Weddings

at Shades of Green on Walt Disney World Resort

Weddings at Shades of Green

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Shades of Green wedding packages make it easy to plan and customize your wedding for the size and type of celebration you're looking for and at a budget that fits. They all come with our signature attention to detail and accessible planning services, even if you're coming from far away. We have a list of approved vendors that are pre-screened, trustworthy, and work with us often. You can book up to two years in advance, but please give us at least 60 days of notice to plan your special day. We are looking forward to helping you customize your wedding plans.

ELIGIBILITY

Shades of Green Resort is an Armed Forces Recreation Center (AFRC) operating under the Department of the Army. We are here to serve active-duty and retired members of the US Armed Forces, DoD Civilians, their families, and authorized users. For more details on eligibility, please visit our website: https://www.shadesofgreen.org/about-shades-green/eligibility.

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PACKAGE BREAKDOWN

	CEREMONY ONLY	CEREMONY + RECEPTION		
	MAGNOLIA	PALM + SILVER	PALM + GOLD	PALM + PLATINUM
Pricing	$3,000*	$1,500 + $125 Per Adult	$1,500 + $135 Per Adult	$1,500 + $150 Per Adult
Officiant	Included	Included	Included	Included
Day of Wedding Coordinator	Included	Included	Included	Included
Photographer	Included			
Cake	Included			
Personal Floral	Included			
Spa Services	Manicure + Pedicure OR 50-Minute Massage	50-Minute Massage	80-Minute Massage	50-Minute Couples Massage
Meal Style	N/A	Buffet	Buffet or Plated	Buffet or Plated
Champagne Toast	Included	Included	Included	Included
Room Accommodations				(1) 2 Night Stay - Standard Room
Guest Count Parameters	Up to 30 Guests	Minimum 31 Adult Guests	Minimum 31 Adult Guests	Minimum 40 Adult Guests
Bartender Fee	N/A	Waived	Waived	Waived

NOTES

* Each additional guest above 30 for the Magnolia Package will incur a $35 fee per person.

Packages incur a $1,000 fee if booked on a premium holiday – Thanksgiving Day, Christmas Eve, Christmas Day, New Year's Eve, and New Year's Day.

Please note that the Palm Package is mandatory for all non-Magnolia wedding events, regardless of whether the ceremony is held at Shades of Green. It includes ceremony and reception elements.

Ceremony
Packages

MAGNOLIA PACKAGE $3,000

Our Magnolia Package, which takes place on our beautiful Magnolia Patio, is perfect for small, intimate gatherings of up to 30 guests. Each additional guest is $35 per person. Available each day of the week, but only at 1100 hours on Fridays and Saturdays.

INCLUDES

WEDDING OFFICIANT –The ceremony will be performed by an officiant from **A Beautiful Ceremony,** who will work with you before your wedding day to personalize your ceremony. Rehearsal is not included.

PERSONAL FLORAL – You'll work with **Kissimmee Florist** to select your bridal bouquet, bridesmaid's bouquet, groom, and best man boutonnieres. Additional services are available at an extra charge.

WEDDING CAKE – A customized two-tier wedding cake will be provided by **Iced by Taylor**. You will have a choice of shape - round or square and multiple flavor combinations. Special requests and tastings are available at an additional charge.

PHOTOGRAPHY SERVICES - Provided by **Chapman Photography**, the wedding package includes 90 minutes of coverage, 100 retouched digital images, and a copyright release. Images will be shared via a website.

WEDDING COORDINATION—Celebrations by Allie, a well-respected Orlando planning company (and military spouse), provides the day-of wedding coordinator. Included is a 30-minute pre-planning phone call. Then, she will create the paperwork for the ceremony flow, and on the day of the event, assist with small tasks to ensure your special day runs smoothly, such as lining up the bridal party for the processional.

SPA SERVICES—Our **Magnolia Spa** offers a choice of a manicure and pedicure or a 50-minute relaxation massage. Gratuities are included.

PACKAGE NOTES:

- Magnolia Patio is available one-hour prior for decorating.
- Includes White Ceremony Chairs and an Optional Arbor
- House Sound System is Included – Guests will need to provide a device pre-loaded with song selections

*****Prices Subject to Change Without Notice*****

Wedding
Packages

PALM PACKAGE $1,500

Our Palm Package applies to all ceremony + reception weddings.
Choose between two beautiful ceremony locations.

