



Weddings
AT WATERVALLEY



Our Mission & Values

For nearly four decades, we've had one simple purpose: to rejuvenate the spirit, one happy memory at a time. Everything starts with the land we love. We've spent generations cultivating it so that we leave it richer, more fertile, and more fun for the generations that follow. Every decision we make comes from a genuine desire to grow something great. Something real. To leave a legacy of love that our grandkids will be proud to call their own. Now we can present to you the perfect place to say 'I do'.

Faith, Freedom, Hard Work, Inspiration, Conviction,
Relentlessness.



+130

WEDDING EVENTS

+10

AWARDS

+36

TALENTS AND
INTERNSHIPS DEVELOPED

+40

RELATIONSHIPS WITH DIFFERENT VENDORS IN
NORTHERN COLORADO



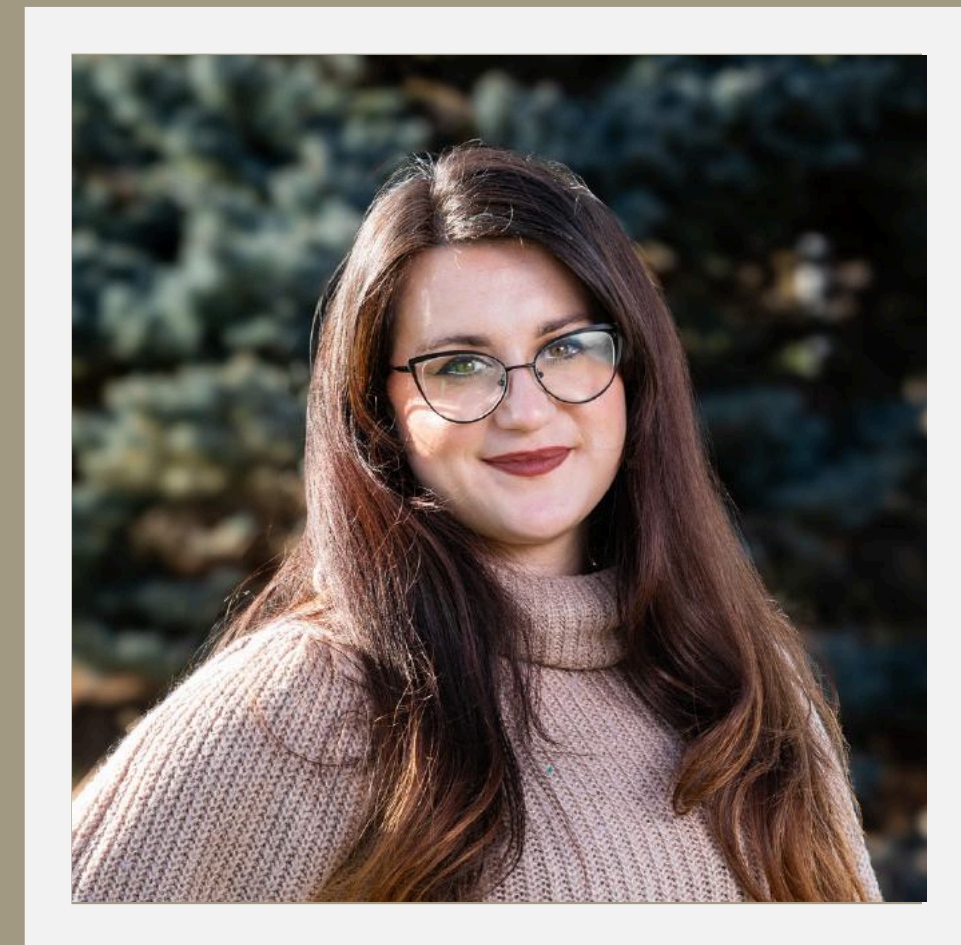
THE WATER VALLEY COMPANY

Our Team



• SHANNON SHAFER

DIRECTOR OF
SALES & EVENTS



• JADE JONES

EVENT SALES
COORDINATOR



Our Client

Here at Water Valley we believe that true love and family conquers all. We are here to make sure all your dreams come true. You are here to marry your best friend in front of your loved ones. You value excellence, hospitality, extraordinary experiences, and love. You want your wedding to be a day you will never forget. Whether you and your partner prefer a small intimate gathering or a grandiose black tie wedding, Water Valley is here to provide, all you have to do is dream.



