



## Details & Frequently Asked Questions-

**Electricity** – There is power on the light pole in the meadow. There is also power on the bridge as well. An extension cord may be needed to get from that outlet to your music etc. location.

**Caterers Prep Area:** There are two separate breakers IN the caterer's area - each on a 15-amp service. If you need further power there is one more plug that shares a breaker with the great room.

**Great Room:** 1-20 amp breaker divided into 4 brown plugs services the left corner and is typically used for DJ or band. You can access a second breaker by moving over to the white outlets further down the wall.

**Capacity-** Our facility is designed for 150 and under. If you get an unexpected number of positive RSVP's we have a small cushion of up to 175 that can be accommodated. A maximum of 20 tables can fit in the Great Room (without a traditional head table which, when used will reduce that number even more so). We will position the dining tables in the best possible fashion to achieve comfort per your numbers. We can not move walls (or mountains, as much as we would like to do so for you, so PLEASE honor our limits so you and your guests are comfortable and safe per fire code regulations.

**Set-up** - Our set up service includes our staff setting in the morning only and then our staff will go off the clock and off the premise once completed. Please contact the office at least 3 days prior to your event with any last minute changes to your layout unless you want to make those changes yourself. The dining table locations on layouts are not exact. Tables & Linens (if from Woodlands will be placed by approximately 10 - 11am).

**Linens** - Linen credit based on the polyester fabric options to be customized to your personal needs. You may upgrade any of your linen fabrics and then pay the difference not covered by the credit. Steaming or ironing of fold lines in linens is not included.

**Incident Weather:** The Woodlands will use their expertise to adjust your existing layout in the best possible way. Woodlands set up includes tables placed in the morning only and does not include rearranging or moving of current layout later in the day in case of rain.

**Catering & Alcohol** - You are welcome to bring your own alcohol. There are no permits or fees – just don't sell it unless you have a liquor license.

There is an onsite double refrigeration unit for flowers etc. as well as an ice cooler outside the caterer's area. There is no oven but your vendors can easily come prepared with the coolers/warms/barbecues etc that are necessary to complete the work they will do in their own commercial kitchens.

**Parking** - Our parking lot accommodates approximately 75-80 cars. This does vary depending on the organization of how people park . . .with guidance; more cars will fit than otherwise.

**Map** - Enclose a map for your guests with your invitation. Get the map online at [www.montanawoodlands.com](http://www.montanawoodlands.com) and save by right clicking and choosing 'save as'. We can also email a high resolution map upon request.

**Dimensions -**

**Great Room** - 56' x 46' (fireplace wall)

**Fireplace Mantle Beam** -6' 4" long x 8" deep x 16" high

**Fireplace Base** - 14" deep x 126" long at the longest point.

Hook is approx. 13.5' high

Ideal Wreath Dimensions 48" wide

**Great Room Ledge** – 5-3/4" wide

\*Don't let candle flame get too close to the wall, as it will leave black marks on paint

**Ceiling Height** - 12' at two lower ends; 14' at middle

**Length of Bridge** – 42' x width of bridge – 6' x height of bridge – 8' tall (inside opening is 87")

**Distance from the Bridge to the building** - approx. 104'

**Chair Dimensions** – 17 1/2" Wide x 31" Tall x 14 1/2" deep

**Great Room carriage style garage door** – 10 wide x 8 high

**Great Room French doors** – 6' wide x 8' high (each door is 3' wide)

**Arch** - 82.5" High and 52" wide

**Meadow** - 200' Long x 86' Wide

**Other General Questions** - We supply all the cleaning supplies, toilet paper, paper towels and trash liners.

\*White lights are always on the bridge, around the 3 sides of the great room (on the wood ledge) and above the patio and back catering area. If you choose to hang anything additional from our patio lights, they must be approved to ensure the weight doesn't exceed our cabling limits.

Thank You!

# THE WOODLANDS RULES

**CHECK-IN & OUT** – Check-in time is 10:00 AM on your event date and no earlier. Please honor this, as we have much to do between events and will not be ready for you until that time. Checkout time is by 8:00 AM on departure date. Any personal items we find during the cleaning process will be set aside and we ask that you have ALL items removed by 8am the next day.

**RULES** – Please occupy The Woodlands in a manner to protect the premises and its contents against damage, loss, fire or theft so that other users may enjoy their stay at The Woodlands. Rowdy behavior will result in eviction of either individuals at the manager's discretion or eviction of the entire party and loss of rental. *If maximum capacity (State Defined: 254) is exceeded, we will have to ask people to leave.* This is for the safety and comfort of you and your guests.

**No confetti or glitter allowed on property! No popcorn, birdseed, rice, or similar products may be thrown outdoors.** Extra cleaning charges will result if this rule is broken. If you chose to use rose petals, all remains must be cleaned up, as your petals are other people's litter. Consider the use of bubbles for a festive yet traceless option.