MAGNOLIA PATIO
Capacity - 60 guests

PALM PRE-FUNCTION
Capacity - 150 guests

PALM PACKAGE INCLUDES

CEREMONY (30 Minutes)

Ceremony Venue Setup is available two hours prior for decorating
White Ceremony Chairs
House Sound System Guest to provide their own device

COCKTAIL HOUR (1 Hour)

Cocktail Hour Venue Setup is available two hours before for decorating
High and Low Cocktail Tables
Background Music
Butler Passed Hors d'oeuvres – Based on the package selected
Bartender Fee Bar services are purchased separately (see page 16)

RECEPTION (4 Hours)

Reception Venue Setup is available two hours prior for decorating
Champagne Toast
Meal Service - Based on the package selected
Guest Tables, Banquet Chairs, and White Linen Napkins
Floor Length Guest Table Linens - Selection of colors to choose from
Dance Floor
LED Up Lighting - For the Perimeter of the reception room

VENDORS

Wedding Officiant –The ceremony will be performed by an officiant from **A Beautiful Ceremony.** The officiant will work with you before your wedding day to personalize your ceremony. They offer a comprehensive Ceremony Planning Kit to get you started. Rehearsal is not included.

Wedding Coordinator—Celebrations by Allie, a well-respected Orlando planning company (and military spouse!), provides the day-of wedding coordinator. They will assist with small tasks to ensure your special day runs smoothly and stress-free.

OTHER

Spa Services vary per dining package selected (Gratuities included) and are provided by the on-site. Magnolia Spa
Spa Discount 10% Discount on Spa Services for the Wedding Party (Gratuity not included)

OTHER – PLATINUM PACKAGE ONLY

(1) **Two-night Hotel Accommodations,** Standard Room

Dining
Packages

SILVER PACKAGE $125 Per Person (Minimum 31 Adult Guests)

COCKTAIL HOUR

Butler Passed Hors d'Oeuvres

Please select any of the 3 below (you may mix hot and cold items)

Strawberries with Honey Cream Cheese	Cold
Salami Coronets	Cold
Chicken and Mandarin Tartlet	Cold
Assorted Quiche	Hot
Vegetable Spring Rolls with Soy Sauce	Hot
Teriyaki Meatballs	Hot

Package Based on 4 Pieces Total Per Guest.
Speak to your Sales Manager if you wish to add additional hors d'oeuvres.

RECEPTION

Buffet - SELECT ONE (1) BUFFET FOR ALL GUESTS*

Buffet Options
Buffets are based on ninety minutes of service.

OAK BUFFET
Mixed Garden Greens with Vegetable Accompaniments, Ranch Dressing, Italian Dressing
Fresh Fruit Salad
Seared Salmon with Dill Cream Sauce
Grilled Chicken Breast with Teriyaki Sauce
Red Skin Garlic Mashed Potato
Rice Pilaf
Seasonal Vegetables
Dinner Rolls, Whipped Butter, Iced Tea, and Freshly Brewed Starbucks Coffee

VIOLET BUFFET
Caesar Salad
Sliced Tomatoes with Fresh Mozzarella with Olive Oil and Basil
Fresh Fruit Salad
Chicken Marsala
Mushroom Ravioli with Marinara Sauce
Italian Sausage with Peppers and Onions
Vegetable Lasagna
Garlic Bread Sticks, Whipped Butter, Iced Tea, and Freshly Brewed Starbucks Coffee

*Plated vegan, vegetarian, and allergy meals available. See page 16.

GOLD PACKAGE $135 Per Person (Minimum 31 Adult Guests)

COCKTAIL HOUR

Butler Passed Hors d'Oeuvres

Please select any of the 3 below (you may mix hot and cold items)

Strawberries with Honey Cream Cheese	Cold
Salami Coronets	Cold
Chicken and Mandarin Tartlet	Cold
Steamed Pork Dumplings with Soy Sauce	Hot
Spanakopita	Hot
Chicken Satay with Peanut Sauce	Hot

Package Based on 4 Pieces Total Per Guest.
Speak to your Sales Manager if you wish to add additional hors d'oeuvres.

RECEPTION

Choice of Buffet or Plated Styled Meal - SELECT ONE (1) STYLE*

Buffet Options

Buffets are based on ninety minutes of service.