Our Luxury Wedding Venue



The Island at Pelican Lakes is our premier luxury wedding venue. Thousands of people have gathered here since its first wedding in 2002. The Island underwent a remodel in 2014. The Island creates a unique experience for your wedding day with its dramatic stone bridge entrance and beautifully groomed beaches.

Nestled in the heart of Windsor, The Island at Pelican Lakes is a dream oasis in the foothills. Get married on your own private island showcasing luscious landscapes, serene beaches, and beautiful wildlife. Our tent is the perfect event site complete with chandeliers, elegant drapery, and windows to admire the beauty surrounding you and your loved ones.



Where Dreams Come True

Tell us about your dream wedding and our wedding experts will follow through. Our planners have trusted relationships with Local Florists, Pastry Chefs, Photographers, Musicians, and DJ's who will take your ideas and dreams & bring them to life. We pay the utmost attention to every detail to make sure your wedding day dreams come to fruition.

One of our on site venue coordinators can assist you with the following:

- A walk-through meeting to go over planning, timeline, room layout, linen colors etc.
- Meetings to coordinate services and bar packages
- Organize rehearsal and ceremony details
- Execute reception timeline through your wedding formalities (i.e. cake cutting, first dances, toasts, etc.)
- Coordinate and manage beverage staff & vendor arrival
- Assist with any facility related issues during your event





The Island at Pelican Lakes

- Four-Acre private island
- Choice of multiple ceremony sites
- Up to 12 hours of venue rental
- Cocktail & accessory tables
- 1 hour rehearsal time
- Coordinator*
- Beverage staffing
- Ceremony seating up to 250 guests
 - Please inquire for events with 500+ guests at an additional cost.
- Round dining tables
- Chairs
- Plates, flatware, & glassware
- Table linens & Napkins
- Shuttle Bus
 - Reserved at an additional cost



The Island at Pelican Lakes Pricing

Ceremony Only

- Three Hour Venue Rental
 - 11am-2pm, 3-5pm, 6-9pm
- White Folding Chairs
 - for up to 250 guests
- Four 6ft tables
- Water Bottles & Umbrellas
 - for up to 250 guests
- Month of Coordination**

Rental Dates

- May through October only

Sunday through Thursday

- Ceremony Only
 - \$6,000*
- Ceremony & Reception
 - \$10,000*

Ceremony & Tent for Reception

- Nine Hour venue rental
- 40 x 80 tent with lighting & fans
- Cocktail & accessory tables
- Dining tables and chairs
 - for up to 250 guests
- Water Bottles & Umbrellas
 - for up to 250 guests
- Bar service & staff
- Month of Coordination**

Friday & Saturday

- Ceremony Only
 - \$8,000*
- Ceremony & Reception
 - \$12,000*



*All pricing subject to change

** If you'd like 3 Months or full service coordination there will be additional costs



Gallery

Envision yourself marrying
your best friend in our
venue.