**We reserve the right to remove any persons from The Woodlands property if necessary. Do not leave children unsupervised.** We are not responsible for any items left, lost or stolen.

**SMOKING** - The Woodlands indoor areas are strictly non-smoking. Due to the danger of grass and forest fires, smoking is only permitted at designated smoking areas where appropriate butt and ash receptacles are provided.

**NOISE & CURFEW** - Please maintain order and be respectful of noise that may disturb the neighbors. **No loud music, bands or improper noise outside after 8pm;** however music is welcome inside until midnight. The party must be wrapped up by midnight (music must stop and bar be closed). No campers or camping allowed overnight.

**DECORATION** - Please do not move or re-arrange existing furniture. If your needs require furniture rearranging, you must get prior approval and assistance from managers. The only approved decoration hanging method is small thumbtacks or staples into recycled wood only, leaving all painted surfaces and door trim unmarred. Directional signs may be temporarily posted at the intersection of Cottonwood Canyon Road and Cottonwood Rd – but not on any other private property locations along Cottonwood Canyon Road. Please don't use big nails (only staples) into our beautiful Woodlands signpost. Please remove all posted signs on your way out.

**TABLES & CHAIRS** – **Do not tape or staple any cloths or decorations to the tables, benches or chairs.** If you are will be opting to breakdown and put away tables and chairs yourself ~ please follow the signage in the storage container behind the Great room where tables and chairs are stored. Tables and chairs are **not** to be left in the rain and it will be your responsibility to remove any Woodlands rental products from such weather that may cause damage. Linens must be used during events to protect tables. Please do not turn benches upside down as it hurts our grass's feelings. Should you need to dry off benches, use our designated towels in the cleaning closet, not the loft towels and not a forest worth of paper towels either. The earth will thank you.

**REHEARSAL & EARLY ARRIVAL** - Renters may decorate the Hall or hold a rehearsal **only** on the day of the scheduled event date (10am-8am). For "the day before" access, you may rent the day before. (Ask about the discounted rate, which is available 60 days prior to your date).

**FOOD & DRINKS** - You may bring your own liquor. There will be no fee to bring it in and it is your responsibility to monitor the behavior, drink limits and ensure the safety of your guests. **You may not sell alcohol unless you have a liquor license.** You may pick whatever vendors you choose.

**CANCELATION-** As listed in your signed contract, there will be no refunds for cancelled events. We turn away potential business as soon as a date is 'booked' so your deposit must be retained to offset our losses.

**SAFETY** - Do not obstruct the driveways, sidewalks, entryways, stairs or halls that shall be used for the purpose of ingress or egress only.

Candles in proper containers are allowed inside. (Proper: provides protection from any wax drippings or flame blackening of any of our property) We reserve the right to ban candles, fireworks or other open flame devices **outdoors** for forest fire safety reasons. If you are uncertain, check with the management for approval prior to the event. We will always be happy to allow one unity candle to be used outside. Please be cautious, as this is the 7<sup>th</sup> year of drought and fire danger.

Please do not allow guests to drink and drive. Keep your day a happy one. Taxi numbers are listed. Please use them. Shuttle services contacts are available through the Woodlands office as well. Drive safely and slowly. The canyon is plentiful with deer and the neighbors and children from the Church Camp along Cottonwood Canyon Road will appreciate it.

**TELEPHONE** – There is a private phone line in the hall for your convince. The facility's direct line is 763-4280. We will be unable to transfer calls made to our office line, so please use that number for communication. Local calls are at no charge. Long distance telephone calls except for toll-free numbers and collect calls etc. must be billed to a charge card or personal phone card. Any long distance phone calls made the day of rental may be deducted from deposit or billed to your account.

**LOFT** - All items in loft must remain there. Do not bring bath towels, dishes, glasses, wine openers, toys from toy bin etc downstairs as they typically get mixed in or lost in the shuffle of other things or rental items and this will result in a charge for the missing loft items.

**CLEANING ETC.** – The included standard cleaning we do as part of our packages is for a typical event. Extreme issues such as dripped wax, vomit, major spills on couches etc will result in additional charges. Please dispose of grease, fat and bones in the trash, not down any drain. Be kind to our septic system by following rules posted in lavatories, such as no feminine products to be put in our septic system. Keep all lavatories, sinks, toilets and all other water and plumbing apparatus in good order and use only for the purposes for which they were constructed. Do not allow any rubbish, ashes, feminine products or other substances to be thrown or deposited therein. Any damage to any such apparatus and the cost of clearing stopped plumbing resulting from misuse shall be borne by Lessee.

**NO PETS/NO HUNTING**– We allow the lessee ONLY to bring a pet(s) with prior approval with the management. Please designate someone to pick up after your pet during their stay here. There may be a \$100/day fine for pets brought on premises by any other guest, unless the management has approved a specific pet *prior* to the event. Unauthorized pets must be removed from the premises. And yes, this is Montana; so it must be said© . . . No hunting allowed on The Woodlands property.