PALMS BUFFET

Mixed Garden Greens, Vegetable Accompaniments, Ranch Dressing, Italian Dressing
Fresh Fruit Salad
Mediterranean Bow Tie Pasta Salad
Citrus Glazed Grilled Mahi Mahi
Chicken Breast with Basil Cream Sauce
London Broil in Wild Mushroom Sauce
Scalloped Potatoes
Wild Rice Pilaf
Seasonal Vegetables
Dinner Rolls, Whipped Butter, Iced Tea, and Freshly Brewed Starbucks Coffee

TROPICAL SAGE BUFFET

Mixed Garden Greens, Vegetable Accompaniments, Ranch Dressing, Italian Dressing
Fresh Fruit Salad
Herb Marinated Chicken in Dijon Peppercorn Sauce
London Broil with Red Wine Sauce
Grilled Grouper with Mango Papaya Chutney
Roasted Potatoes
Vegetable Medley
Dinner Rolls, Whipped Butter, Iced Tea, and Freshly Brewed Starbucks Coffee

(plated options continued on next page)

GOLD CONTINUED

Plated Meal Options

Plated meals include one starter, one single or two mixed grille entrees, a pre-selected choice of rice or potato, seasonal vegetables, dinner rolls, whipped butter, iced tea, and freshly brewed Starbucks coffee.

1 Starter
+
Single Grille Entrée (up to 2 options for your group) OR
Mixed Grille Entrée (selection applies for all guests)*
+
Rice or Potato (for all guests)
+
Seasonal Vegetables
Dinner Rolls, Whipped Butter, Iced Tea, Starbucks Coffee

STARTERS (CHOOSE 1)

Caesar Salad – Romaine Lettuce, Diced Tomatoes, Herb Croutons, Parmesan Cheese, Caesar Dressing
Mixed Garden Greens Salad – Mixed Garden Greens, Vegetable Accompaniments, Ranch & Italian Dressing

SINGLE GRILLE ENTRÉE *Choose one per plate. Give your guests the choice between two entrees.*
Final counts must be supplied 30 days before the reception – see policies.
Chicken Breast – Boneless Chicken Breast with Mustard Cognac Sauce
Broiled Salmon – Salmon Filet with Citrus Teriyaki Glaze
Prime Rib – Oven Roasted Medium Rare, Au Jus, Horseradish

or

MIXED GRILLE ENTRÉE *Choose two per plate. All guests are served the same plate with both selections.*
Chicken Marsala – With Wild Mushrooms, Marsala Wine Sauce
Broiled Salmon – With Leek Cream Sauce
Petit Filet – Grilled 4oz. Filet with Mushroom Bordelaise
Boursin Stuffed Filet – 4oz Filet with a Red Wine Sauce

*Plated vegan, vegetarian, and allergy meals available. See page 16.

PLATINUM PACKAGE $150 Per Person (Minimum 40 Adult Guests)

COCKTAIL HOUR

Butler Passed Hors d'Oeuvres

Please select any of the 3 below (you may mix hot and cold items)

Strawberries with Honey Cream Cheese	Cold
Boursin Cheese in Cucumber Rounds	Cold
Jumbo Shrimp	Cold
Crab Rangoon with Duck Sauce	Hot
Chicken Quesadilla	Hot
Cuban Spring Rolls	Hot

Package Based on 4 Pieces Total Per Guest.
Speak to your Sales Manager if you wish to add additional hors d'oeuvres.

RECEPTION

Choice of Buffet or Plated Styled Meal - SELECT ONE (1) STYLE*

Buffet Options

Buffets are based on ninety minutes of service.

ORANGE BLOSSOM BUFFET

Mixed Garden Greens, Vegetable Accompaniments, Ranch Dressing, Italian Dressing
Oriental Pasta Salad
New York Strip Loin Carving Station with Peppercorn Sauce
Grouper with Mango Salsa
Pommery Mustard Chicken Breast
Sour Cream and Herb Whipped Potatoes
Seasonal Vegetables
Dinner Rolls, Whipped Butter, Iced Tea, and Freshly Brewed Starbucks Coffee

LILY BUFFET

Mixed Garden Greens, Vegetable Accompaniments, Ranch Dressing, Italian Dressing
Artichoke and Mushroom Salad
Cucumber Onion and Tomato Salad
Fresh Fruit Salad
Prime Rib Carving Station, au jus, and Horseradish
Baked Grouper in Lemon Butter Sauce
Apricot Brandy Chicken
Roasted Red Bliss Potatoes
Seasonal Vegetables
Dinner Rolls, Whipped Butter, Iced Tea, and Freshly Brewed Starbucks Coffee

(plated options continued on next page)

PLATINUM CONTINUED

Plated Meal Options

Plated meals include one starter, one single or two mixed grille entrees, a pre-selected choice of rice or potato, seasonal vegetables, dinner rolls, whipped butter, iced tea, and freshly brewed Starbucks coffee.

