

A bride and groom are embracing on a balcony. The bride is wearing a white dress and a veil, and the groom is in a dark suit. They are looking at each other. The balcony has a glass railing. In the background, there are mountains with some snow, and a large, multi-pointed star graphic is overlaid on the left side of the image. The sky is a mix of blue and orange, suggesting sunset or sunrise.

Awe-Inspiring *Weddings*

NESTLED IN THE SHADOW OF AMERICA'S MOUNTAIN



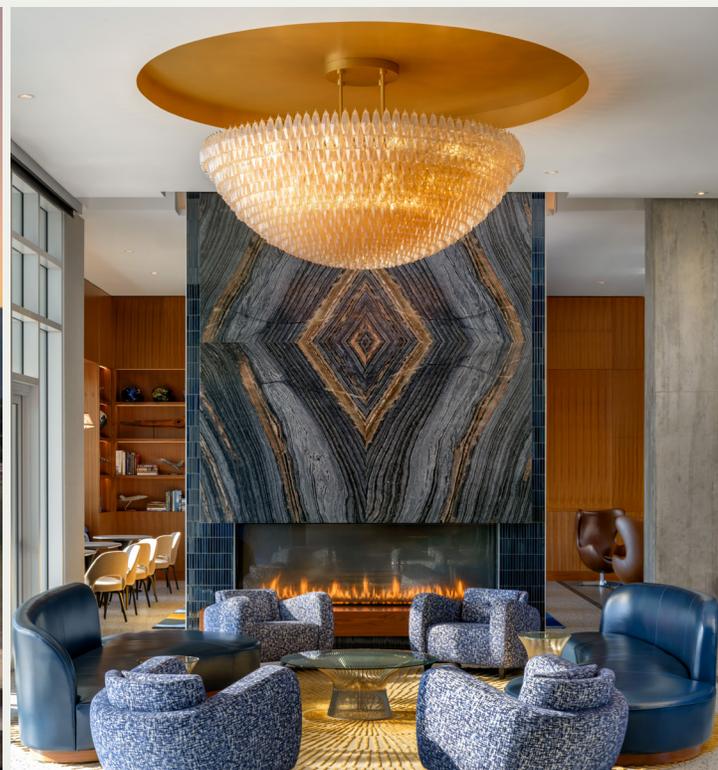
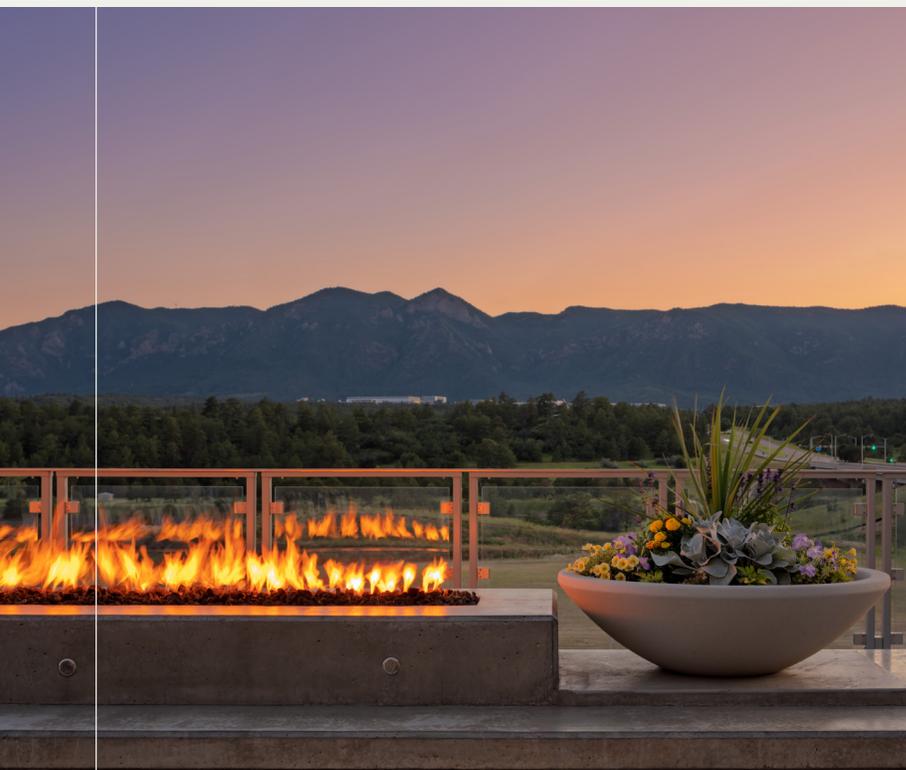
HOTEL POLARIS



## Let Your Love Take Flight at *Hotel Polaris*

Celebrate the beginning of forever at a venue as unforgettable as your love story. With more than 46,000 square feet of beautifully designed indoor and outdoor event space, Hotel Polaris offers the perfect setting for everything from intimate receptions to grand wedding ceremonies. Bathed in natural light and surrounded by sophisticated elegance, our versatile venues can be tailored to match your unique vision. Whether you're planning a romantic gathering or a lavish affair, our team will bring your dream day to life with effortless style. Paired with elevated accommodations for you and your guests, your wedding experience at Hotel Polaris will be nothing short of extraordinary.





