

THE  
WEDDING  
*experience*

at

**Mount Tom House**



**MOUNT TOM**  
HOUSE





*A wedding at the  
Mount Tom House  
is an authentic  
Oregon getaway  
weekend  
experience.*

**Nestled in 200 acres on the  
Coburg Hills, we offer an  
intimate and uniquely Oregon  
space & place to celebrate  
with your family & friends.**



# the weekend...



...begins Friday afternoon and concludes Sunday afternoon: rehearsal dinner to post-wedding brunch.

**Mount Tom House bed & breakfast's 6 rooms offer a whimsically charming place to stay on site with those closest to you.**

**Hosting a select few weddings each year, your weekend at Mount Tom House is not a transaction for us.**

**We are there with and for you throughout the planning process and will take care of you & your guests all weekend long.**



# THE WEEKEND



# Overview

## FRIDAY

*begin to celebrate with those closest to you*

Check in at 3pm and make Mount Tom House your home for the weekend. Start the celebration hosting a rehearsal dinner in the evening with those closest to you.

We welcome outside caterers or the opportunity to provide wood-fired oven pizza dinner grounded in local, seasonal ingredients & produce.

---

## SATURDAY

*today is the day!*

Rise and shine! We'll provide a breakfast the Mount Tom House way. And while you are getting ready, getting married, and then celebrating all night long, we'll be arranging tables and chairs, assisting and coordinating with vendors, and cleaning up at the end of the evening, so that you can be fully present for the moments and memories to be made.

---

## SUNDAY

*unwind and relax*

Enjoy a relaxing morning sharing stories and laughs from last night over a Mount Tom House brunch. We love serving brunch on the bar where you can soak up some morning sunshine. We'll help you get organized and packed up before checking out in the afternoon.



# FRIDAY



## what you do

- **check in 3pm** | let the weekend begin!
- **rehearsal dinner** | host your rehearsal dinner on site
- **relax & get cozy** with those closest to you for a memorable weekend



## what we do

- coordinate with and receive vendor deliveries
- arrange tables & chairs for rehearsal dinner
- put away tables & chairs at conclusion of rehearsal dinner
- provide basic clean up service after rehearsal dinner



# rehearsal dinner options

## CATERED DINNER

- licensed caterers & chefs have access to our kitchen

## MOUNT TOM HOUSE PIZZA DINNER

- information below!

## BRING ALREADY-PREPARED FOOD

- we have an outdoor grill available for use
- according to state regulations, our kitchen may not be used by guests



## MOUNT TOM HOUSE PIZZA

**Pizza nights at Mount Tom House are all about high-quality ingredients, detailed service, and a welcoming vibe to enjoy the evening with your family and friends.**

We source local, seasonal ingredients as much as possible and make as much as we can from scratch. We typically serve dinner buffet-style and will continue to make pizzas all evening until everyone is happy & well-fed!

2 appetizers • 3 pizza combinations • dessert  
*\$40/person*



# SATURDAY

## what you do

- **breakfast** | overnight guests start the day with a homemade breakfast!
- **get ready** | get ready with your crew at Mount Tom House
- **get married!**
- **party all night long** | make lifetime memories under the stars those closest to you!



## what we do

**work behind the scenes ensuring the day goes without a hitch and that you can be fully present to your partner, fam & friends!**

- prepare breakfast & lunchtime snack board or sandwiches for overnight (we want to make sure you are fueled for the day!)
- set up tables and chairs according to ceremony & reception design
- direct parking (parking available for up to 50 cars) and coordinate with shuttle service on drop off/pick up
- field logistical questions from wedding planner/vendors
- assist catering staff bussing reception tables
- puts away wedding ceremony & reception tables & chairs in evening
- provide trash & recycling service



# SUNDAY

## what you do

- **sleep in & relax** | there's no rush to leave – catch those z's!
- **brunch** | enjoy a relaxing morning sharing stories and laughs from last night
- **check out 12pm** | it's time to go out into the world as a married couple!



## what we do

- **prepare** brunch for you and the crew!
- **help pack up** any wedding-weekend related items
- **coordinate** with all vendors to ensure pick-ups are complete and go smoothly



# services & amenities

- two night's stay at Mount Tom House bed and breakfast
  - 6 rooms, 12 adults
- breakfast each morning for Mount Tom House guests
- space to host rehearsal dinner
  - typically up to 35 people - hoping to have a larger rehearsal dinner? Let us know and we can chat through logistics & pricing!
- chair & table set up for rehearsal dinner
- ceremony chairs & tables and reception chairs & tables set up
  - eighteen 72" round tables
  - 200 chairs (100 ceremony chairs, 100 reception chairs)
- ceremony & reception clean up/tear down
- be on site & available for rental deliveries & pick ups
- arbor
- parking for up to 50 vehicles
- portable restrooms in accordance with guest count
- trash & recycling service
- list of vendors we have personally worked with and trust
- with advanced notice, unlimited visits to Mount Tom to get to know the space and plan your wedding day details

at Mount Tom House,  
we aim to provide a space and  
experience that is equally lively and  
serene

our cheerful & caring team  
takes care of the big things so you  
can make the most with those  
closest to you



# services we do not provide



**This list is not exhaustive – it intends to share some of the primary items/expenses that are not covered in wedding weekends as we hope to be as transparent and helpful as possible while you organize and plan for the many details within a wedding weekend!**