THE WATER VALLEY COMPANY

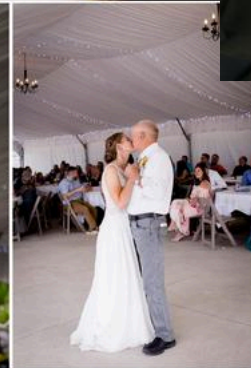
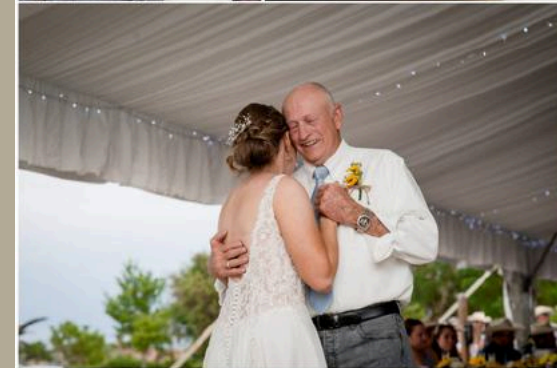
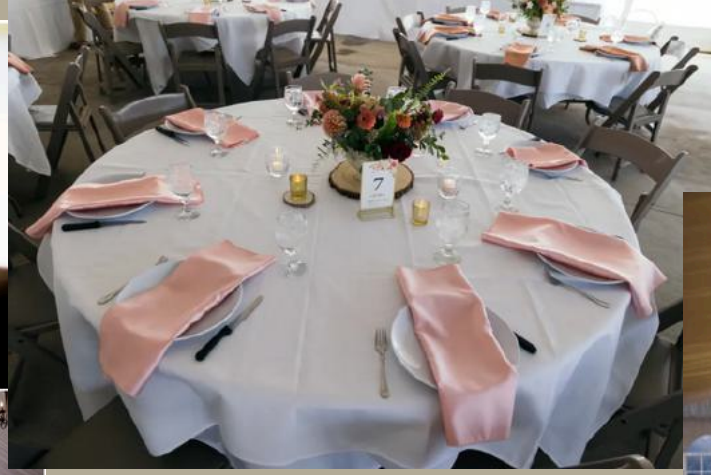
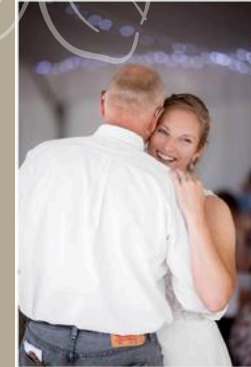


The Island at Pelican Lakes

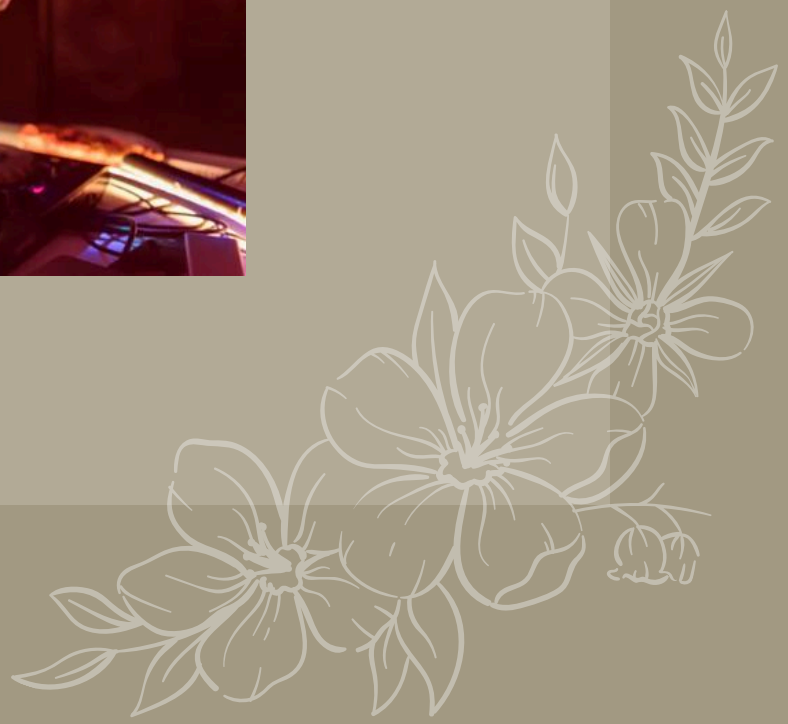




THE WATER VALLEY COMPANY



The Island at Pelican Lakes





What is your Vendor Policy?

Catering, Planning Companies, & photographers must be approved by Water Valley before they are hired. We will provide a list of pre-approved vendors once your venue booking has been confirmed. If you have already hired any of these vendors prior to booking our venue please make us aware (as they will need to complete the approval process before they will be allowed to work on property). Approval of any vendor is solely the discretion of Water Valley Management. If you have an event needed that cannot be met by the vendors we have already approved, you may contact the Sales Director for next steps.

Only full-service, licensed, and insured companies will be approved. If you plan on hiring planners outside of Water Valley, we also require planners be hired for a minimum of month of coordination, but highly recommend partial or full planning.

All other vendor types (florals, decor/small rentals, etc.) may be hired at the clients' discretion and need to be pre approved through The Water Valley Company. We are happy to provide you with recommendations for these vendors as well.





