



# EVENTS

# EXPERIENCE GUIDE



# Welcome to Everline Resort & Spa, Lake Tahoe

Thank you for considering Everline Resort & Spa, Lake Tahoe as the setting for your next meeting or event. We understand the importance of creating a space where productivity, collaboration, and inspiration thrive. From flexible event venues to seamless service and a breathtaking mountain backdrop, we are honored to be part of your planning process and look forward to helping you craft an experience that leaves a lasting impact.

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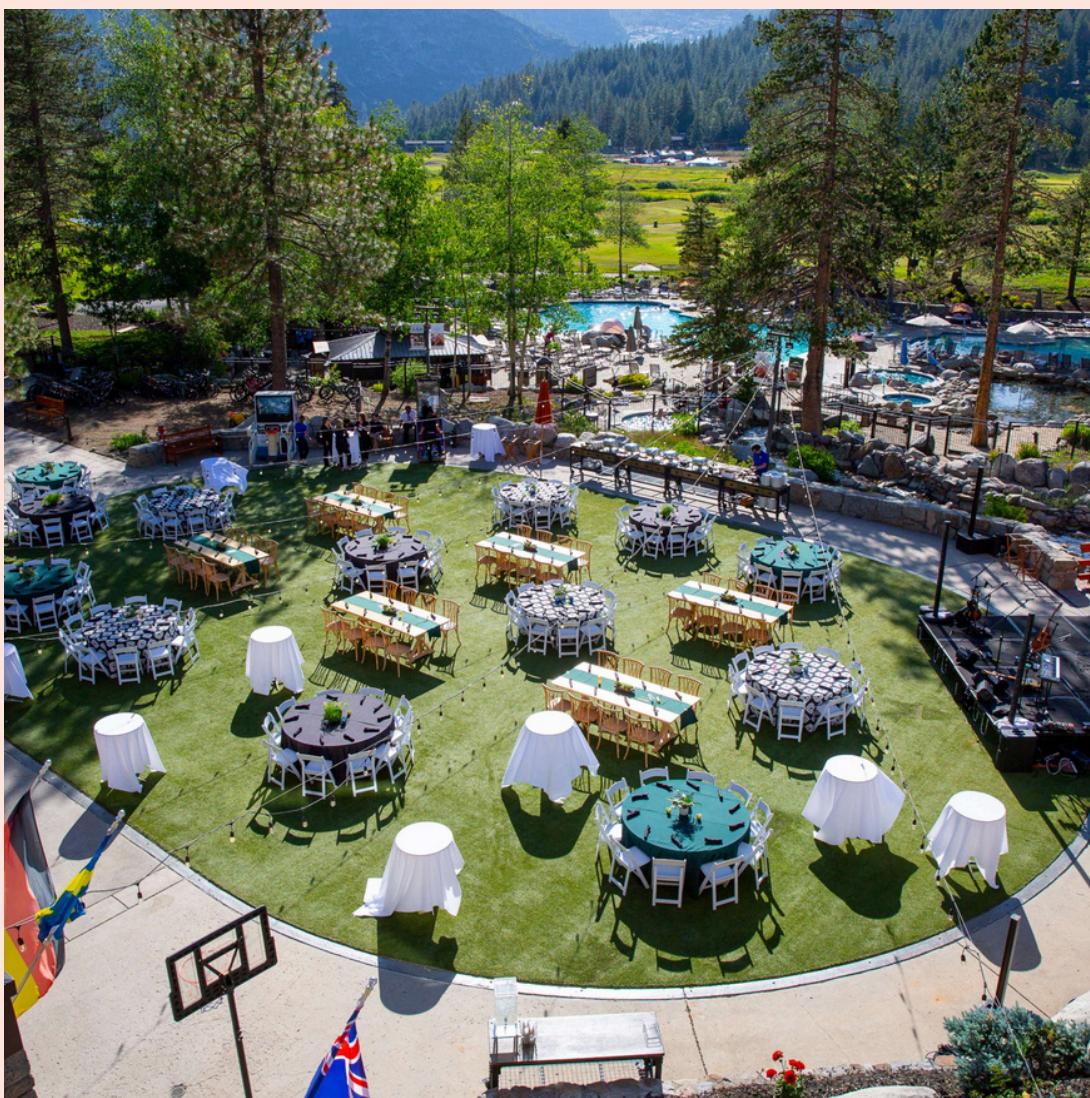
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# Vendor List