1 Starter
+
Single Grille Entrée (up to 2 options for your group) or
Mixed Grille Entrée (selection applies for all guests) *
+
Rice or Potato (for all guests)
+
Seasonal Vegetables
Dinner Rolls, Whipped Butter, Iced Tea, Starbucks Coffee

STARTERS (CHOOSE 1)

Caesar Salad – Romaine Lettuce, Diced Tomatoes, Herb Croutons, Parmesan Cheese, Caesar Dressing
Mixed Garden Greens Salad – Mixed Garden Greens, Vegetable Accompaniments, Ranch & Italian Dressing

SINGLE GRILLE ENTRÉE *One entrée per plate. Give your guests the choice between two entrée options. Final counts must be supplied 30 days before the reception – see policies.*

Chicken Breast – Boneless Chicken Breast with Mustard Cognac Sauce
Petit Filet – Grilled 8oz. Filet, Mushroom Bordelaise
Baked Grouper – Served with Mango Papaya Chutney

MIXED GRILLE ENTRÉE *Two entrees per plate. All guests are served the same plate with both selections.*

Chicken Marsala – With Wild Mushrooms, Marsala Wine Sauce
Broiled Salmon – With Leek Cream Sauce
Shrimp Scampi - With a White Wine Garlic Sauce
Petit Filet – Grilled 4oz. Filet with Mushroom Bordelaise
Boursin Stuffed Filet – 4oz Filet with a Red Wine Sauce
Pesto Crusted Petit Filet – 4oz Filet, Port Wine Sauce

*Plated vegan, vegetarian, and allergy meals available. See page 16.

DINING NOTES

Children's Menu - Select 1 for all guests nine and under

Buffet – Dine from the adult buffet
Chicken Tenders – Chicken Tenders, Macaroni and Cheese, Applesauce
Mini Corn Dogs – Corn Dogs, French Fries, Applesauce
Hamburger – Hamburger, French Fries, Applesauce
Spaghetti – Spaghetti, Meatballs, Marinara Sauce

Wedding packages require a minimum payment of 31 adults for the silver or gold package and 40 adults for the platinum package. Should your count exceed this minimum, children ages 4 to 9 will receive a discount of $15 each, and children three and under will be free. If you prefer to provide a meal to a child under three, the meal will cost $13 each.

Vegan / Vegetarian Menu - Select 1 for all applicable guests

Stuffed Peppers – Rice, Vegetables, and Plant-Based Chicken Stuffed Bell Peppers topped with Marinara Sauce and Vegan Cheese
Portobello Mushroom Pasta – Fettuccini Pasta, Portobello Mushroom, and Grilled Vegetables Tossed in a Red Bell Pepper and Tomato Sauce
Vegan Burger – Plant-Based Meatless Patty with Lettuce, Tomato, and Pickles on a Bun. Served with Potato Chips

Gluten-Free Menu - Select 1 for all applicable guests

Pasta Bolognese – Gluten-Free Penne Pasta with Meat Marinara Sauce Topped with Parmesan Cheese
Grilled Chicken Breast – Chicken Breast Grilled, Served with Roasted Potatoes and Vegetables
Tropical Mahi – Pan-Seared Mahi with a Citrus Glaze, Served over Rice Pilaf and Vegetables

Customize Your Event

Add a Touch of Class – Including a carving station with a uniformed carver to your cocktail reception is the perfect way to add a bit of elegance to your event. Options include New York Strip Loin, Salmon en Croute and Roasted Turkey Breast are a few.

Treat Your Guests—Would you like to offer your guests something more after partying late into the night? Add a late-night snack to your reception! Possible options include a Chicken and Waffles Station, Warm Chocolate Chip Cookies with Milk, and more!

