and markers \$20.00
Post-It Flipchart, pad, markers \$55.00
Additional Post-It flipchart paper and markers . . . \$25.00
Easel \$15.00
Power Cord \$15.00
Podium or Lectern \$25.00

**All rentals subject to 22% service fee*



RUNNING Y RESORT

Wedding Add-Ons

WEDDING RENTAL

Wedding Arch

\$200.00

Wine Barrels (set of 2 matching)

\$150.00

Dance Floor

20 x 20 \$450.00 20 x 40 \$750.00

Florals, Specialty Linens, Chair Covers and more

(May be rented through local Vendors)

Champagne or Sparkling Cider Toast Service

\$3.00 per person

(Service only, champagne pricing based on champagne cost)

Cake Cutting and Plating, Serving Staff

\$2.00 per person for under 50 people

**If cake cutting service is not desired, wedding will be responsible for providing cake cutting utensils, silverware, plates and napkins.*





RUNNING Y RESORT

Preferred Vendor List

PHOTOGRAPHERS

Karli Renee Photography

Website: karlireneephoto.com

Email: kari@karlireneephoto.com

Phone: (541) 337-7724

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

Mariel Hensley Photography

Website: marielhensleyphotography.com

Phone: (321) 412-9778

HAIR & MAKEUP

Adora Salon & Spa

Website: adorasalonandspa.com

Phone: (541) 884-4247

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 PLANNER

Abel to Dream

Website: www.abeltodream.com

Phone: (541) 331-2239

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





RUNNING Y RESORT

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

Phone: (541) 476-8558

Party Time Enterprises

Website: partytimeoregon.com

Email: info@partytimeoregon.com

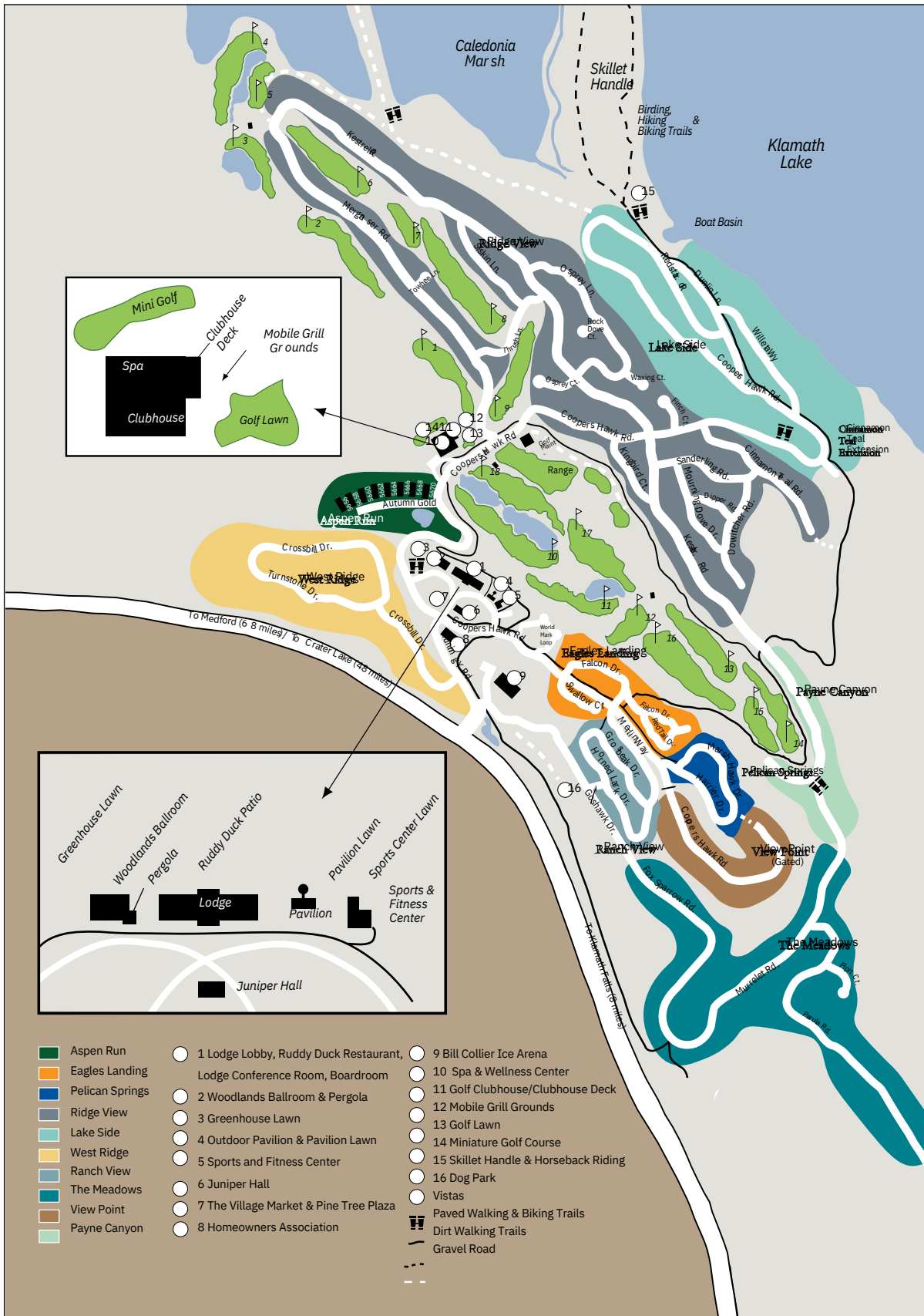
Phone: (541) 884-0114

Mirror Me Oregon

Website: mirrormeoregon.com

Phone: (541) 887-2211







RUNNING Y RESORT

Airport and Transportation

Running Y Resort, located just over an hour from the Rogue Valley International-Medford Airport (MFR), is southern Oregon's premier destination at the intersection of adventure, golf and wellness. Guests may also access the Resort via the Crater Lake-Klamath Regional Airport (LMT), which is 11.6 miles away.

NON-STOP SERVICE FROM 12 DESTINATIONS TO MEDFORD BY THE FOLLOWING AIRLINES:

American Airlines 

Alaska

allegiant 

avelo 

 DELTA

UNITED 

On Property and Nearby Activities

(Depending on seasonality)

- On and off site dining
- Arnold Palmer Signature 18-hole Golf Course
- Natural grass 18-hole putting mini golf course
- Spa Treatments
- Horseback Riding
- Hiking and Mountain Biking
- Bird Watching
- Stargazing
- Kayaking and Fishing
- Sport courts: pickleball, tennis, ping pong
- Fitness Classes: such as spin, yoga, meditation
- Ice and Roller Skating on property
- Crater Lake National Park
- Lava Beds National Monument
- Zip Lining
- Cross Country Skiing
- Snowshoeing
- Snowmobiling
- Boutique Shopping
- Arts and Culture





RUNNING Y RESORT

Contact Us

sales@runningy.com • 541-850-5500