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The below vendors are a limited list of vendors who have experience working with corporate groups at Everline, offer professionalism, excellent services or products, and great personalities. Unlisted vendors may be approved to work at the Resort. The Resort does not take responsibility for vendor's work, services or products.



## EVENT PLANNERS AND COORDINATORS

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Allison Keasal Events  
[allisonkeasal.com](http://allisonkeasal.com)

Mountain Thyme Events  
[mountainthymeevents.com](http://mountainthymeevents.com)

Audere Events  
[audereevents.com](http://audereevents.com)

Merrily Wed  
[merrilywed.com](http://merrilywed.com)

Blue Sky Events  
[blueskyevents.biz](http://blueskyevents.biz)

Married Poppins Events  
[marriedpoppins.com](http://marriedpoppins.com)

Revel and Rye Event Co.  
[revelandryeeventco.com](http://revelandryeeventco.com)

Pomegranate Occasions  
[pomegranateoccasions.com](http://pomegranateoccasions.com)

Jalie Events  
[jalieevents.com](http://jalieevents.com)

Cloud Nine Event Co.  
[cloudnineeventco.com](http://cloudnineeventco.com)

## ENTERTAINMENT

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Brian Hess Music  
[brianhessmusic.com](http://brianhessmusic.com)

McClain's Mobile DJ  
[mcclainsdj.com](http://mcclainsdj.com)

Music in Tahoe  
[musicintahoe.com](http://musicintahoe.com)

Ike & Martin  
[ikeandmartin.com](http://ikeandmartin.com)

Epik Weddings  
[epikweddings.com](http://epikweddings.com)

Apple Z  
[hipentertainment.com](http://hipentertainment.com)

Vybe Society  
[vybesocietyentertainment.com](http://vybesocietyentertainment.com)

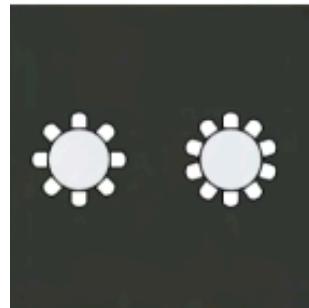
The String Beings  
[thestringbeings.com](http://thestringbeings.com)

DJ Brock Weddings  
[laketahoeweddingdj.com](http://laketahoeweddingdj.com)

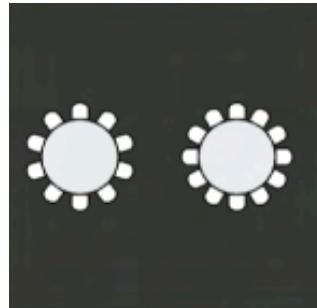
Hip Service  
[hipservice.com](http://hipservice.com)