Beverage
Packages

BAR SERVICES

One bartender is required for every 100 guests.
The $200 bartender fee (5 hours) per bar is included in the Palm Package.
If your event extends beyond five hours, each additional hour is $50.00.
All bars (host or cash) are billed on consumption.
The bar closes 15 minutes before the conclusion of the event.

Liquor law and regulation – Alcohol will not be served to guests who appear intoxicated.
under the age of 21 or cannot produce proper identification.

As of 1 December 2025, banquets no longer accept cash transactions. Guests must pay with a credit card, debit card, room charge (with proper identification), or mobile payment.

Premium Liquor - $10.50 per drink

House Liquor - $9.50 per drink

House Wine - $7.75. per glass
Cabernet Sauvignon, Merlot, Chardonnay, Pinot Grigio, Moscato

Imported Beer - $8.50 per bottle
Corona, Heineken

Domestic Beer - $7.75 per bottle
Bud Light, Budweiser, Coors Lite, Miller Lite, Angry Orchard Hard Cider

Soft Drinks - $3.50 per can
Coca-Cola, Diet Coke, Sprite

Bottled Water - $3.50 per bottle
Spring Water

Wine Service
Menu Available Upon Request

Beverage Stations

BLOODY MARY STATION

Minimum 15 People
Smirnoff Vodka, Tito's Vodka, V8, Spicy Mary Mix, Olives, Lemons, Limes, Celery, Horseradish, Assorted Condiments, Hot Sauces

One-Hour Service - $22 per guest
'**Two-Hour Service** - $27 per guest
Three-Hour Service - $32 per guest

MIMOSA STATION

Minimum 15 People
Mezza corona Prosecco, Orange Juice, Cranberry Juice, Pineapple, Seasonal Fruit Garnishes

One-Hour Service - $16 per guest
Two-Hour Service - $22 per guest
Three-Hour Service - $27 per guest

GOURMET COFFEE STATION

Minimum 15 People
One-Hour Service - $14 per guest
Starbucks Coffee, Tazo Teas, flavored syrups, half and half, flavored creamers, sugar cubes, hot cocoa, honey, whipped cream

SANGRIA STATION

$80 per gallon
Choice of red or white sangria with lemons, limes, oranges

Ala Carte Beverages

Soft Drinks - $3.50 per can
Coca-Cola, Diet Coke, Sprite

Bottled Juice - $3.50 per bottle
Apple, Orange, Cranberry

Juice - $26 per gallon
Orange or Apple

Freshly Brewed Seattle's Best Coffee
$47 per 1.5 gallons
Regular or decaffeinated

Freshly Brewed Iced Tea - $27 per gallon

Hot Cocoa - $65 per 1.5 gallons
Hot cocoa, whipped cream, marshmallows, chocolate sprinkles

Bottled Water - $3.50 per bottle
Spring Water

Infused Water - $18 per gallon
Lemon, Orange, Strawberry, Mint or Cucumber

Lemonade - $27 per gallon

Freshly Brewed Starbuck's Coffee
$65 per 1.5 gallons
Regular or decaffeinated

Hot Teavana Teas - $65 per 1.5 gallons

Apple Cider - $65 per 1.5 gallons
Hot apple cider, cinnamon sticks

POLICIES

GUARANTEE
Attendance must be specified thirty (30) days before your function. This number will be considered a guarantee and will not be subject to reduction. All charges will be calculated based on this number. If your Sales Manager is not advised by this time, the latest estimated count will become the guarantee.

MENU
If a choice of plated menu (single grille entrée) is selected, the client must provide entrée cards that clearly designate each guest's entrée selection.

DIETARY NEEDS
Any special dietary needs must be communicated to the Sales Manager thirty (30) days before the event to allow the culinary team adequate time to accommodate those needs.

FOOD AND BEVERAGE
Outside food or beverage is prohibited except the wedding cake which must be purchased from a pre-approved vendor. Insurance restrictions and health codes prohibit the hotel from allowing leftover food and beverages to be removed from the premises. Therefore, no "to-go" boxes will be supplied for meal functions.

CORKAGE
No beverage of any kind is permitted to be brought into the hotel by the client or by a guest without special, advanced permission from the hotel. If permission has been granted, the hotel staff must serve the beverage. A per-bottle fee of $30 will be assessed for wine only. Please work with your Sales Manager to obtain permission.