# Hotel Polaris *Forever Looking Forward*

Inspired by the spirit of flight and the bold elegance of mid-century modern design, Hotel Polaris is a resort-style, AAA Four Diamond hotel located in Colorado Springs, where adventure meets elevated hospitality. Just moments from the majestic Pikes Peak region and the renowned U.S. Air Force Academy, we welcome explorers, dreamers and travelers seeking more than just a destination. Every corner of Hotel Polaris is designed to inspire awe—from thoughtfully curated accommodations that suit every traveler's desire to indoor and outdoor event space filled with natural light and

possibilities. Our connection to aviation runs deep, guiding our aesthetic, our energy and our forward-looking spirit. Discover six distinct dining outlets offering everything from crafted cocktails to elevated cuisine. Restore balance at our full-service spa, unwind in the heated outdoor pool or set off to explore the iconic landmarks and outdoor wonders just beyond our doors. Like our neighbors at the Air Force Academy, we believe in exploring new frontiers - pushing boundaries, aiming higher and always moving forward. *At Hotel Polaris, you're not just visiting. You're heading toward your true north.*





# *Wedding Venues* as Elevated as Your Love

At [Hotel Polaris](#), we believe your wedding should feel as breathtaking as the moment you said “yes.” With the majestic [Colorado Rockies](#) as your backdrop and timeless design guiding every space, our collection of indoor and outdoor venues sets the stage for ceremonies, receptions and celebrations that reflect your unique love story.

## **EAGLES PEAK EVENT LAWN OR FLAT IRON PLAZA**

Say “I do” with the [panoramic views](#) of the Rocky Mountains behind you and the [U.S. Air Force Academy](#) below. Eagles Peak Event Lawn and Flat Iron Plaza offers an awe-inspiring open-air setting that turns every moment into a memory. Perfect for outdoor ceremonies, al fresco cocktail hours or golden hour receptions under the Colorado sky.

## **SKYLINE ROOM**

Bathed in more than 1,200 sq ft of natural light, the Skyline Room offers a warm and intimate atmosphere - perfect for romantic rehearsal dinners, bridal showers or smaller wedding celebrations.

## **CONSTELLATIONS BALLROOM**

Inspired by Polaris, the guiding North Star, this beautifully appointed ballroom features more than [5,000 sq ft of natural light-filled space](#), ideal for romantic receptions or elegant indoor ceremonies. With direct flow to a spacious pre-function foyer, it’s the perfect setting for a seamless celebration from beginning to end.

## **GENERATIONS BALLROOM**

Grand and full of light, the Generations Ballroom offers [12,000 sq ft of flexible space with floor-to-ceiling windows and sweeping mountain views](#). From lavish receptions to dinner and dancing beneath the stars, this versatile venue offers the room - and the romance - for your dream wedding, whatever its size.





# Wedding Packages

## PUPPY LOVE TAKES FLIGHT

A one-of-a-kind pet-friendly wedding where your furry best friend is more than just a guest—they can be the officiant! In Colorado, one of the easiest states to get married in, couples can legally have their dog sign their marriage license or even serve as their officiant. So, whether your pup is walking you down the aisle or delivering the rings, Puppy Love Takes Flight ensures four-legged family members are part of your forever story.

This pet friendly package includes:

- A custom “paw-thority” ink pad for your dog to sign the marriage license
- A Floral Collar For Your Pup
- Homemade Dog-Friendly treats
- A “Paw-sport” welcome kit with toys, snacks and a commemorative tag



## RUNWAY TO ROMANCE

Planning a grand celebration? Hotel Polaris offers the Runway to Romance experience for weddings including 125 or more guests with a complimentary flight simulator experience where you can “land” at your honeymoon destination - or any airport of choice - before even taking off.



## THE PROP-SHOT EXPERIENCE

Add a high-flying twist to any celebration with the Prop-Shot, our signature take on the beloved mountain town shot-ski. This custom-crafted wooden airplane propeller holds up to three shot glasses, making it the perfect way for couples and their wedding party to toast to love, laughter and happily ever after.



## SKY HIGH SOIREE ALL-INCLUSIVE WEDDING PACKAGE

At Hotel Polaris, we proudly offer a True North wedding experience—a seamless, all-in-one celebration that brings every detail under one roof so you can focus on what truly matters: celebrating your forever. With most of the planning thoughtfully handled for you, saying “I do” has never been easier or more enchanting. Our wedding package includes the following essentials:

- Complimentary Menu Tasting for Up to (3) Guests (Additional Fees Will Apply)
- Complimentary Cake Tasting for up to (3) Guests
- Complimentary Two Night Mountain View Suite for the Couple with a 1:00 PM Late Check Out (Based upon Availability)
- In-Room Breakfast for Two the Morning After You Say, “I DO” for the Couple
- (1) Hour of Rehearsal Time (Based upon Availability)
- \$5000.00 Floral Allowance
- Complimentary Daily Self-Parking for Event Guests
- Indoor or Outdoor Ceremony Location
- White Folding Ceremony Chairs
- Aisle Commander (Officiant, if Needed)
- (1) Individual Ready Room with 10:00 AM Check-In (Based on Availability – to get ready for your big day)
- Required - Wedding Planner with 45 Pre-Planning Hours and Day-of Wedding Coordination
- Porcelain Dinnerware, Glassware, Flatware
- Choice of Poly Blend Linens and Napkins in Your Choice of Color (Based on Availability)
- Guest Tables, Head or Sweetheart Table, Gift Table, Cake Table, Guest Book and Memorabilia / Photo Display Tables
- Votive Candles, Staging, 20x20 Indoor Dance Floor
- Table Number Stands Only (Couple Must Provide Own Decorative Numbers)
- Two total Crudité and Spread Board Displays
- Three Course Plated or Buffet Meal
- (4) Hour Hosted Beer and Wine Bar
- Sparkling Wine Toast
- (1 – 4) Tier Wedding Cake with Assorted Bite Sized Desserts
- Complimentary Cutting & Serving
- Reduced Room Rates for Your Wedding Guests with a Minimum of 10 Contracted Rooms Per Night (Based on Availability)
- Preferred Vendor Referral List