# Provided Banquet Items

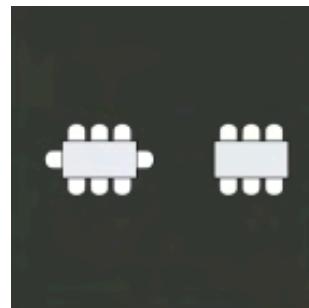
## Tables



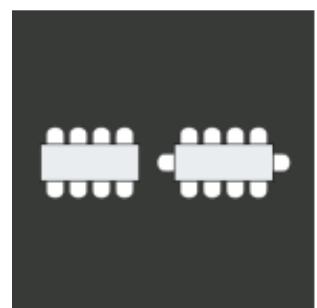
60 inch Round  
Seats 6-8 guests



72 inch Round  
Seats 8-10 guests



6 ft Rectangle  
Seats 4-8 guests



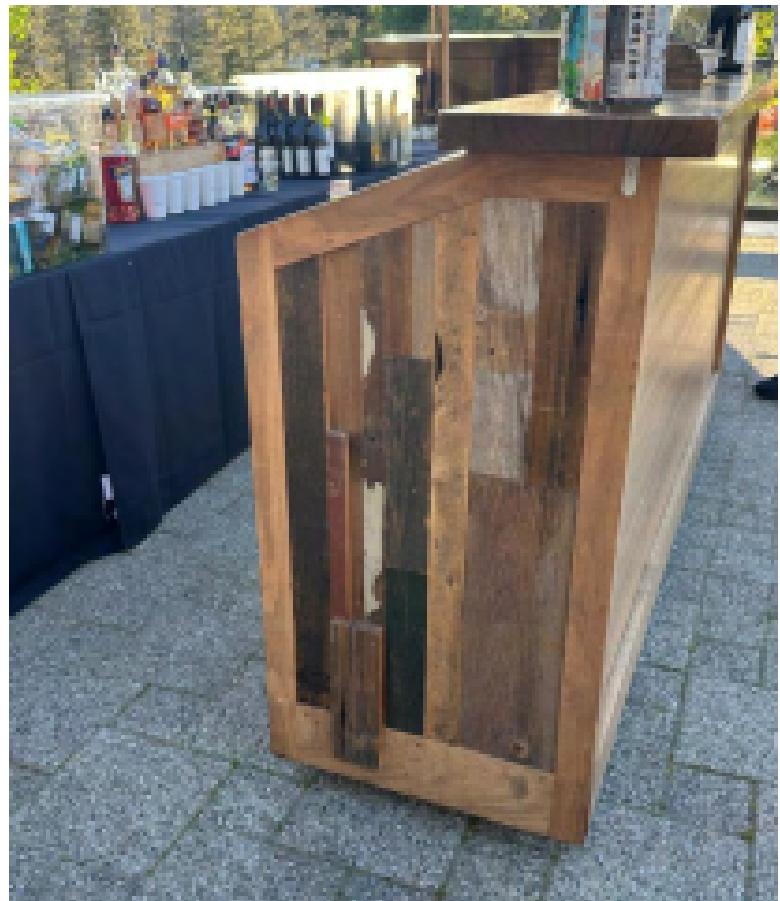
8ft Rectangle  
Seats 6-10 guests



30 Inch Round High and Low cocktail Tables.

# Provided Banquet Items

## Bar Fronts



Please note that provided bar fronts cannot be used on the golf course. Tables can be used to build a bar front on the golf course. Bar fronts rented from third party vendors may be approved to be used on the golf course. Please note that glassware is not permitted on the golf course, plastic cups may be used as an alternative.