How do I book a date?

A signed contract and deposit is required to book a date. We do not hold dates without a deposit.

Your proposal total will be divided into three (3) payments with the last payment due 2 weeks after your event date.

Do you offer any inclusive packages?

Clients are responsible for hiring vendors to provide all additional services outside of what is included in the venue rental.

What is your cancellation policy?

Cancellation more than 91 days prior to event date all monies paid to The Water Valley Company will be forfeited and not credited to future events.

Cancellation more than 60 days prior to event date 70% of your event minimum will be forfeited and not credited to future events.

Cancellation more than 30 days prior to event date 100% of your event minimum will be forfeited and not credited to future events.

Can I add an extra day later on or add rehearsal time to my venue rental?

Inquire directly for more details about additional rental hours (subject to availability; requests will only be considered within 2 months of the event date).





Will there be any staff on site during my rental time? Flip Staff?

Staffing outside bar and facilities management is not included with your venue rental.

An on-call team member will be assigned to your wedding.

Who is responsible for set-up/break down? Who will clean up after the event?

Before the start of your rental period, our staff will set up the event tables, chairs, and linens according to the floorplan submitted at the final walkthrough and clean the event space. Once your rental period begins, it is your responsibility and the responsibility of your vendors to ensure all set up, flip, breakdown, cleaning, outside decor, food etc. (with exception of tables, chairs, linens, and bar) your event. An exit checklist and other venue expectations will be provided and reviewed at the time of final walkthrough. Upon the conclusion of your rental, our housekeeping and venue staff will prepare the space for the next event. Therefore, you are only responsible for anything that you bring into the space.

How late can my event go?

All event activity must end at 11pm MST on any given night. Guests must leave the property, alcohol service must cease (30 min prior to ending event activity), and amplified music must cease.



Does your venue require event insurance?

Yes. All clients must obtain a certificate of liability insurance naming Pelican Lakes LLC as additionally insured for \$100,000.00 on the date(s) of their event(s). We can provide you with more information on how to obtain this.

Where does the ceremony take place? Is there a back up ceremony location?

The Island at Pelican Lakes has a gorgeous outdoor ceremony pad as well as an option to hold a ceremony on one of our beaches. In the event of inclement weather, we recommend flipping the indoor reception space as a back up or consider renting a tent to cover an outdoor area.

Can I remove or add additional enhancements to the property?

Nothing permanently installed on the property may be removed at any time. If any additional installations/enhancements (lighting, draping, tents, bounce houses etc.) are needed, clients may submit a request for additional temporary installations/enhancements to the property for review.

Are candles permitted?

Live enclosed flames are permitted only if the flame is three inches from the lip of the vase/holder. NO live flames will be permitted in grassy areas. LED candles may be used anywhere.





Are there decoration restrictions?

Decorations may not be hung using tacks, staples, screws, nails, or glues. The only adhesive material allowed on the walls and floors is painters tape, command hooks, balloon glue dots, or gaffers tape (ask of if you have any decor that you would like to hang on walls). Decor such as drapes or signs that are freestanding are allowed. Furniture may be moved but it must be returned to its same location before you leave.

What is the smoking policy?

Smoking is allowed outdoors only in the designated areas. We are a marijuana free venue. Any persons with marijuana on the premise will be asked to leave immediately and will not be allowed back on property.

What is your policy regarding alcohol?

All alcohol served in the venue or on the event grounds must be served by The Water Valley Company. You may arrange for beer, wine, and liquor (only for mixed drinks) to be served. We do not allow shots. Alcohol must be provided by The Water Valley Company. No outside alcohol is allowed on property. There is no self-service permitted during your event, and all alcohol service must cease no later than 30 minutes prior to your events ending time on any given night.





What is permitted during send off?