## CELESTIAL CELEBRATION WEDDING PACKAGE

At Hotel Polaris, let your love soar. Elevate your celebration with the Celestial Celebration Wedding Package, designed to offer the flexibility to create a day as unique as your love. Share unforgettable moments with your closest family and friends, all within the sleek elegance of our mid-century modern spaces - where every detail sets the stage for a truly enchanting evening. Our wedding package includes the following optional essentials:

- Complimentary Menu Tasting for Up to (3) Guests (Additional Fees Will Apply)
- Complimentary Two Night Couples Suite with a 1:00 PM Late Check Out (Based upon Availability)
- (1) Hour of Rehearsal Time (Based upon Availability)
- Complimentary Daily Self-Parking for Event Guests
- Indoor or Outdoor Ceremony Location
- White Folding Ceremony Chairs
- (1) Individual Ready Room with 10:00 AM Check-In (Based upon Availability - to get ready for your big day)
- Required - Wedding Planner with 45 Pre-Planning Hours and Day-of Wedding Coordination
- Porcelain Dinnerware, Glassware, Flatware
- Choice of White, Ivory or Black Linen
- Choice of Hotel Colored Napkins
- Guest Tables, Head or Sweetheart Table, Gift Table, Cake Table, Guest Book and Memorabilia / Photo Display Tables
- Votive Candles, Staging, 20x20 Indoor Dance Floor
- Table Number Stands Only (Couple Must Provide Own Decorative Numbers)
- Three Course Plated or Buffet Meal
- (3) Hour Hosted Wine & Beer Bar
- Sparkling Wine Toast
- Cake Cutting & Serving (Additional Fees Apply)
- Reduced Room Rates for Your Wedding Guests with a Minimum of 10 Contracted Rooms Per Night
- Preferred Vendor Referral List



## PROPOSAL, ELOPEMENT, CEREMONY-ONLY & MICRO WEDDING PACKAGES

Celebrate your love your way with our exclusive Wedding Elopement, Ceremony-Only and Micro Wedding Packages at the Hotel Polaris. Whether you're dreaming of an intimate exchange of vows, a simple yet elegant ceremony or a small and beautifully curated celebration with your closest loved ones, our tailored packages offer the perfect setting for your special day. Let us take care of the details while you focus on what matters most - each other.

- Indoor or Outdoor Ceremony Location
- Sparkling Wine Toast
- Dedicated Photographer

For more information related to proposals, elopements, ceremony-only and micro wedding packages please reach out to [shanna.hughes@thehotelpolaris.com](mailto:shanna.hughes@thehotelpolaris.com) or 719.410.3855.



## TAKING CULINARY EXPLORATIONS TO NEW HEIGHTS

Say "I Do" to culinary delights that include a vast array of rehearsal dinner meal options, plated meal reception choices, farewell brunch selections and late-night snack offerings to keep the celebration going.



