

Weddings and Receptions 2016 *Preferred Wait List*

Welcome to our *Preferred Wait List for Weddings and Receptions*. Over the Summer of 2016 we will have six (6) weekend dates available in our Estate Gardens and Agnes Flanagan Chapel for wedding ceremonies and receptions. The exact dates are not yet established, however they will fall between June and August 15th.

Our unique and elegant Wedding Venues are in continual demand. Unfortunately, we cannot accommodate all of the requests we receive. As such, there is a \$100 deposit required to be place your name on the *Wait List*. Please contact our office and consider carefully before reserving a spot.

By March 31, 2015 the open dates for Summer 2016 will be selected and we will contact the first name on the list. That couple will be offered first choice of the available weekends. After that, we will go to the second name, and so on. Once all of the weekend dates are filled, we will notify anyone still on the list and return their deposit, unless they prefer to hold in case of a cancellation - more about that to follow.

If you are offered an available weekend date and confirm, a contract will be generated and we will apply the \$100 *Wait List Deposit* to your *Wedding and Reception* fees.

Important Considerations:

- Once on the *Preferred Wait List*, you may cancel before the 2016 dates are announced and receive a full refund of your deposit.
- If you cancel after you have been given a preferred date, but prior to signing a contract, you will forfeit your \$100 *Wait List Deposit*.
- If you cancel and then wish to be reinstated to the *Preferred Wait List* your name will be placed at the back of the queue.

If you wish to maintain your place in the queue after all 2016 wedding dates are filled, you may stay on the list in the event of a cancellation. We will maintain the *Preferred Wait List* for cancellation opportunities until January 2016. At that time we will close the list and notify anyone who has not received a date and refund their deposit.

When you place your name on our *Preferred Wait List*, you are getting in line for one of the most exclusive and romantic wedding venues in the Portland area. We require a wedding consultation with the Associate Director in charge of *Wedding Services* prior to your name being placed on the list.

To schedule a tour of our *Wedding Venues* or to be considered for the Summer 2016 *Preferred Wait List*, please contact Kerry Keenon in the Conferences and Events Office at <events@lclark.edu> In the subject line of your email please write "Wedding 2016".



Estate Gardens and AF Chapel
At
Lewis & Clark College
0615 SW Palatine Hill Road, MSC 105
Portland, Or 97219
(503) 768-7235
Email: events@lclark.edu