BAR SERVICES
Due to liquor law and regulations in the state of Florida, alcohol will not be served to guests who appear intoxicated, are under the age of 21, or cannot produce proper identification.

One bartender is required for every 100 guests. The bartender fee of $200 (for 5 hours – cocktail hour + reception) has been built into the Palm Package. If the event extends beyond five hours, additional time will be billed hourly at $50.00.

As of 1 December 2025, banquets no longer accept cash transactions. Guests must pay with a credit card, debit card, room charge (with proper identification), or mobile payment.

AUDIO-VISUAL
Essential audiovisual equipment is available for rental through the hotel. Should your event needs exceed our in-house equipment capabilities, your Sales Manager will send your AV request to an outside full-service audiovisual company.

DÉCOR
All displays and/or decorations are subject to written approval by Shades of Green. Storage or use of dangerous, incendiary, explosive materials, open flames (candles), etc, is prohibited. An additional cleaning fee of $200 will be charged for using glitter, confetti, or any other undersized decoration. No nails, tacks, or adhesives can be used in our event spaces. Shades of Green cannot assist with personal décor installation for reasons of liability.

BANNERS & SIGNS
Arrangements for banners or signs hung in any function spaces should be made through your Sales Manager. A fee of $75 will be assessed for each sign or banner.

SERVICE CHARGE
All food and beverage items are subject to a 20% service fee.

LABOR FEES
For each Chef Attendant required for a food or carving station, $150 will be assessed. Please note that there is not an additional carving fee for the Lily or Orange Blossom buffet menu in the platinum packages.

VENDORS
Only approved vendors included in the hotel's vendor list can operate on the property.

ROOM RESERVATIONS
First and foremost, please remember your guest room booking cut-off is 60 days before the check-in date. It will be included in your contract agreement. The reservations will be on a courtesy hold until the cut-off date; guests must call or book online to claim and confirm their reservations. The block code guarantees the availability of these rooms until the cut-off date when they are released back into general inventory to sell.

PALM WEDDING PACKAGES are built on a five-hour timeframe – 30 minutes for the ceremony, 1 hour for the cocktail hour, and 4 hours for the reception. You receive a two-hour window before the ceremony time to decorate and 30 minutes following the reception to break down. Sample timeline:

1400-1600 – Ceremony & Reception Decoration Setup
1600-1630 – Ceremony
1630-1730 – Cocktail Hour
1730-2130 – 4-hour Reception
2100-2200 – 30 Minutes to Break Down

ROOM EXTENSION / ROOM RESET FEE / EARLY SETUP FEE
A room reset fee will be added to your event if you request to change the setup of your room within twenty-four hours. The fee assessed will be $150 per quarter ballroom. If you choose to extend your reception, you are subject to an hourly fee of $250 per hour per quarter ballroom. If you require additional setup time, please speak with your Sales Manager. Space is subject to availability, and other fees will apply.

PARKING
Overnight parking for registered hotel guests is charged per night. Parking for all other guests on the property is $1 per hour. Parking is free if parked for less than 2 hours. Prepaid parking vouchers for your guests or vendors are available for purchase. Ask your Sales Manager.

NOISE LEVEL
The hotel agrees to allow music and/or entertainment during any hotel function. However, the hotel reserves the right to request that music volume levels be reduced based on guestroom noise complaints or at the hotel's discretion.

MUSIC
We are a family-focused resort; all music must contain appropriate language.

WEATHER POLICY
Florida is famous for heavy, brief rainstorms during spring and summer afternoons. Our policy for rain backup is that we will move the event to the indoor backup location 4 hours before the ceremony starts if there is a 50% or greater chance of rain at the time of your ceremony. This allows us time to set up the ceremony and time for you to decorate.

DEPOSIT

Upon booking your wedding, a non-refundable deposit is due based on the package selected – the Magnolia Package is $600, and the Palm Package is $1,500. Six (6) months before your wedding date, a deposit equal to 50% if the wedding package is due. All deposits are non-refundable.

PAYMENT SCHEDULE

At Contracting – A non-refundable deposit of $1,500 for Palm Packages or $600 for Magnolia Packages
Six Months – A non-refundable payment of 50% of the wedding package
30 Days - Final payment for the wedding is due in full
Wedding Day – Any billed-on consumption items must be paid upon completion of the function

CANCELATION POLICY

All payments are non-refundable. If your event is canceled, 60 days or less before the event date, a $500 administrative fee will be assessed.