**PARKING** – No parking is allowed on the street. For events of 150 and over, we encourage you to choose a parking assistant for the short period of the guests arrival, to direct smart parking to ensure your are maximizing the space available. There are many great reasons to encourage your guests to carpool whenever possible and many events will note the suggestion in the invitation for simplicity.

**GARBAGE** – Please breakdown any boxes and remove all trash bags to the 2 96-gallon trash receptacles designated for your event. Do not leave trash bags outside of receptacles overnight. Woodlands cleanup crews will handle trash as part of the clean up. You must remove any additional trash that does not fit in the provided receptacles, or you will be charged an additional trash-hauling fee for us to remove it for you. \*There is also 2 – 33 Gallon trashcans available onsite for your use.

**DEPARTURE – Prior to leaving:** Make sure any balloons or other signage at the Cottonwood Intersection or anywhere else posted is thoroughly removed, including nails, tape, ribbon etc. Be respectful and leave no trace in this lovely canyon! Check in with management for final walkthrough.

**SECURITY DEPOSIT & INSPECTION**–We want you to enjoy your stay and expect you to treat our area with care and respect. *If you find that something is not in order upon your arrival, immediately notify the Woodlands.* We want to ensure that the property and its contents are in the same condition upon your arrival as they are at the time of your departure. Damage deposits require an authorize only (not charged) on your credit card, holding \$500 of your available credit card balance in case of damage. This hold drops off after one week and in case of damage, you will be notified and your card will then be run. This process will not work with debit cards. Should you need to use a check for the security deposit, it will be cashed and then returned, minus any damages in 2-3 weeks following your event and sent to the lessee's mailing address, unless otherwise specified. You will be notified if there are any extraordinary expenses to remove stains, make repairs, damaged furniture, etc. The actual cost of repair or replacement for any damage or loss noted during the inspection may be billed to your account.

**CABIN** - If you are relaxing in our cabin overnight, your check in time is 1pm or earlier if our cleaning crew is done with the turn over before then. Know that you have an extended check out time of 10am in the cabin. Feel free to check in with our crew at the event center before you go in case any personal items got left. The cabin is stocked with coffee and tea, powdered creamer, salt and pepper and dishes as well as a refrigerator. You are welcome to bring a breakfast should you choose. Please use faux petals instead of real rose petals as they can cause staining on crisp white sheets.

**CONTACT INFO** – If you have questions, or if you experience any problems, please notify the office at **406-763-4542**. Owners cell numbers are **406.580-5170** or **406.580-2560**. **For fire/emergency, call 911.** These numbers are posted next to the phone in the hall.

**FINAL RULE: Don't forget to slow down and breathe it all in! This day only happens once, so live in the joy of the moment! Thanks again for choosing The Woodlands.**

# Welcome to



## Information Guide

**Please take a moment to read this. It has important details regarding your stay here.**

Settle in. Make yourself at home.

Call us if you have any questions!

- A manager will be available during your stay. Simply pick up the phone and press the manager speed dial. After you check in we will leave you to your celebration. We will assume that you will call us if any further questions come up.
- You have a private line during your stay. You may give out the direct number **406-763-4280** to anyone you need to be in communication with. If that phone rings - It's for you!

# Important Basics

- **To adjust the mood**, there is a small sliding dimmer to the right of most of the light switches.
- **The fireplace** in The Great Room turns on via the remote located next to the light switches.
- **Garbage** - You have two blue rolling trash bins to use during your stay. You may haul any additional garbage or leave it here for an additional fee.
- **The Cabin** will be open and ready by 1pm. It is down the driveway with the deck facing the canyon & the Private sign on the tree. The porch light will be on! You have an extended check out of 10am for the cabin.
- **Curfew** - Music & Bar need to closed down by midnight. See our Departure sheet for further details.

# Departure

- Please **TURN OFF** all the lights, the fireplace and **SHUT ALL THE DOORS** on your way out.
- We are in bear country. **ALL GARBAGE** must be properly stored inside before you depart. You will be responsible for any fines from improper food and garbage storage.
- Be sure to remove any signage you posted along intersections as you exit.
- All personal items must be removed by 8am. **Please consolidate items left overnight in the catering area and be back no later than 7am to pick up final items. We can not be responsible for lost or left items after 8am. If you are breaking down tables and chairs they must be put away in the storage container before you leave for the night. Don't forget to check the fridge.**
- Confirm all vehicles left in the parking lot will be gone by 8am.
- Dump ice in the forest and not on the gravel which can create mud for the next event.
- If you borrowed items from The Woodlands please leave them in the catering to ensure you don't see any additional charges.
- If you leave centerpieces, cake etc, our cleaning staff will be happy to throw away what you don't want.
- Confirm all rental or catering items are off the premises by 8am.