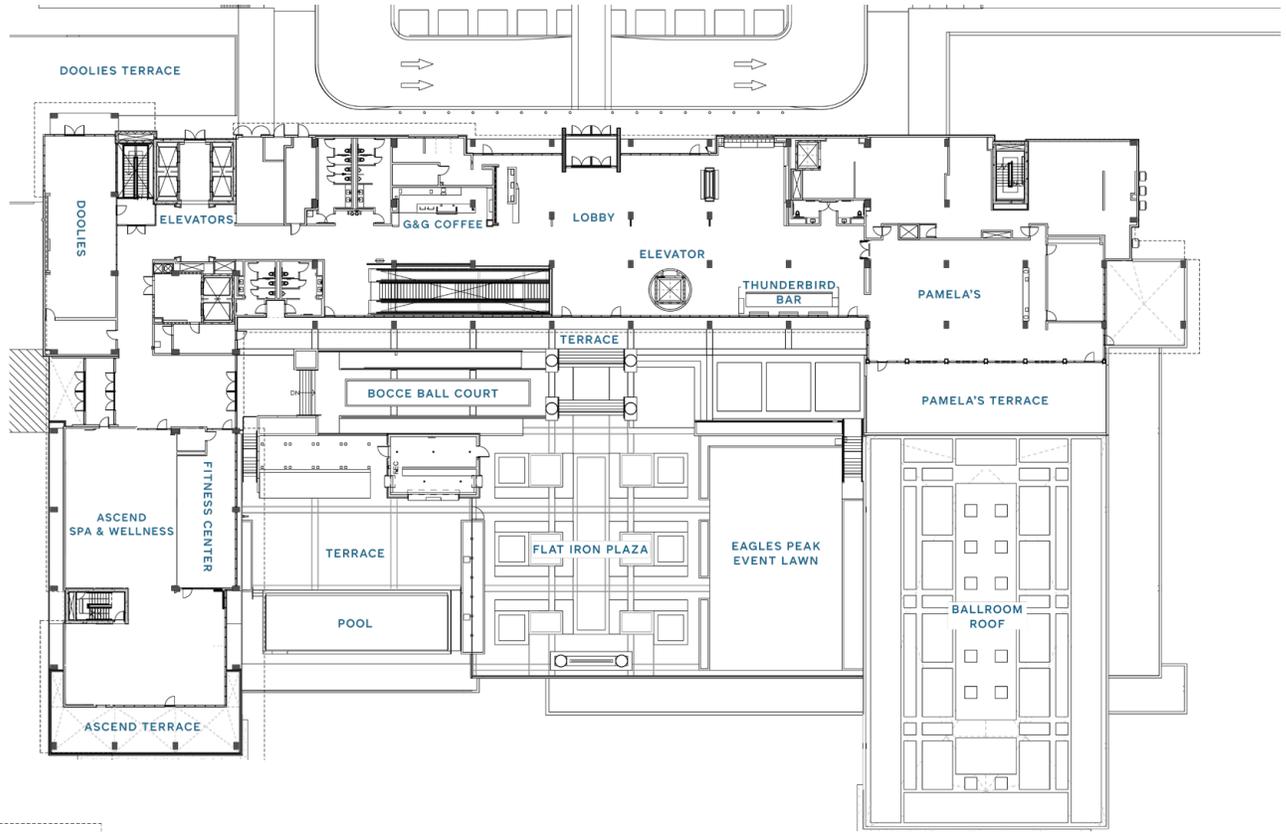




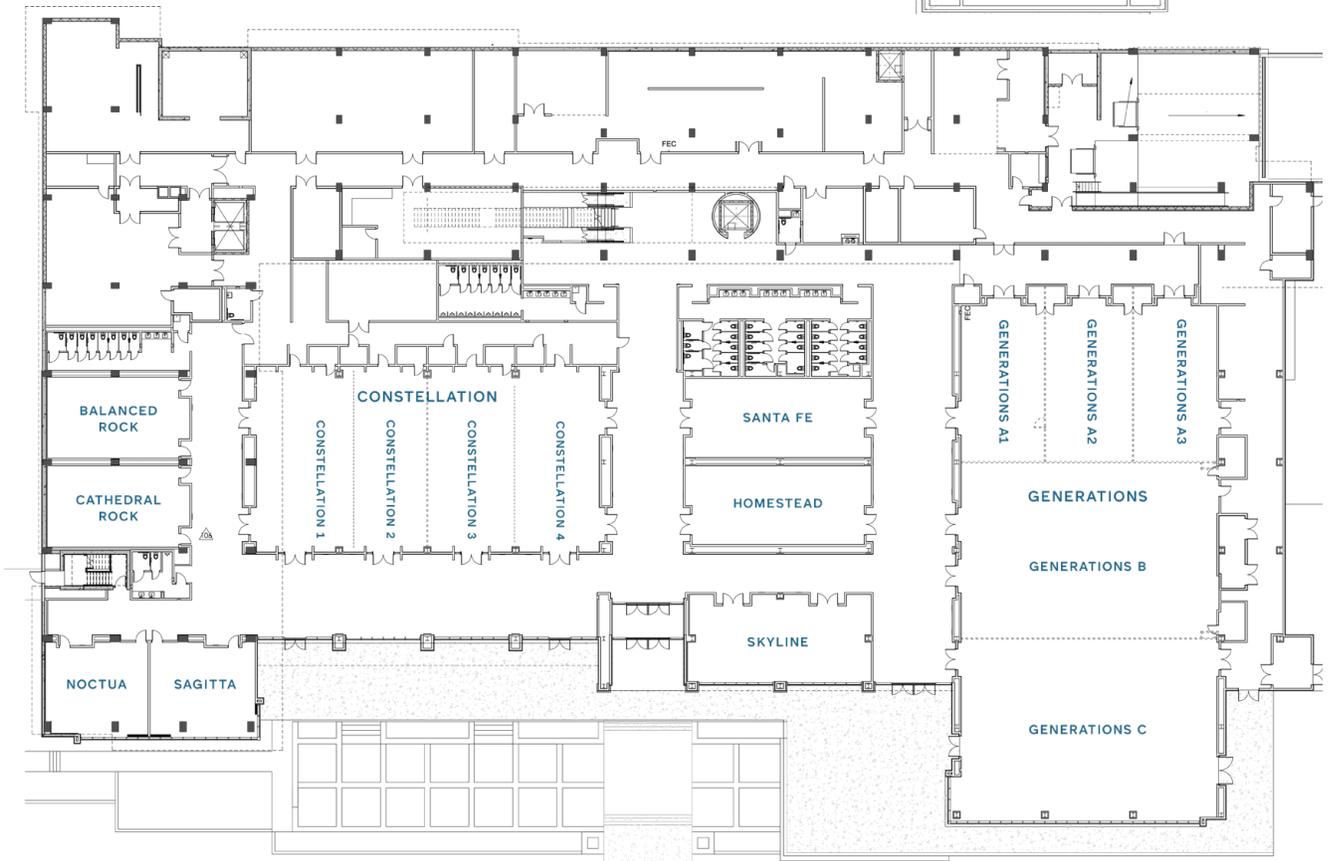
CAPACITY CHART

At Hotel Polar, we offer an expansive variety of ways to meet and celebrate. Over 30,000 square feet of meeting space, 16 individual meeting rooms, and ample outdoor event space means you can set your sights higher.

