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Fortune Bay Resort Casino
1430 Bois Forte Road, Tower, MN 55790
800-555-1714



Event Space Cost

Woodlands Ballroom:

- o Full - \$1,500
- o 2/3 - \$750
- o 1/3 - \$400

Lakeside Tent:

- o 1-100 people - \$300
- o 101-150 people - \$400
- o 151-200 people - \$450
- o Food & beverage at tent - \$250 service charge

Wedding Package Features

- Rental of The Woodlands Ballroom w/ tables and chairs
- Standard Table Linens (white or ivory)
- Head Table
- Guest Sign-In Table, Gift Table and Cake Table
- Dance Floor
- Plates, Glasses and Flatware
- Honeymoon Suite for the Bride & Groom on the Wedding Night
- Champagne for the Head Table

COMPLIMENTARY ITEMS INCLUDED UPON REQUEST:

- Event Space for Rehearsal Dinner
- Wireless Handheld Microphone
- Use of LCD Projector and Screen for Slideshow
- Food Tasting for the Wedding Couple



Optional Items Available



- Head Table Backdrop Set-up w/ lights - \$100
- Pipe & Drape Set-up - \$75
- Cake Cutting Service - \$75
- Punch & Coffee Station - \$75
- Chair Covers (white or black) - \$2 each
- Hosted Wine Service - \$2.50/person + wine choice
- Hosted Beverage Package (wine and/or champagne)
 - priced based on selections and guest count
- Decorative Wooden Barrels to rent - \$25 each
- Gift Opening: room based on availability
 - \$50 with no food & beverage needs
 - Free with purchase of food & beverage
- Rehearsal Dinner: Sumac Room (based on availability)
 - Free with purchase of food & beverage
 - Cash or hosted bar available



Fortune Bay Wedding Checklist

12-16 Months before the wedding

- ☐ Schedule a private tour of The Woodlands Ballroom at Fortune Bay Resort Casino
- ☐ Secure The Woodlands Ballroom for your reception and/or the Lakeside Tent for your ceremony with a \$1,000 non-refundable deposit and return the signed contract
- ☐ Provide E-mail address & phone numbers to Sales Manager
- ☐ Create a room block with the Sales Manager. Unused rooms will be released 2 weeks prior to your wedding date
- ☐ Set aside the Honeymoon Suite
- ☐ Send out "Save The Date" reminders to your guests

6 Months Ahead

- ☐ Decide on your menu, determine plate versus buffet
- ☐ Decide your arrangements for decorations for your ceremony and reception. We offer complete set-up of the ballroom with all linens including tablecloths and napkins. Additional decorations may be brought in by the decorator of your choice. Ask your Sales Manager for a recommendation
- ☐ Provide an initial guest number to Sales Manager
- ☐ Set up a tasting & meeting with Sales Manager, to meet with our culinary team and go over determined details

4 Months Ahead

- ☐ Complete floor and seating plan for your reception and send a copy to decorator
- ☐ Discuss your wedding vision and go over all of the vendors you have selected for your wedding
- ☐ Decide menu options for appetizers, dinner, desserts, late-night snacks, and beverages
- ☐ Decide on bar options (host or cash bar)

2-3 Weeks Ahead

- ☐ Schedule your FINAL meeting with your Sales Manager by sending an e-mail to kbrodeen@fortunebay.com
- ☐ Finalize the invoice in your last wedding meeting
- ☐ Finalize guest count to your Sales Manager 2 weeks prior to the wedding date
- ☐ Final payment is due 1 day before the wedding, paid by cash or card
- ☐ Leave a credit card on file for incidentals
- ☐ Inform the hosts of their duties and responsibilities
- ☐ Contact your Sales Manager regarding set-up and check-in for the hotel block & honeymoon suite.

