



# THREE LAKES MANOR

## RESORT WEDDING VENUE



CHECK HOME  
PAGE CALENDAR  
FOR BOOKING  
SPECIALS

## 2024 Resort Packages

### Thursday - Sunday

- Rehearsal Practice & Dinner
- Ceremony
- Reception
- Lodging for 3 nights

January | February | July | August  
\$11,500

March | April | May | June  
Sept | Oct | Nov | Dec  
\$12,000

### Friday - Sunday

- Ceremony
- Reception
- Lodging for 2 nights

January | February | July | August  
\$9,000

March | April | May | June  
Sept | Oct | Nov | Dec  
\$9,500

A \$3,000 retainer is due to secure event date & the remainder is broke into two additional payments. One payment due 6 months prior and the remainder due 3 months prior to event. Other fees to account for: \$1,000.00 damage deposit & day of event insurance. Both due one month prior to event. Day of coordinator is NOT included but required for every event with 60 or more guests at Three Lakes Manor. We supply a list of preferred coordinators or clients can supply their own. Coordinators not on our list require two references from active venues & a private tour prior to the event. This is to ensure professional quality events.



## Amenities

### Thursday - Sunday

- Check in Thursday at 2pm & Checkout Sunday at 2pm, hosting spaces by 4pm
- Lodging Thursday, Friday & Saturday for a max of 34 guests
- Rehearsal practice set up
- Rehearsal dinner floorplan set up
- Rehearsal take down
- Ceremony & Reception floorplan set up
- Ceremony & Reception take down
- Handle all logistics of venue & parking
- 100 folding chairs
- 16 backless pews (10ft)
- 22 round tables + linens (60inch)
- 6 rectangle tables + linens (8ft)
- 16 "tall boy" bistro tables
- 2 portable bars + 1 ice chest & two ice buckets per bar
- Champagne wall, flutes provided (60)
- Large 2 bay beverage cart
- 6 rectangle chafing dishes + one set of fuel for each
- 5 propane mushroom top heaters
- 2 industrial fans (34inch)
- 4 different arches
- Trash cans & 2 liners for each
- Commercial ice-maker

### Friday - Sunday

- Check in Friday at 2pm & Checkout Sunday at 2pm, hosting spaces by 4pm
- Lodging Friday & Saturday for a max of 34 guests
- Ceremony & Reception floorplan set up
- Ceremony & Reception take down
- Handle all logistics of venue & parking
- 100 folding chairs
- 16 backless pews (10ft)
- 22 round tables + linens (60inch)
- 6 rectangle tables + linens (8ft)
- 16 "tall boy" bistro tables
- 2 portable bars + 1 ice chest & two ice buckets per bar
- Champagne wall, flutes provided (60)
- Large 2 bay beverage cart
- 6 rectangle chafing dishes + one set of fuel for each
- 5 propane mushroom top heaters
- 2 industrial fans (34inch)
- 4 different arches
- Trash cans & 2 liners for each
- Commercial ice-maker

A \$3,000 retainer is due to secure event date & the remainder is broke into two additional payments. One payment due 6 months prior and the remainder due 3 months prior to event. Other fees to account for: \$1,000.00 damage deposit & day of event insurance. Both due one month prior to event. Day of coordinator is NOT included but required for every event with 60 or more guests at Three Lakes Manor. We supply a list of preferred coordinators or clients can supply their own. Coordinators not on our list require two references from active venues & a private tour prior to the event. This is to ensure professional quality events.

# Hosting Amenities

- Two separate dressing suites
  - Bridal Suite on the 3rd floor, private bathrooms, makeup bars, photo areas, sitting room & kitchen
  - Private Onsite Groom's Quarters on the first floor, Full Bathroom, Lockers, Pool Table, Race Way Game, TV, Bar and Poker Table.
- Day-of Venue Attendant
- Indoor / Outdoor ceremony options - The Ballroom, The Ballroom Terrace, The Grand Steps, The Grand Steps Courtyard, The Ballroom Green, The Outdoor Kitchen, The Tavern, The Tavern Green, The Dining hall, The Dining Hall Outdoor Dancefloor with string lights
- Event Center Kitchen for Catering (Includes: Commercial convection oven, Residential Stove & oven, Dishwasher, Two Full Size Refrigerators, Ice Chests, & Freezer with ice-maker, Private Half Bathroom, Two rolling carts, & Plenty of Prep Space)
- Prep Kitchen in the Tavern
- Large commercial restrooms for guests
- PA sound systems
- Year round landscaping
- Private parking for bridal party & vendors & two parking lots for day of guests arrival
- Endless ceremony and reception options
- Flexible vendor requirements
- Two outdoor fireplaces & Three indoor fireplaces
- Indoor heating and air-conditioning
- Three subzero fridges & one drink cooler