3rd Floor - Arrival Level



1st Floor - Conference Level



**INDOOR**

	TOTAL SQ FT	WIDTH	LENGTH	CEILING HEIGHT	CONFERENCE	THEATER SEATING	CLASSROOM SEATING	HOLLOW SEATING	U/SHAPE	8X10 EXHIBITS	10X10 EXHIBITS	BANQUET ROUNDS 10	BANQUET ROUNDS OF 8	RECEPTION
GENERATIONS BALLROOM PRE-FUNCTION	3,096	24'	129'	-	-	-	-	-	-	19	15	-	-	-
GENERATIONS BALLROOM	12,000	75'	160'	21'	-	1250	500	290	-	75	60	900	720	1,200
GENERATIONS A	3,600	75'	48'	21'	-	400	160	86	103	23	18	300	240	360
GENERATIONS A1	1,200	25'	48'	21'	-	133	50	29	34	8	6	100	80	120
GENERATIONS A2	1,200	25'	48'	21'	29	133	50	29	34	8	6	100	80	120
GENERATIONS A3	1,200	25'	48'	21'	29	133	50	29	34	8	6	100	80	120
GENERATIONS A1 & A2	2,400	50'	48'	21'	29	266	100	58	69	15	12	200	160	240
GENERATIONS A2 & A3	2,400	50'	48'	21'	-	266	100	58	69	15	12	200	160	240
GENERATIONS B	3,975	75'	53'	21'	-	420	160	90	114	25	20	330	264	365
GENERATIONS AB	7,575	150'	101'	21'	-	820	320	-	-	38	48	630	400	725
GENERATIONS C	4,425	75'	59'	21'	-	490	184	106	127	28	22	360	288	443
GENERATIONS BC	8,400	150'	112'	21'	-	910	344	-	-	53	42	690	552	808
CONSTELLATION BALLROOM PRE-FUNCTION WEST	2,856	24'	119'	-	-	-	-	-	-	18	14	-	-	-
CONSTELLATION BALLROOM PRE-FUNCTION SOUTH	1,680	21'	80'	-	-	-	-	-	-	11	8	-	-	-
CONSTELLATION BALLROOM	5,000	50'	100'	18'	-	550	200	120	140	31	25	400	320	500
CONSTELLATION 1	1,250	24'	52.1'	18'	30	140	52	30	36	8	6	100	80	125
CONSTELLATION 2	1,250	24'	52.1'	18'	30	140	52	30	36	8	6	100	80	125
CONSTELLATION 3	1,250	24'	52.1'	18'	30	140	52	30	36	8	6	100	80	125
CONSTELLATION 4	1,250	24'	52.1'	18'	30	140	52	30	36	8	6	100	80	125
CONSTELLATION 1&2	2,500	48'	52.1'	18'	-	275	104	60	72	16	13	200	160	250
CONSTELLATION 1,2,3	3,751	72'	52.1'	18'	-	400	156	90	100	23	19	300	240	375
CONSTELLATION 2&3	2,500	48'	52.1'	18'	-	275	104	60	72	16	13	200	160	250
CONSTELLATION 2,3,4	3,751	72'	52.1'	18'	-	400	156	90	100	23	19	300	240	375
CONSTELLATION 3&4	2,500	48'	52.1'	18'	-	275	104	60	72	16	13	200	160	250
<b>TRAIL HEAD ROOMS</b>														
SANTA FE	1,200	23'	52.2'	13'	29	133	50	29	34	8	6	100	80	120
HOMESTEAD	1,200	23'	52.2'	13'	29	133	50	29	34	8	6	100	80	120
SKYLINE	1,200	23'	52.2'	13'	29	133	50	29	34	8	6	100	80	120
<b>ROCK ROOMS</b>														
CATHEDRAL ROCK	1,000	24'	41.7'	11'	24	110	40	24	29	-	-	80	64	100
BALANCED ROCK	1,000	24'	41.7'	11'	24	110	40	24	29	-	-	80	64	100
<b>BOARDROOMS</b>														
NOCTUA	806	31'	26'	14'	20	-	-	20	23	-	-	-	-	-
SAGGITA	806	31'	26'	14'	20	-	-	20	23	-	-	-	-	-
TOTAL INDOOR SPACE	30,232													
<b>OUTDOOR</b>														
EAGLES PEAK EVENT LAWN	4,000				-	400	-	-	-	-	-	330	264	400
FLAT IRON PLAZA	5,500				-	600	-	-	-	-	-	450	360	550

# A Destination as Majestic as Your *Love Story*

Nestled at the base of the [Rocky Mountains](#), [Colorado Springs](#) offers a stunning blend of natural beauty, iconic landmarks and adventure-filled charm. From the towering red rocks of [Garden of the Gods](#) to the summit of [Pikes Peak](#), it's a destination that inspires awe at every turn. A wedding at [Hotel Polaris](#) doesn't just embrace the spirit of Colorado Springs—it elevates it. Overlooking the [U.S. Air Force Academy](#) and framed by mountain views, our resort-style setting pairs the region's breathtaking landscapes with modern elegance, exceptional service and unforgettable experiences.

It's Colorado Springs, reimagined for your once-in-a-lifetime celebration.





# Your Wedding Weekend

## Itinerary at Hotel Polaris

### WHERE LOVE TAKES FLIGHT

From your first toast to your final farewell, your wedding at Hotel Polaris is curated to celebrate every moment in extraordinary style. Set against the majestic Colorado Rockies, your stay blends luxury, relaxation and one-of-a-kind experiences that take your celebration to new heights.

### DAY 1: ARRIVAL & WELCOME

Check into your elevated guestroom or suite, designed with mid-century modern flair and mountain views that set the tone for the weekend. Host a welcome reception or cocktail hour on our scenic outdoor terrace to kick off the festivities.