# Provided Banquet Items

## Chairs



Chiavari  
Chairs



White Folding  
Chairs



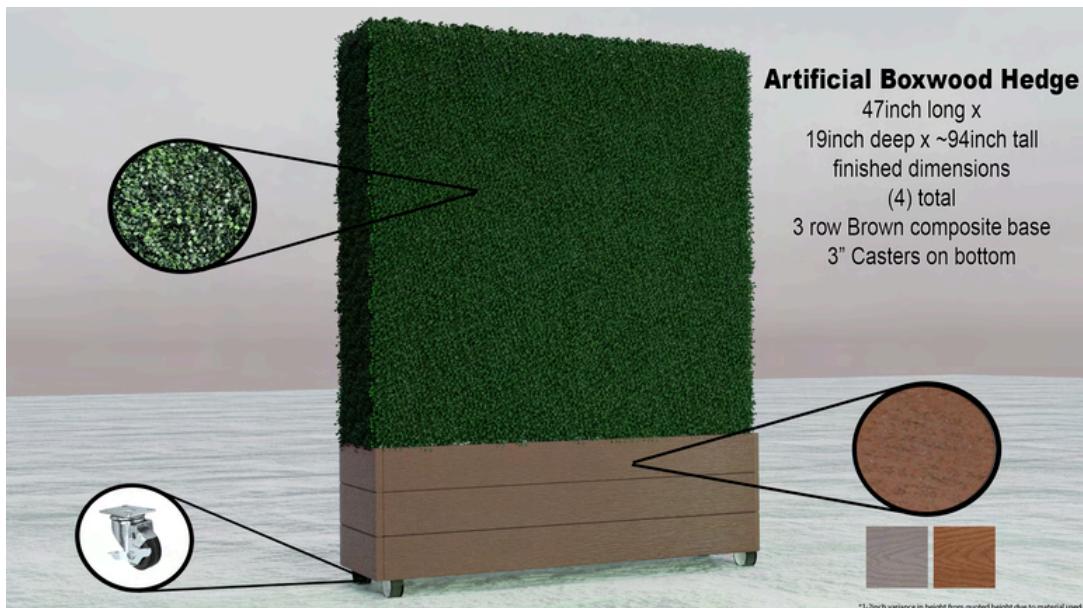
Banquet  
Chairs

## Place Settings and Glass



# Provided Banquet Items

## Hedges



Artificial Hedges  
\*\$150 rental fee applies

## Riser / Stage

A stage can be provided for your event. Stages are 2 feet tall and made from 6x8 pieces.

# Provided Banquet Items

## Table Decor



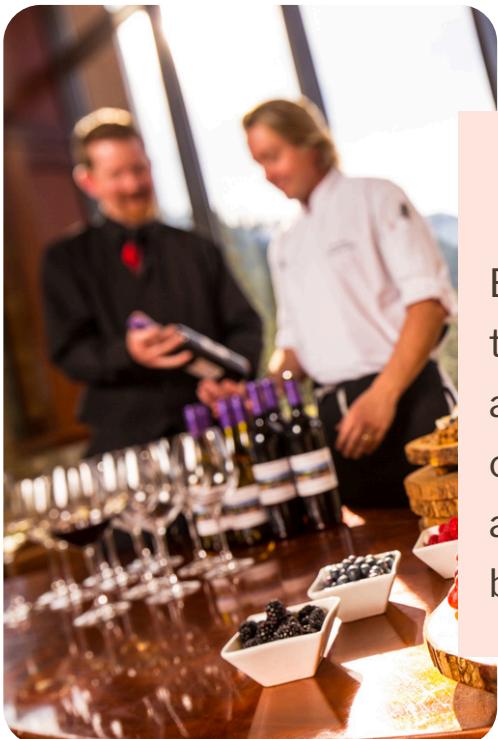
Please inquire about amount and availability of all items. Items and desired quantities are not guaranteed.



## Food

Hors d'oeuvres, food stations, buffets, plated course meals, late night snacks, dessert bars, and cakes are offered at Everline Resort & Spa, Lake Tahoe.

Please discuss current menu offerings with your Event Planning Manager.



## Beverages

Everline Resort & Spa, Lake Tahoe offers three bar package tiers; house, premium, and platinum. Craft cocktails, passed champagne, and table side wine can be added as additional enhancements. Hourly bar packages are recommended for weddings.

# Frequently Asked Questions

## **Q: Can I check into my hotel room early?**

A: Early check in can never be guaranteed but will be offered if available. Additional fees may apply. Guaranteed check in time is 4:00pm.

## **Q: What about transportation?**

A: We do offer private shuttle service within Olympic Valley, which is a great option for group dinners or local outings. Our Sprinter van accommodates up to 18 passengers, and our bus accommodates up to 32 passengers, and shuttle to Lake Tahoe with hourly rates and a two-hour minimum.

