

# WEDDINGS

at Oakwood Resort



## Your Wedding Weekend, Seamlessly Hosted

### Celebrate With Us

Ceremonies  
Cocktail Hour Experiences  
Receptions  
Rehearsal Dinners  
Farewell Brunches  
Pre-Wedding Celebrations

### What We Offer

In-House Catering and Bar Services  
Dedicated Event Staff  
Day-Of Wedding Coordination  
Curated Décor Rentals  
On-Site Accommodations & Room Blocks

Schedule a Tour

574 - 457 - 7100 | [events@oakwoodresort.com](mailto:events@oakwoodresort.com)

# EVENT VENUES



## Hilltop

Hilltop features two floors and an outdoor patio, with flexible lower-level airwalls. Host your ceremony on the patio, enjoy a cocktail hour downstairs, and celebrate upstairs. A fireplace, character-filled ceilings, and abundant windows create a warm, charming setting.

***Maximum Capacity: 200 Guests***



## Small White Chapel

Small White Chapel offers a historic and charming setting for wedding ceremonies and bridal showers. Featuring original wooden chairs and timeless architecture, it provides a classic, intimate atmosphere for exchanging vows or celebrating with loved ones.

***Maximum Capacity: 40 Guests***



## The Morrison-Conklin Room

The Morrison-Conklin Room features two versatile spaces. The Morrison offers an open floor plan with three large windows, bringing in abundant natural light. The Conklin provides an intimate and private setting for focused gatherings. Both spaces can be opened to create one large area and are ideal for pre- and post-wedding activities or cozy celebrations.

***Maximum Capacity: 100 Guests***



# EVENT VENUES (Continued)



## Grand Lawn and Gazebo

The Grand Lawn and Gazebo offers a picturesque lakefront setting for ceremonies and receptions. The large gazebo can accommodate a band, bar, or ceremony, and tents can be rented at the client's discretion to customize the space.

***Maximum Capacity: 300 Guests***



## Lakeside Patio

The Lakeside Patio offers a scenic lakeside setting with a 30-by-60-foot tent. The space is perfect for ceremonies, cocktail hours, or receptions. String lights around the perimeter and tent sides create a private atmosphere or provide weather protection. Fire pits are available for rent as an added activity.

***Maximum Capacity: 50 Guests***



## Little Lakeside Gazebo

The Little Lakeside Gazebo offers an intimate setting for wedding ceremonies. The gazebo can be beautifully decorated to enhance your special day, with the serene lake as a stunning backdrop. Perfect for romantic vows and unforgettable wedding moments.

***Maximum Capacity: 40 Guests***

# EVENT VENUES (Continued)



## Event Center

The Event Center offers one, two, or three connected spaces, including a bridal suite. EC A features a tall wooden ceiling and stage, while Rooms B and C provide flexible space for any need. Ceremonies, cocktail hours, and receptions can all take place indoors using flexible airwalls.

**Maximum Capacity:** 500 Guests



## Event Center Bridal Suite

The Event Center Bridal Suite is located just steps from the Event Center spaces and features an external entrance for added privacy. It includes three getting ready stations, two changing areas, cozy furniture, and a coffee bar, providing a comfortable and convenient space for the bridal party to prepare for the big day.

*Our venues offer a variety of settings to make every wedding unforgettable. From the versatile Event Center with flexible airwalls and a bridal suite, to the picturesque Hilltop with its outdoor patio and character-filled interiors, each space is designed to flow seamlessly through your day. Celebrate lakeside with the charming Grand Lawn and Gazebo or the intimate Lakeside Patio, complete with tents, string lights, and optional fire pits. Exchange vows in the historic Small White Chapel or enjoy the flexible Morrison-Conklin Room for pre and post wedding activities. No matter the style or size of your celebration, our venues offer the perfect backdrop for every moment.*

# VENUE INCLUSIONS

## **Services and Items Included with Your Venue Rental**

- Day-of access to the venue for decorating
- Floor-length white table linens
- Linen napkins in assorted colors
- Standard chairs
- Standard floor plan diagram
- One tasting for two guests
- In-person and virtual planning consultations
- Preferred vendor referrals

# ENHANCEMENTS

## **Additional Items Available for Rent**

- Upgraded Napkin Folds
- Upgraded Dinnerware
- Table Overlays
- Decor Rentals
- Ceiling Draping
- Chair Upgrades

# RENTAL POLICIES

- Rental times begin at 9:00am Eastern Time.
- \*Outdoor and hotel rentals conclude at 10:00pm Eastern Time.
- Hilltop and Event Center rentals conclude at 12:00am Eastern Time.
- All personal items must be removed the night of the event.
- Bar service closes no later than one hour before the rental concludes.