KEY INDIVIDUALS

Sales Manager – You will work with them through the planning process. They will schedule your wedding date, assist in selecting your wedding package, set up your room block, create your venue diagram, and answer any questions. Typically, your Sales Manager is not scheduled on your wedding day.

Wedding Coordinator – Once you complete the contracting phase with your Sales Manager, you will hear from your coordinator with **Celebrations by Allie**. She will reach out to see if you have any questions and if you wish to add any additional services. If you do not, they will reach back closer to the 60-day mark to begin finalizing the details of your big day. She will create the flow of your day and will be on-site the day of to oversee execution.

Officiant –After booking, the officiant will reach out and begin working with you to develop your ceremony.

Banquet Manager – They will fulfill the requests in the banquet event order. They'll oversee the room setup and manage the event from the resort's side (doors opening, food service, bar service, staffing, etc.), partnering with the coordinator.

REHEARSAL

Shades of Green offers the ceremony site a complimentary venue on a "space available" basis. For Palm Package weddings, the day of coordinator is included. If you wish to retain the officiant for the rehearsal, you must coordinate that directly with them. There will be an additional fee, which will be paid directly to the officiant. Location can vary based on availability and weather.

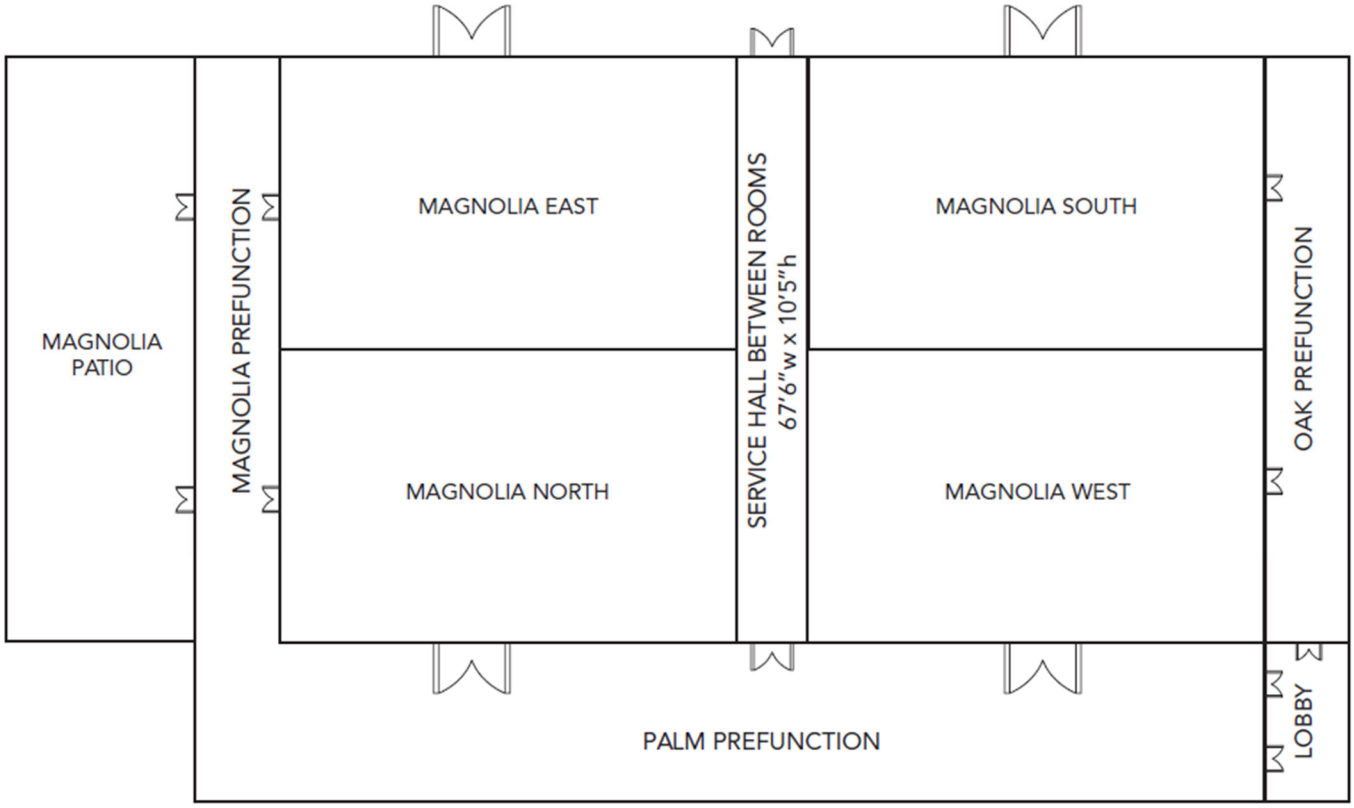
REHEARSAL DINNER

There are two options on-site to host a rehearsal dinner. The first option is to host a catered dinner in one of our banquet spaces. The second is our Mangino's table service restaurant with an Italianesque menu. Reservations are available for up to 32 guests. Let your Sales Manager know of your interest in having your rehearsal dinner at Mangino's, and they will put you in touch with our Food and Beverage Manager to arrange the details of your dinner.

EXTEND THE PARTY

Don't want the fun to end? Evergreens Sports Bar is open nightly until 11 pm!

BANQUET EVENT SPACE



QUARTER BALLROOM
1,700 Square Feet
33'-7" Wide x 49'-2" Long
Banquet Rounds of 10 – 80 Guests

HALF BALLROOM
3,400 Square Feet
67'-6" Wide x 49'-2" Long
Banquet Rounds of 10 – 180 Guests

FULL BALLROOM
7,453 Square Feet
67'-6" Wide x 108'-9" Long
Banquet Rounds of 10 – 450 Guests

MAGNOLIA PATIO
17' x 46' Covered – 782 Square Feet
13' x 46' Additional Uncovered
Banquet Rounds of 10 – 50 Guests

The room's ceiling height is 14'-1" at the lowest point and 17' in the recesses.