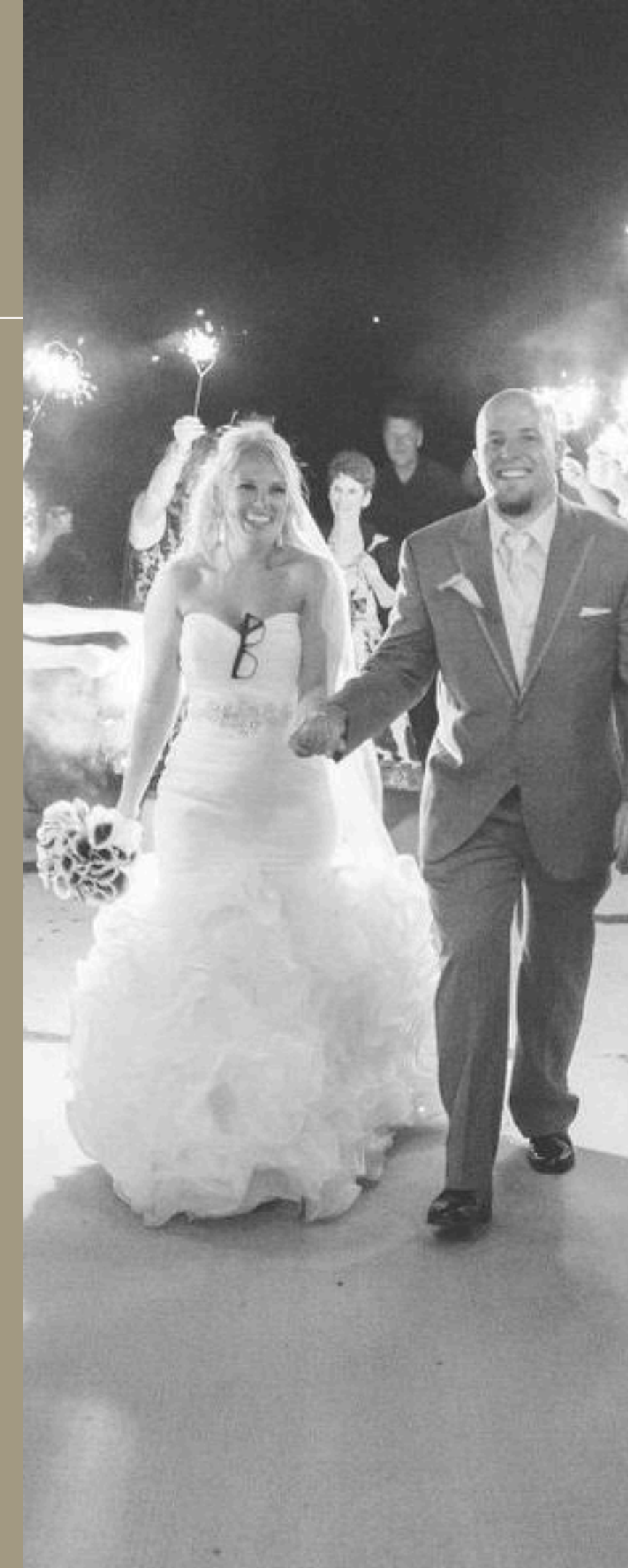
We allow sparklers, bubbles, real rose petals, cold spark machines, and ribbon shakers. All send off materials must be cleaned up prior to the end of the rental period and may not be left scattered around the venue. We do not permit rice, bird seed, confetti, fake florals or wish lanterns.

Where do my guests park? Where do shuttles drop off?

There is a large on site parking area for guests to park and for shuttles to drop off.

Does the venue provide transportation onsite?

We have a 13 passenger van available for rent at an additional cost. We do not provide valet. While not required, we do highly recommend that you provide shuttles for your guests. It can be challenging to find late night taxi, Uber, or Lyft services unless it has been prearranged. We do provide golf cart rides from the parking lot to the venue and vice versa.