For airport transfers or additional transportation needs, we recommend trusted local partners such as Tahoe Elite Car Service, North Lake Tahoe Express, Reno Tahoe Limousine, and other providers listed on our website. You can also access the resort by Uber, Lyft, or Taxi.

## **Q: When are my food selections and guest count due?**

A: Food selection and initial guest count is due 30 days prior to your event. Final guest count is due 7 business days before the first event

## **Q: Do you have outdoor heaters?**

A: A limited number of outdoor heaters and portable fire pits are available for a rental fee of \$150 each.

## **Q: What if the weather is bad on my event day and my event is outside?**

A: We hold indoor backup spaces for all events that are scheduled to be outdoors. Nine hours before the start of the event, we will decide if the event needs to be moved indoors due to bad weather.

**Q: Am I required to have event insurance?**

A: Yes, events day insurance is required at a 2 million dollar umbrella liability policy, the typical cost is around \$200. (WedSure, Wedsafe, Eventsurance as usual go-to providers. You will be required to send proof of insurance to your Events Planning Manager.

**Q: What is a BEO?**

A: BEO stands for banquet event order, this document may also be referred to as the EO/ event order, group detail report, or program of events. This document houses all of the information for your wedding including agendas, guest count, food and beverage choices, and more. The BEO will be distributed to several different departments in the hotel. Your event planning manager is responsible for detailing this report and discussing it with you. The BEO will need to be signed 30 days prior to your wedding and at that point the majority of your details and information should be finalized. Your event planning manager will also provide you with an estimate sheet that reflects the cost estimate based on items on your BEO. Final prepayment and a 20% contingency is due 30 days prior to your event.

**Q: What activities do you offer for groups?**

A: At Everline Resort & Spa, Lake Tahoe we specialize in creating memorable group experiences in the heart of Lake Tahoe. From outdoor adventures to relaxing wellness activities, there's something for everyone. Popular options include guided hikes, golf, spa treatments, fishing, seasonal skiing and snowboarding, pedal-paddle, salsa making, broomball, mind-body classes, Olympic training, and more!

Looking for something more unique? Our team can help you design customized group activities such as team-building challenges or excursions around Lake Tahoe. For the latest seasonal offerings, visit our website at [everlineresort.com](http://everlineresort.com).

# Important Reminders

## **MINIMUM REVENUE COMMITMENT**

Your food and beverage minimum is exclusive of a prevailing 24% taxable service charge and applicable tax, currently 8.3475%. The facility fee is not applicable to the service charge; however, venue rental fees where food or beverage is served are subject to applicable tax. You will be responsible for meeting these amounts regardless of your final guest count. Should attendance fall below your original anticipated number, we will work with you to enhance or upgrade menu offerings to help you achieve your minimum requirement.

## **OTHER EVENTS**

The resort may be hosting additional events during your program dates. Any concurrent events will be scheduled at different times and in separate locations.

## **SET-UP / TEAR-DOWN**

The resort agrees to provide four (4) hours of set-up on your event date for your program, unless otherwise specified in your contract. These times can be reviewed 3-4 weeks prior to your event, and if additional time is available for set-up or tear-down, it will be extended at no additional cost. Personal items must be picked up within 48 hours of event conclusion; any items left beyond that time may be discarded. The resort is not responsible for damage to or loss of personal property left on property.

## **AUDIO/VISUAL (AV)**

All AV requests must be arranged through the resort's AV Department and will incur additional costs.

## **OUTDOOR EVENTS**

All outdoor functions must conclude no later than 10:00 PM. Glassware is not permitted on natural lawn venues. If the event is scheduled to end within one hour of sunset, the group is responsible for providing adequate lighting if it is not already supplied at the venue. Tents are not owned or provided by the resort.