### DAY 2: SPA DAY & REHEARSAL DINNER

Enjoy a day of calm before the celebration begins with a customized spa experience at Ascend Spa & Wellness. Indulge in curated treatments for couples and bridal parties—from deep tissue massages to oxygen facials and signature body therapies.

Afterward, unwind poolside in a private cabana, the perfect pre-wedding escape with your closest friends or partner. Whether you spend the afternoon soaking in the sun by the heated outdoor pool or exploring nearby Colorado Springs landmarks like Garden of the Gods, it's a serene start to your "I do" weekend.

In the evening, gather your closest family and friends for a memorable rehearsal dinner in one of our unique dining venues:

**Pamela's** – an intimate and elegant setting, perfect for rehearsal dinners and private receptions. Enjoy chef-curated menus paired with local wines, all in a refined atmosphere. For a truly unforgettable experience, our private dining room offers sweeping views of Davis Airfield, creating a stunning backdrop for your special day.

**The Aviator** – a stylish, aviation-inspired venue that brings a sense of casual elegance to your wedding celebration. Perfect for lively toasts and unforgettable moments, The Aviator features expertly crafted cocktails, a vibrant atmosphere and plenty of space to mingle and celebrate in style.

# Your Wedding Weekend Continued

## DAY 3: WEDDING DAY

Prepare for the big moment in our spacious suites, complete with natural light and thoughtful amenities.

Exchange vows overlooking the U.S. Air Force Academy on the Eagles Peak Event Lawn, with panoramic views of the Colorado Rockies.

Host an elegant indoor reception in the Constellations Ballroom or go grand in the Generations Ballroom, both offering floor-to-ceiling windows and flexible layouts to suit your vision.

Dance the night away before retreating to your suite as newlyweds.

## DAY 4: FAREWELL BRUNCH & TAKE FLIGHT

Say goodbye in style with a relaxed farewell brunch at Pamela's, where guests can savor locally inspired dishes and share favorite moments from the weekend.

Begin your honeymoon in a truly unforgettable way—fly to your next adventure with a one-of-a-kind sendoff in our state-of-the-art flight simulators, a nod to our aviation roots and your journey ahead.





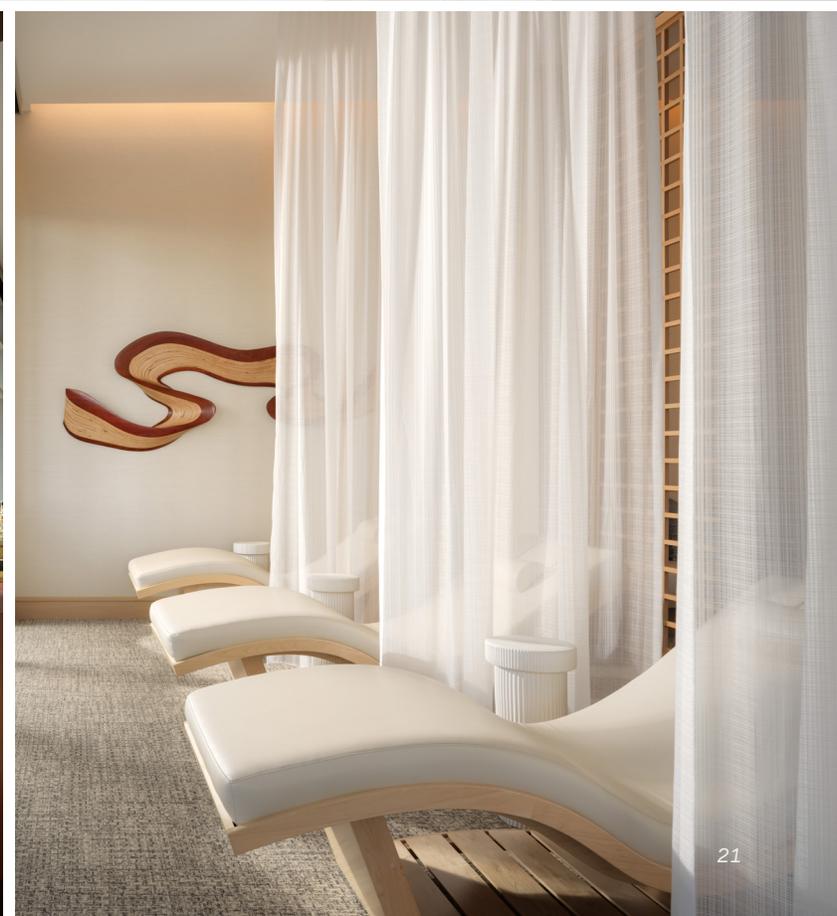


## *Elevated Comfort.* Inspired Experiences.

Hotel Polaris offers a curated collection of amenities designed to relax, inspire and elevate every stay:

- **Resort-Style Setting** in the heart of Colorado Springs, with stunning views of the Rocky Mountains and U.S. Air Force Academy
- **46,000+ sq ft of Indoor & Outdoor Event Space**, including ballrooms, scenic lawns and naturally lit meeting rooms
- **Six Distinct Dining Outlets**, from refined cuisine at Pamela's to cocktails at The Aviator
- **Ascend Spa & Wellness** offers curated treatments, couples' services and wellness experiences
- **Heated Outdoor Pool** with lounge seating and mountain views
- **State-of-the-Art Flight Simulators** – a one-of-a-kind experiential amenity that honors our aviation-inspired roots
- **Elevated Guestrooms & Suites** with mid-century modern design, premium amenities and breathtaking vistas
- **Fitness Center** and access to nearby outdoor adventures in the Pikes Peak region
- **Wedding & Event Planning Services** tailored to create seamless, unforgettable celebrations





# Frequently Asked Questions

## Packages & Offerings

### HOW MANY GUESTS CAN HOTEL POLARIS BE ACCOMMODATED FOR WEDDINGS?

Your wedding can be as grand or intimate as your love story. Our stunning 4,000 square foot event lawn and versatile indoor spaces provide the perfect canvas to celebrate your big day.