Our Preapproved Vendors = Caterers

Greens Point Catering

(303)772-2247

<https://greenspointcatering.com/contact/>

Sugar Pine Catering

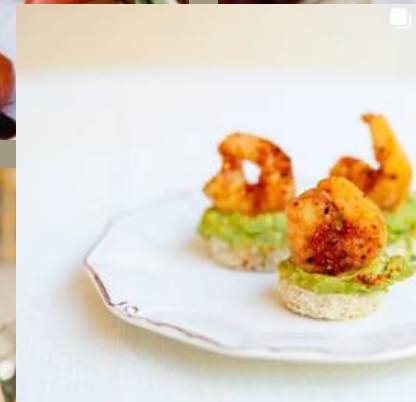
(303)827-3763

contact@sugarpinecatering.com

Spice of Life Catering

(303) 443-1138

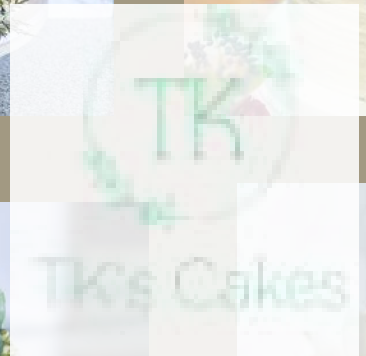
info@aspiceoflife.com



Our Preapproved Vendors - Dessert

TkaleJohnson with TK's Cakes

(970) 404-5967
cakes@Tkscakes.org



Mystic Moon Bakery

mysticmoonbakery.com
Mysticmoonbakery@gmail.com



Kippcakes Baking Co.