In case of inclement weather, it is the responsibility of the Group Contact to make a backup decision nine (9) hours prior to the event start time and advise the Event Manager. For breakfast events, the backup decision must be made by 6:00 PM the evening prior. If weather conditions indicate a 40% or greater chance of snow/rain, or if smoke results in an Air Quality Index (AQI) over 200, the resort reserves the right to make the backup decision in the best interest of guest safety.

## **FOOD AND BEVERAGE**

For plated dinners, the per-person price for all guests will be based on the highest-priced entrée selected if multiple entrée choices are offered. Groups may select a maximum of three (3) courses for plated dinner service. A dessert course may be substituted with another approved dessert option.

## **MEALS**

Meal identifiers are required and must be provided by the group. Current catering menu pricing will prevail over any earlier estimates provided. All menu items are subject to availability and, in some cases, may be substituted with comparable alternatives.

## **DÉCOR & EVENT FLORAL**

It is the group's responsibility to remove all floral, décor, and related items from event spaces within one (1) hour of event conclusion.

## **SPECIAL DÉCOR & EFFECTS**

Due to fire and safety regulations, the use of fog machines, confetti, balloons, fireworks, or any other decorations, features, or special effects deemed hazardous or disruptive to the hotel or its guests are strictly prohibited unless arrangements have been made in advance and approved in writing by the hotel. Fire features (including but not limited to sparklers and wish lanterns) are prohibited at all times without permits approved by the Olympic Valley Fire Department. Candles are permitted only when the flame is fully enclosed in glass. All permit applications and associated fees are the responsibility of the client and must be available onsite throughout the event.

## **IN-HOUSE EQUIPMENT**

The resort will provide, at no additional charge, a reasonable amount of standard in-house equipment, including chairs, tables, linen, china, flatware, glassware, bars, standard dance floor, podium, and staging. This complimentary arrangement does not include specialty setups or formats that exceed our available in-house inventory. Should additional equipment be required, the resort will present two (2) options: (1) rental costs for supplemental items, or (2) modifications to the planned setup to avoid extra rental.

## **CHECK-IN / CHECK-OUT**

The resort's check-in time is 4:00 PM. Room assignments prior to that time are subject to availability. Check-out time is 11:00 AM. Early check-in and late check-out are based on availability, may not be guaranteed, and may incur additional fees.

## **PARKING**

Overnight valet, overnight self-parking, and day parking are available to guests for an additional fee.

## **SECURITY**

The group acknowledges that the resort is not responsible for the safekeeping of equipment, supplies, or any other valuable items left in event spaces by attendees. The group is responsible for providing security for such items and assumes all responsibility for any loss or damage.

## **WELCOME BAG CHARGES**

Please label all bags with the guest name and inform your Event Planning Manager at least 30 days prior to arrival:

- In-Room Delivery (Generic): \$7.00 per bag
- In-Room Delivery (Name Specific): \$14.00 per bag

## **EVENT PLANNING SUPPORT**

Once the resort receives your signed contract, your program will be assigned to a member of our Event Planning team. This designated planner will be your primary resource for all onsite event planning details, serving as the liaison between your group and resort operations.

## **EXPECTATIONS OF YOUR RESORT EVENT PLANNER**

- Act as your primary resort contact, available to answer questions, provide suggestions, and coordinate with resort departments.
- Monitor the status of your contracted room block.
- Oversee the details of group room reservations (if applicable).
- Provide a list of recommended vendors for services such as décor, AV, entertainment, floral, photography, or other event needs.
- Recommend menu and beverage selections that specifically meet the needs of your vision, taste and budget.
- Detail your Group Detail Report and Event “Resume” outlining all of your event specifics and overnight accommodations to ensure that all information is communicated successfully to the operational team of the Hotel.

## **SHIPPING OF PACKAGES**

The resort will only accept prepaid packages. Packages delivered C.O.D. will be refused, and the resort will not notify the shipper. All packages must include a label with the following information:

- 1.Return Address
- 2.Name of Group
- 3.Group Contact (Event Planning Manager)
- 4.Name of Person claiming the package

Due to limited storage space, packages should arrive no more than three (3) days prior to the event. Handling and storage fees of \$5 per box and \$50 per palet will apply. The group is responsible for tracking package arrivals and ensuring contents are intact. The resort is not liable for lost, stolen, or damaged goods.