- sound system & mic
- tablecloths
  - *white tablecloths available for an additional charge*
- set up & clean up of tableware, decorations, flowers, & decor
  - *available for an additional charge*
- dance floor
- tents
- tableware, silverware and drinkware for rehearsal dinner and/or wedding reception & ceremony
- washing rented tableware and drinkware for re-use
- wedding reception catering service
  - *we are happy to share recommendations*
- wedding reception bar service
- guest transportation to and from Mount Tom
- flowers, decorations, & centerpiece design





# wedding weekend PRICING

**\$13,000**

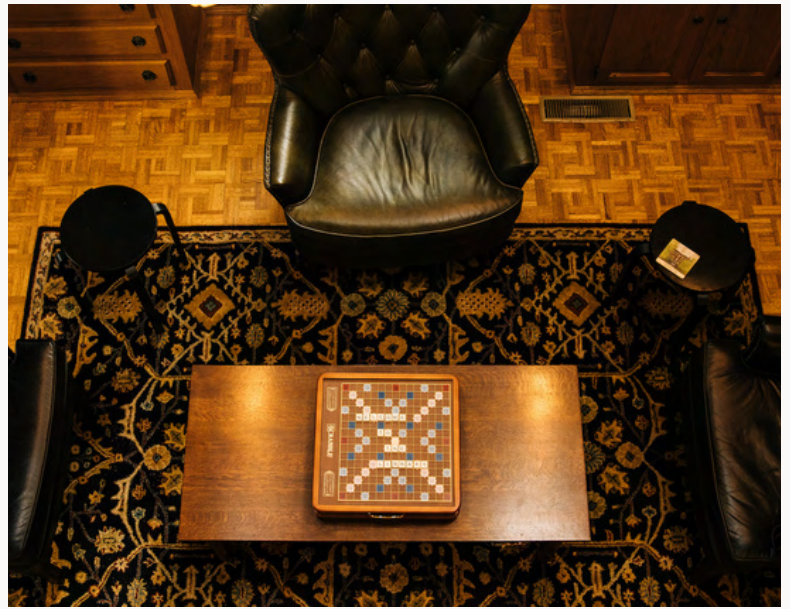
*100 guests and all services & amenities for a  
wedding weekend experience*

*\$2,600 + taxes includes room rates, which can be charged  
as individual transactions*

## REQUIREMENTS

- tour of Mount Tom House – we want to share Mount Tom House with you IRL! Mount Tom House is memorably unique in its character and lay out. We believe it's important to get a feel for the space, meet us, and begin to envision your wedding weekend walking the grounds and touring the rooms
- liability insurance
- licensed bartender





# MOUNT TOM HOUSE





## NEXT STEPS

---

1

**Schedule** a visit to see Mount Tom House in person if a wedding weekend aligns well with your vision!

2

**Review** a sample contract and email, call, or text Juli with any questions or clarifications.

- [juli@mounttomhouse.com](mailto:juli@mounttomhouse.com)
- 937-405-6659

3

**To book** your wedding weekend at Mount Tom House, provide a deposit and signed contract. Dates are on a first-come, first-serve basis.

- \$6,000 deposit
  - deposit is refundable if the wedding weekend is rebooked



# FAQs

## **Are pets allowed?**

Yes! We welcome well-behaved 4-legged friends. We do have a \$25 pet fee for those staying overnight.

## **How many wedding guests can you accommodate?**

We can comfortably host up to 100 guests. Please let us know if your guest count is above 100 guests so we can discuss details related to flow and layout.

## **How late can we celebrate and party?**

Invited guests are welcome to celebrate with you until 11pm.

## **How many overnight guests does Mount Tom House accommodate?**

There are 6 unique rooms that can accommodate up to 12 adults. If there are children staying overnight, let us know and we can plan sleeping arrangements for them.

*Coming 2024: 4 quaint cabins with a queen bed in each!*

## **Are candles and campfires allowed?**

We are a tinderbox here and with increased fire danger, we take summer fire safety seriously. Campfires are not allowed. All candles must be approved by Mount Tom House and must be enclosed in glass.

## **Do you require certain vendors?**

We do not require certain vendors! Please note that we do require that a licensed bartender be hired for the evening.

## **Is Mount Tom House wheelchair accessible?**

Please let us know if you would like to learn more about our accessibility. In short, we are wheelchair accessible for day-of guests. We are not wheelchair accessible for overnight guests.

## **Do we need to provide our own insurance?**

We require you and your vendors provide a certificate of insurance (COI).

## **Do you require a wedding coordinator?**

A wedding coordinator is strongly encouraged but not required.

## **Who is responsible for cleanup?**

We both are! The Mount Tom House staff will clean up and move venue tables & chairs, take care of trash and recycling. You are responsible for cleaning up and packing away all decorations, extra food and beverages, etc. All personal items must be taken away by Sunday afternoon.



# add-ons

- Mount Tom House breakfast additional guests | *\$35/person*
- pizza rehearsal dinner | *\$40/person*
- Mount Tom House candles | *\$25*
- custom coffee mugs by Greenbird Mountain
- curated giftbags | *starting at \$40/bag*
  - featuring locally-made products including, but not limited to: Dani Naturals, Jacobsen Sea Salt, Olympia Provisions, Brokentop Candle





cheers!



photos by [Delene & Co.](#) and  
[Miranda Stewart Photography](#)