# Lodging Amenities

- Fully stocked kitchen & Dining room
- Two buttry kitchens
- Three complimentary coffee bars
- Eight Suites
- Six King Beds, Two Queen Beds, Two Double Beds, Fourteen Twin Beds, Eight full bathrooms & Three half bathrooms
- Each suite has complimentary hygiene products, iron, ironing boards, lint roller & clothing steamer
- Private Courtyards for dining or relaxing
- Private Beach with watersports available & Complimentary fishing poles
- Hot tub access
- Electric and gas fireplaces
- Hulu Live, ESPN Plus & Disney Plus
- Free Wifi
- Corn hole boards
- Private sitting rooms
- Six fridges and one freezer

# Additional Details

- The above listed pricing is for up to 200 guests, for every 50 guest over it is an additional \$50 for the day of the Ceremony and Reception. This is to insure ample staff & accommodations.
- Max guests count is 500, at least two day-of coordinators are required. Guest count will be obtained two weeks prior to the event on the check-in form.
- Max overnight guests count is 34, including children. This is monitored by exterior cameras & if limit is exceeded there will be fines. This is to ensure the comfort of amenities for each guest staying.
- Non-hosting areas are the third & fourth floor, day-of guest are not permitted to roam lodging areas.
- The champagne wall and bars cannot be placed in The Grand Steps Courtyard or The Great Hall.
- The cut off time for guests not lodging is 11:30PM, this is strictly enforced. All guests staying can continue event but we request it is moved indoors or the sound level be lowered to a comfortable volume for surrounding neighbors. Vendors must be out by 12AM.
- Private and Guided tours take place on Wednesdays & Thursdays only, most re-tours can be directed through the virtual tour on our website.
- We supply a list of preferred catering to choose from or clients can supply their own. Caterers not on our list require two references from active venues & a private tour prior to the event. This is to ensure professional quality events and full understanding of kitchen rules.
- Insurance is required for the day of the Ceremony & Reception. This can be obtained at [www.eventsured.com](http://www.eventsured.com)
- Damage deposit in the amount of \$1,000.00 is due one month prior to check-in.
- Up to two pets (dogs only) are allowed for an overnight stay. Guests must pick up after their pet. There is a provided kennel on site for outside pets.
- Any furniture moved must be pre-approved. If approved it must be relocated prior to checkout. If furniture or areas are damaged due to relocation there will be a fine.
- If there is suspicion that clients are having a rehearsal dinner with units displayed for ceremony and reception, without booking a rehearsal dinner add on, clients will be fined.
  - A Rehearsal Dinner Add on is required if there will be more than 35 guests attending, you are outsourcing vendors, using the commercial kitchens, serving alcohol/liquor, using chafing dishes, tables, linens, chairs, bars, outdoor heaters/fans, hosting space, staffing for parking & clean up, shuttle bus i.e., Added Amenities. Rehearsal Dinner Add on is not required if there are less than 35 guests, only the main lodging kitchen is used, no outsourced vendors, no added amenities (listed above), no staffing or shuttle bus needed, and no alcohol/liquor is being served.
- If you are intending on having a firework show, we must be notified 30 days prior to the event. It is not the venues responsibility to get necessary permits from the fire department. The pyro technician **MUST BE** licensed. Firework show must be completed by 9pm, and cannot exceed 3 minutes (except for 4th of July and New Years weddings)
- For safety reasons, children must be supervised and/or kept inside. Three Lakes Manor is surrounded by lakes and un-attended children are an immediate shut down due to the dangers.
- TLM staff does not assist with rental units or clients decorations. This is to avoid any liability claims against TLM or Staff