## **SHIPPING ADDRESS:**

Everline Resort & Spa, Lake Tahoe  
400 Resort Rd.  
#3333  
Olympic Valley, CA 96146

## **USE OF DRONES ON HOTEL PROPERTY**

Only commercial/professional drone operators can fly a drone on resort property. The group or commercial drone operator will sign an indemnification and provide a certificate of insurance naming the Resort as additional insured on their aviation insurance policy. Commercial drone operators are required to comply with the FAA Part 107 rule regarding UAS operation. Drone operators must provide proof that they have successfully filed and have been granted a waiver to operate the drone for commercial purposes outside of Part 107 for the following items:

- Operating a drone over people
- Operating a drone higher than 400 feet
- Operating a drone at night
- Operating multiple small drones
- Operating a drone beyond line of sight

Drones used indoors will only be allowed in function rooms that have a minimum ceiling height of 16 feet. A sign must be posted advising guests that drone filming will take place during an event. The resort must be notified a minimum of 3 weeks prior to event in order to ensure all necessary paperwork is complete.

## **GENERAL TIMELINE**

6-9 months in advance – Everline Event Planning Manager will be assigned to you, and they will reach out to introduce themselves as your single point of contact for all food, beverage, and layouts of your event.

We recommend planning a separate meeting (on site or on phone) with your Everline Event Planning Manager. They will send you updated menus with prevailing rates and will work with you on your preferred options.

3-6 months in advance – We ask that you provide us with your list of vendors and any special requirements that may be required. This includes rentals, transportation needs, and additional event requests.

30 days in advance – Preliminary meal selections and anticipated guest counts are due.

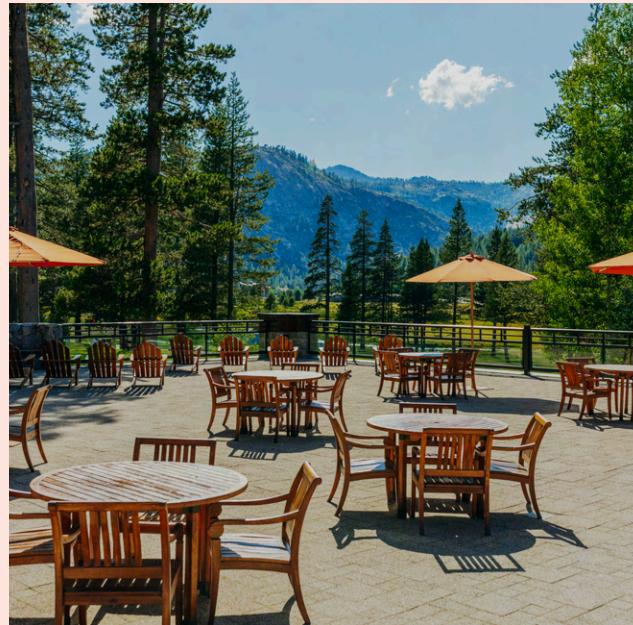
7 business days - final food event guarantees are due.

## **TWO TUESDAYS IN ADVANCE**

At this time, you will be required to review your Event Orders and approve them with your signature. The estimated event balance invoice will be calculated for your review and approval. Once these documents are signed, all information will be considered final, including food and beverage selections, event details, and guest counts. Additional attendees may be accommodated only with approval from the Executive Chef. No reductions in guest count (attrition) are allowed after this date.









**EVERLINE<sup>®</sup>**

**RESORT & SPA • LAKE TAHOE**

[everlineresort.com](http://everlineresort.com) | @everlineresort | 530.412.7034  
400 Resort Rd., Olympic Valley, CA 96146