



QUARTZ MOUNTAIN RESORT

Oklahoma's Premiere Wedding Destination

The staff at Quartz Mountain Resort, Arts and Conference Center wants to congratulate you on this exciting time! We welcome the opportunity to be a part of your important day and understand that every wedding is as unique and special as the two of you!

We are pleased to present our Wedding and Reception Packages and Policies. Please use this guide to help us facilitate all your wants and wishes.



Janae Cruz | Wedding Coordinator

580.563.3005(direct) | 580.563.3075 (fax) | 1.877.999.5567 (toll-free) | Janae.Cruz@ihrco.com

Accommodations

Grand Ballroom

Features several size options to accommodate weddings or receptions from 50 to 300. Also, a pre-reception area is provided for guests and can accommodate a bar, guest book and gift tables directly outside Ballroom.

Our Enclosed Pavilions

Have hard wood floors, vaulted ceilings, a mirrored wall, and French doors that offer beautiful mountain and lake views. Our Wildcat Pavilion offers a gorgeous and scenic deck, perfect for reception overflow or small wedding ceremonies.

Sundance Patio

Located directly next to our Sundance café, the patio offers a breathtaking view of the Twin Peaks Mountains and the stunning Lake Altus-Lugert. This space, surrounded by natural beauty, can accommodate up to 80 guests.

Our Grand Courtyard



The signature site for a truly magical ceremony. With the granite lined Twin Peaks Mountains and the beautiful, Oklahoma sky as your backdrop, the Grand Courtyard offers one of the most unique, and photogenic venues in the Southwest! This space includes seating up to 300, as well as a skirted stage.

The Great Plains Amphitheater

Provides another distinctive ceremony option with bench seating for up to 200. With two dramatic staging options, this venue is perfect for couples that want a memorable and exclusive setting for their extraordinary day.

For Your Assistance

All couples will receive the following amenities as a complimentary standard when choosing Quartz Mountain Resort Catering:

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Tables, Chairs, Linen Table Cloths, Satin Overlays, Linen Napkins and Complete China Place setting and Glassware.

Guest book Table, Cake Table, Buffet Tables and DJ Tables- all to be Draped and skirted in white.

Centerpieces comprised of mirrors, hurricane vases, and candles.

Special Rate for Out of Town Guests with Contracted Room Block.

Complimentary Bottle of Champagne for Bride & Groom During Reception.

Staging for Ceremony or Head Table.

One food tasting for up to (4) Guests.

Guest Rooms

We have 118 beautifully appointed guest rooms, and 2 Deluxe Parlor Suites, which are ideal for entire bridal party preparations and Honeymoon Suite all in one! All rooms are equipped with high speed internet, in-room coffee maker, blow-dryer, ironing board and iron, and stunning lake or Mountain View.

Menus

All food and beverage items must be purchased and served through Quartz Mountain Resort. However, we do allow wedding cakes to be brought in.

To ensure the most successful service, all menu selections must be finalized six weeks prior to event, with guarantee of attendees due 72 hours out.

Please be sure to add 21.5% gratuity and 6 % sales tax to all menu prices. Food and beverage prices are subject to change without notice and final menu prices are confirmed 60 days prior to your event.

Bar Services

A cash or host bar can be provided or a combination of the two. For example, the couple can host beer and wine and can have their guests pay cash for mixed drinks. The couple may also provide a champagne toast for guests or have wine and champagne butler passed throughout the reception. Please

note there is a \$40.00 an hour bartender fee, with a two-hour minimum.

Wedding Welcome Bag Delivery

Delivery of items to individual guest rooms needs to be arranged with your catering manager. Delivery fees start at \$2.00 per item.

Entertainment

You may hire a disc jockey or band for your event, and we have a number of resources to help your planning. Please advise them that the room will be available two hours prior to the reception for the entertainer to setup equipment.

Decorations

The reception room will not be available for decorating until the contracted set-up time. Please note that no nail holes may be made in the walls or ceiling. No exit signs may be covered. Again, the Hotel can provide couple with several local vendors to facilitate decorations and also, can assist in coordinating with vendors.

Deposit

To secure a date, a non-refundable deposit is due at time of contract. Additionally, we require a credit card for guarantee purposes and any incidentals. This deposit will be applied to your event's final bill.

Payment

Quartz Mountain Resort requires 100% pre-payment 14 calendar days prior to your event. For additions, a major credit card is required to guarantee payment of any replenishments or new orders requested within the 14 days. These charges will be billed to the credit card unless payment is received at the end of the reception.

Any overpayment will be refunded within 14 days after your reception.

Again, we are delighted that you are considering our beautiful facility to host your unforgettable day! Please rest assured that our dedicated staff stands ready to make sure your day is filled with fond memories. Please let us know if we can answer any questions or assist you with recommendations.

Katy Pfenning Setzer | Wedding Coordinator

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