### CAN WE HOST BOTH THE CEREMONY AND RECEPTION AT HOTEL POLARIS?

Why split the magic between venues when you can have it all in one breathtaking location? Exchange vows under the open sky on our lush Event Lawn, then transition effortlessly into an elegant indoor reception. Your guests won't just attend your wedding – they'll be swept up in an unforgettable journey.

### WHAT IS INCLUDED IN YOUR WEDDING PACKAGES?

Our packages include the essential items needed to bring your vision to life: elegant tables and chairs, crisp linens, sparkling flatware and glassware, and a sparkling wine toast to celebrate your love. Customization such as unique décor and curated culinary experiences to make your day one-of-a-kind are also available for an additional fee.

### ARE THERE OPTIONS FOR SMALLER OR MORE INTIMATE WEDDINGS?

Big or small, your love deserves to shine. Our micro wedding packages are perfect for intimate gatherings that don't sacrifice style or sophistication. Picture a heartfelt ceremony followed by a cozy celebration with your nearest and dearest – because sometimes, less is more.

### WHERE CAN I RECEIVE ADDITIONAL RELAXATION?

Inspired by the Academy's spirit of vitality, Ascend Spa & Wellness blends rejuvenating therapies with invigorating wellness practices to help you feel your best as you prepare for your special day.

### WHAT KIND OF CULINARY OFFERINGS CAN WE EXPECT?

Get ready to wow your guests with an unforgettable culinary experience. Our on-site chefs have crafted menus that are uniquely for you with interactive stations, gourmet plated dinners and decadent desserts. Every bite is designed to delight and reflect your love story.

### WHAT SETS HOTEL POLARIS APART FROM OTHER WEDDING VENUES?

Hotel Polaris isn't just a wedding venue – it's a destination where romance and adventure soars. Nestled at the North Gate of the U.S. Air Force Academy, we offer unparalleled experiences: panoramic mountain views, luxurious spaces and the only onsite F-16 and 737 flight simulators in the country. From stunning ceremonies to jaw dropping guest experiences, we make every moment extraordinary.

### CAN I BRING IN MY OWN ALCOHOL?

All alcohol must be supplied by Hotel Polairs per Colorado State Law. Guests must be at least 21 years old to consume alcohol, and the hotel reserves the right to refuse service at its discretion.

### IS A CHAMPAGNE TOAST INCLUDED IN MY WEDDING PACKAGE?

Yes, a "splash" of our house sparkling wine is included in your selected wedding package, to serve you and all your guests. A non-alcoholic option is offered as well and included in your package.

# Frequently Asked Questions (continued)

## Wedding Coordinators

### CATERING SALES MANAGER VS. WEDDING COORDINATOR

While the Hotel Catering Sales Manager manages overall event logistics such as contracts, food, beverage and space arrangements, a dedicated Wedding Planner or Coordinator focuses entirely on your wedding day's flow. This ensures that you can fully enjoy your special day without worrying about logistics. Your Wedding Coordinator will facilitate the day's events. She will be responsible for keeping the wedding on schedule and ensuring that all your wedding day details go as planned. Your Wedding Coordinator is licensed and insured and is required to be onsite for the entire 14-hour All Day, Ceremony and Reception time block.

### DOES THE HOTEL POLARIS REQUIRE A DAY-OF WEDDING COORDINATOR?

Yes. For all wedding events, Hotel Polaris requires a Day-of Wedding Coordinator to ensure your event runs smoothly. This coordinator will focus on every detail, coordinating vendors, managing the timeline, overseeing guest arrival, and ensuring your vision is executed seamlessly.

### DO YOU HAVE A RECOMMENDATION FOR A DAY-OF COORDINATOR?

Yes. Hotel Polaris has partnered with one of the most sought-after wedding planning companies, SK Events, to offer exclusive wedding coordination and planning packages. These tailored packages are available only to couples who have contracted their wedding with Hotel Polaris, ensuring that your special day is executed flawlessly and in alignment with your vision.

## Rentals

### DOES HOTEL POLARIS PROVIDE RENTALS SUCH AS LINEN, GLASSWARE, CHINA, ETC.?

Yes. Although the hotel offers a foundation of items complementary, our exclusive partnership with Event Rents will assist you in crafting a spectacular wedding. Offering top tier rentals and unmatched dedication ensure every detail shines.

<https://eventrents.com/look-book>

## AV Services

### DOES HOTEL POLARIS OFFER ANY ON-SITE AUDIO-VISUAL SERVICES?

Yes. Encore Audio-Visual can handle the technical details of your wedding. Encore will provide creative services to bring plans to life, from stylish themes to customized visuals.

### CAN I LIVE STREAM MY CEREMONY AND/OR RECEPTION?

Yes, most of our event sites have Wi-Fi capability.