(970) 466-2646
kippcakesbywhitney@gmail.com



Our Preapproved Vendors - Photography

Craig Vollmer Photography
(970) 301-5137
cvollmer1@gmail.com



Tyler.Paige Photography
<https://www.tylerpaigephotography.com/contact>



Ashlyn Stott Photography
<https://ashlynstottphotography.com/contact>



Our Preapproved Vendors - Photography

All Digital Photo & Video

866-2GETPIX

<https://alldigitalphotoandvideo.com>



Our Preferred Vendors = Floral

Mariposa Plants & Flowers
(970) 356-1684
mariposaflovers21@outlook.com

Finishing Touches
(970) 221-5419
linda@finishingtouchescolorado.com

Lace & Lilies
(970) 400-1438
laceandliliesllc@gmail.com



Our Preferred Vendors = Floral

Pluck Flowers
alatheia@pluck.flowers.com



Our Suggested Vendors = Hair, Makeup, Spa

Moss

(970)235-1553

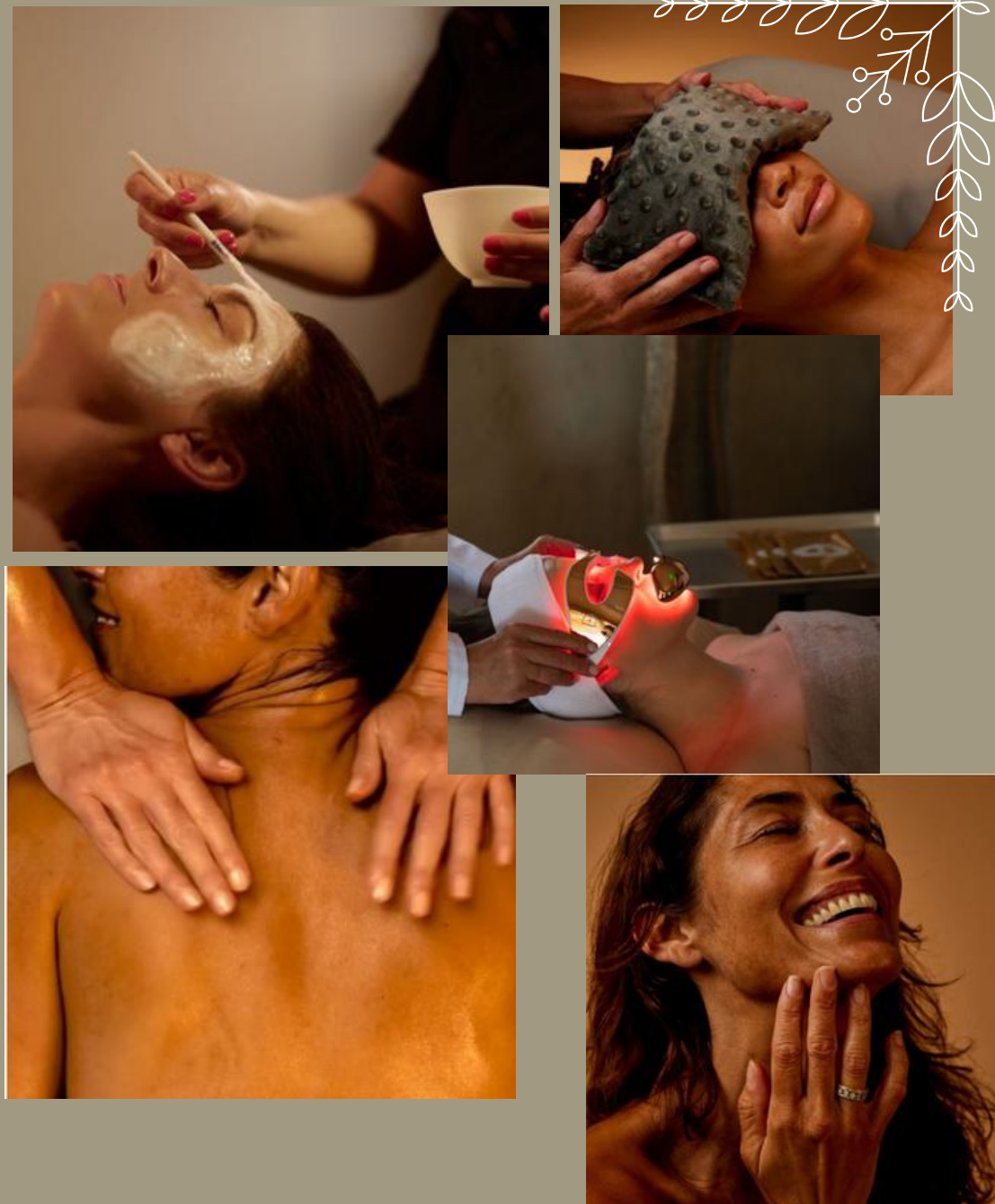
<https://www.mossatjessupfarm.com/>



Woodhouse Spa

(970)427-8350

<https://locations.woodhousespas.com/dir/co/fort-collins/401-linden-street>



Wedding Makeup Love

<https://www.weddingmakeuplove.com/weddingdayservices>



Our Suggested Vendors - DJ's



Trebled Entertainment
(970) 430-6858
info@trebledentertainment.com
<https://trebledentertainment.com>

Too Much Fun!
(970) 302-0747
toomuchfundj@yahoo.com
<https://toomuchfundj.com>

Mountain Event Services
(970) 372-4882
mountaineventservices@gmail.com
<https://mountaineventservices.com>





Payment Schedule

Deposit

- Due Upon Booking
 - \$3,500
 - Non-refundable
 - First payment toward the final Bill

50% Balance + Estimated Guest Count

- Due 6 months prior to wedding

80% Balance

- Due 45 days prior to wedding

Final Guest Count

- Due 3 weeks prior to wedding

100% Final Payment

- Due 2 weeks after your wedding




Rave Reviews

"Pelican Lakes Golf Course was just perfect for our special day! From the venue to the staff everything was amazing! The Event Coordinator helped step by step to ensure the best turn out and so things went smoothly as soon as the day came. They were so accommodating to make sure we got what we needed when we needed it! All our guests were so impressed with the venue, the food and the service. We couldn't have asked for anything better. 10/10!"
- Collin R.

"The coordinator was wonderful and so helpful during the entire wedding planning process! She made things so easy, and was always easy to get ahold of and had many great ideas. We received tons of compliments on our venue and how beautiful it was at the island for our ceremony and reception. We also received several compliments on the food and drinks. I would highly recommend Pelican lakes as a beautiful venue and service that makes your planning easy and day extra special!" - Taylor B.

"The wedding we had at Pelican Lakes Island was just beautiful and a huge success. The scenery was awesome and the grounds are kept immaculate. Our Water Valley planner went over and above our expectations. She is so easy to work with and is very prompt in her reply's. She was there at every step of the way and helped us through many hurdles. She has a wealth of knowledge and is able to provide her input when you ask and is very hands on. Pelican Lakes is very lucky to have her on their team! The whole staff was kind and helpful. The food was delicious the prices are very fair everything was as we hoped for. I highly recommend Pelican for wedding, reception or any event. You will love it!" - Michelle





Get in Touch

(970) 460-1701

(970) 460-1725

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jjones@pelicanlakescc.com

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www.thewatervalleycompany.com



THE WATER VALLEY COMPANY