# ADDITIONAL SERVICES

## Catering and Bar Services

Oakwood Resort offers a wide variety of catering and bar services to complement any event, including plated dinners, buffet options, hosted bars, and cash bars. We invite you to explore our menus for full details, noting that offerings may vary each year. All food and beverages are subject to a 20% service charge.

## Hotel Room Blocks

Keep your guests close to the celebration and let them enjoy the full Oakwood Resort wedding experience. With special group rates, stunning lakefront accommodations, and the convenience of being just steps from your venue, a room block provides comfort, ease, and lasting memories for everyone.

- **1–39 rooms:** *No deposit required*
- **40–79 rooms:** *10% of the estimated room block value required*
- **Utilization Requirement:** *An 80% utilization rate is required for all room blocks*

## Golf Cart Shuttle Service

Provide a comfortable and convenient mode of transportation for your guests. Our shuttle service operates one hour before the event, thirty minutes between the ceremony and reception, and one hour after the event. The driver will pick up and return guests directly from the hotel, ensuring stress-free travel to and from your celebration.

## Day-Of Coordination Services

Enjoy your wedding day with confidence and ease knowing Oakwood Resort's professional coordinator is handling the details. Our Day-of Coordination includes leading your rehearsal, managing the event timeline, and communicating with all vendors to ensure everything runs smoothly. From start to finish, we keep your celebration on track so you can focus on making memories with your loved ones.

## Tour Boat Rides

Add a unique touch to your wedding with Oakwood Resort's scenic boat rides on Lake Wawasee. Public tours are available on Fridays and Saturdays from Memorial Day through Labor Day, giving your guests the opportunity to enjoy the lake's beauty together. For a more intimate experience, private cruises can be arranged at any time.

# BOOKING PROCESS

## 1. Inquire with Our Team

Submit your request through our website or contact us directly to share your event details and vision.

## 2. Schedule a Tour

We'll arrange a personalized tour of our venues so you can see the spaces and imagine your celebration.

## 3. Receive a Proposal

After your tour, we'll provide a detailed proposal including available dates, pricing, and package options.

## 4. Confirm Your Date

Reserve your preferred date by signing your contract and submitting a deposit to secure your venue.

***Deposit:*** *The full venue rental amount and the room block deposit, if applicable.*

## 5. Plan Your Details

Work with our team to select catering, décor, and any additional services to bring your vision to life.

## 6. Finalize Your Event

Confirm final guest count, menu selections, and timeline in the weeks leading up to your celebration.

## 7. Celebrate!

Enjoy your special day with the support of our dedicated team at Oakwood Resort.

# FAQ'S

## **What is the deposit?**

The deposit includes the full venue rental amount and a percentage of your room block estimate (if applicable).

## **Can we hold multiple dates while deciding?**

We offer a 7-day complimentary hold on your preferred date while you make your decision.

## **Can we have ceremony rehearsal the day before?**

Yes! If the venue is available, you may schedule a 4-hour rehearsal and setup period the day before your wedding. This can be confirmed up to 30 days prior to your event. Please note that food is not permitted during this time.

## **Can we have our rehearsal dinner at Oakwood?**

Absolutely! We have several venues that are perfect for rehearsal dinners as well as other wedding celebrations.

## **Do you allow outside catering?**

Outside catering is allowed only if the caterer is licensed and pre-approved by Oakwood Resort. Dessert-only vendors are an exception to this rule. A fee applies for outside catering.

## **When is final payment due?**

Final payment is due 30-days prior to the event.

## **Are there hotel room block discounts for weddings?**

Yes! Oakwood Resort offers discounted room blocks for you and your guests.



# CONTACT US!

## Have Questions or Ready to Start Planning?

We'd love to hear from you! Reach out to our events team to schedule a tour, check availability, or discuss your vision.

### Oakwood Resort Events

574 - 457 - 7100

[events@oakwoodresort.com](mailto:events@oakwoodresort.com)

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