SHADES OF GREEN ELIGIBILITY VERIFICATION

Please provide the following information to verify the qualification to have an event here at Shades of Green:

Sponsor Name: _____

Rank: _____

Branch: _____

Duty Station: _____

Telephone number: _____

Email: _____

Mailing Address: _____

_____

Arrival Date: _____

Departure Date: _____

Relationship to Bride/Groom: _____

Sponsor Agreement

The Armed Forces Recreation Centers (AFRC) Resorts serve members of the U.S. Armed Forces, their families and other authorized users. The AFRCs are Category C Morale, Welfare, and Recreation (MWR) activities operated by the U.S. Army as executive agents for the Department of Defense (DOD). Army Installation Management Command (IMCOM) G9 directly manages the AFRCs to provide all uniformed services with high-quality, affordable resort-style facilities consistent with the Army's focus on readiness and quality of life for Service Members and their Families. Expanded eligibility can be found in Army Regulation 215-1 chapter 7, Patronage, or by simply going to our website.

Prior to contracted events the authorized sponsor must provide verification of patron eligibility to the Sales and Catering Office and sign the contract.

Private catered events contracted at AFRCs represent an agreement for services between the authorized individual and the AFRC. As such, a private catered event may not be advertised to the general public.

Use of hotel facilities to conduct personal or commercial business involving monetary transactions, whether by entrance fee, retail sales, or other, is prohibited.

**I acknowledge that this form constitutes an official statement to a U.S. Government instrumentality and that its falsification could subject me to prosecution under the Uniform Code of Military Justice or Title 18 U.S.C. 1001. I hereby consent to the collection from my current pay due and/or benefits paid to me by the Veterans Administration or other U.S. Government agencies for any monies, debts, or obligations owed to the Shades of Green Resort and not paid by myself or the point of contact directly.

Signature: _____ Date: _____

SHADES OF GREEN WEDDING REQUEST FORM

Primary Contact: _____
Address: _____
_____
Daytime Phone Number: _____
Email Address: _____
Brides Name (Last, First): _____
Grooms Name (Last, First): _____
Wedding Package: _____
Number of Rooms Needed: _____
Arrival Date for Rooms: _____
Departure Date of Rooms: _____
Number of Attendees: _____
Wedding Date: _____

Requested Time of Ceremony (circle one):
1100 Hours 1600 Hours

Ceremony Location for Palm Package (circle one):
Magnolia Patio Palm Pre-function