### IS THERE POWER AT THE OUTDOOR CEREMONY SITE FOR A SOUND SYSTEM?

Yes. All of our ceremony and event space locations have power.

## Preferred Vendors

### DO YOU HAVE A LIST OF REQUIRED / PREFERRED VENDORS?

Yes, please inquire with your catering sales manager and they will provide the hotel's preferred list.

# Frequently Asked Questions (continued)

## Photography & Videography

### ARE THERE ADDITIONAL LOCATIONS AROUND THE PROPERTY TO TAKE PHOTOS?

Yes. Hotel Polaris offers many stunning indoor and outdoor, Instagram-worthy locations for your wedding photos. Please review desired spaces with your catering sales manager.

### CAN I HIRE A DRONE PHOTOGRAPHER?

No, drones are prohibited in Air Force Academy air space.

## Rehearsals

### WHEN ARE REHEARSALS SCHEDULED?

All rehearsals are officially scheduled 45 days out and are held the day before the wedding from 5:00 PM – 6:00 PM. Exclusive for Hotel Polaris couples, you can have a welcome reception, rehearsal dinner following your rehearsal from 6:00 PM – 12:00 AM

## Final Walk-Through

### DOES THE HOTEL POLARIS REQUIRE A FINAL WALK-THROUGH MEETING? IF SO, WHEN AND HOW SHOULD WE SCHEDULE THIS MEETING?

Yes. A final walk-through is required and essential for creating a seamless event. Walk-throughs should initially be scheduled between your Wedding Coordinator and Catering Sales Manager. This meeting may take place via Zoom, Google Meetings, Face to Face or Phone Conference Call. Your Wedding Coordinator, Hotel Chef, Hotel Banquet Manager, Hotel Beverage Manager and Catering Sales Manager should all be in attendance.

## Timing of the Event

### HOW MANY HOURS DO WE GET THE VENUE FOR A WEDDING?

Depending on the package you select, anywhere from 1 hour (Proposals Package) to 14 hours for a day of getting ready, photos, ceremony and reception time. This does not include clean up time.

### WHAT IS THE BEST WAY TO BREAK DOWN THE 14 – HOUR TIME FRAME FOR A CEREMONY AND WEDDING RECEPTION?

6 hours for Ready Rooms, hair, make-up, getting dressed, breakfast, lunch, photos, 1 hour for the ceremony, 1-2 hours for cocktails, 4-5 hours for the reception. Full day weddings are to end at 12:00 AM.

### WHAT TIME SHOULD I HAVE MY GUESTS ARRIVE AT HOTEL POLARIS FOR MY WEDDING?

At least 35 – 40 minutes before the ceremony start time. This will allow your guests to park and find their way to the ceremony site.

### WHEN WILL MY VENDORS ARRIVE ON PROPERTY?

Your Wedding Coordinator will arrive in the morning. Your florist will arrive before photos are taken; other vendors will arrive an hour to two hours before the start of the ceremony.

# Frequently Asked Questions (continued)

## Weather

### WHEN IS IT DECIDED TO MOVE MY CEREMONY INSIDE DUE TO THE WEATHER?

Temperature below sixty (60) degrees and/or wind gusts more than twenty (20) mph shall also be cause to hold the function indoors.

For daytime and evening events, the Hotel and Wedding Coordinator will decide (4) hours before on the day of your event whether the event will be held inside or outside as Colorado weather changes rapidly.

In all cases, the Hotel reserves the right to make the FINAL decision, especially if lightning storms or severe weather conditions are expected in the vicinity that may endanger the safety of guests or employees. Once an event is moved indoors due to weather, it cannot be moved back to its original outdoor location.

### I WANT AN OUTDOOR CEREMONY, BUT I AM CONCERNED ABOUT THE WEATHER. DO YOU HAVE A CONTINGENCY PLAN FOR INCLEMENT WEATHER?

Yes. We will block an indoor back up space that will accommodate your number of guests.

## Event Insurance

### WHY DO I HAVE TO GET LIABILITY INSURANCE?

Event insurance is required by many ceremony and reception sites. Hotel Polaris has put this policy into place to help protect our clients in the event they are held liable for property damage or bodily injury as well as alcohol-related accidents. Here are two links to easily obtain liability insurance: <https://www.wedsure.com/colorado-wedding-insurance/> and <https://www.ewedinsurance.com/>

### WHAT LEVEL OF COVERAGE DO YOU REQUIRE FOR MY EVENT?

General Liability in the amount of \$1 Million per occurrence.

### DO MY PERSONAL VENDORS THAT I HAVE HIRED OUTSIDE OF THE HOTEL PACKAGE NEED INSURANCE?

Yes. All vendors must have a valid business license and a minimum of \$1 Million of liability insurance. Keep in mind that the Hotel Polaris has a Preferred Vendors List for your use. The vendors have been vetted and have the proper certificates on hand.

### HOW DO I PURCHASE THE LIABILITY INSURANCE REQUIRED BY HOTEL POLARIS?

We recommend going through one of these three companies. [www.wedsafe.com](http://www.wedsafe.com), [www.wedsure.com](http://www.wedsure.com) or [www.wedinsurance.com](http://www.wedinsurance.com). Fill out the short application, pay the required amount (typical cost is \$175.00), email your Catering Sales Manager a copy of the certificate of liability, and you are done! These three companies are featured in Wedding Wire and the Knot.



# HOTEL POLARIS®

8989 North Gate BLVD  
Colorado Springs, CO 80921  
(833) 311-5581