



*Cottonwood
Inn & Suites
Wedding Packet*

Everything you need to know,
all in one place.

10/4/2024

MONTANA MARRIAGE LAWS & INFORMATION

RESIDENCY REQUIREMENTS

*You do not have to be a resident of
Montana.*

WAITING PERIOD

*Montana law allows you to get married immediately after officially
receiving you marriage license. No waiting period is necessary
unless under the age of 18.*

*Montana marriage licenses expire after 6 months. If your license
expires before you wed, you may reapply for another license.*

LICENSE FEES

*The cost of a marriage license in Montana is \$53, and
can be paid by cash, money order, or credit/debit card.
Credit and debit card payments may have a processing
fee added. Personal checks are not accepted.*

ID REQUIREMENTS

Age: Be at least 18 years old, or have parental consent and judicial approval if you're younger

Identification: Provide a valid photo ID, such as a driver's license or passport

Birth information: Provide your birth city, county, state, or foreign country

Social Security number: Provide your Social Security number

Parental information: Provide your parents' first, middle, and last names, current city and state of residence, and state or foreign country of birth

Previous marriage information: If applicable, provide the date, county, and state of dissolution or death of your previous spouse

Counseling: Provide proof of two counseling sessions that were at least 10 days apart

Judicial approval: If you're under 18, a District Court Judge must approve and sign your application

Receptions

ROOM RENT

The reception hall is \$400.00 from Noon on Friday through Noon on Sunday, including dance floor and stage for head table, setup of tables, chairs, linens & necessary food/beverage items. All decorations must be cleared unless otherwise arranged by Noon on Sunday. A \$200.00 deposit is required at the time of booking. Deposit will be entirely refunded if canceled 90 days prior to the scheduled event.

MUSIC

The Cottonwood Inn will contribute \$100.00 towards a live band if the dance is open to the public.

BEER, WINE, & CHAMPAGNE

Unless specifically requested not to, the back bar will be open during the reception and dance. Any alcoholic beverages provided to your guests must be purchased through the Cottonwood & Suites, as it is served on our premises and covered under our liquor license. Keg beer is only permitted when both the bride and groom are over 21 years of age. A 16-gallon keg is \$180.00 and an 8-gallon keg is \$110.00 for domestic (ask about options). We reserve the right to serve keg beer out of the back bar. Wine or champagne will be quoted based upon your selection. We recommend Cook's or Ballatore Spumonte' which is \$25.00 per bottle or \$160.00 per case of 12 bottles.

Catered Bar Fees

Less than 99 Guests \$500 plus \$40 an hour for (Two bartenders)
100-199 Guests \$600 plus \$60 an hour for (Three bartenders)
200-299 Guests \$700 plus \$60 an hour for (Three bartenders)
300-399 Guests \$800 plus \$60 an hour for (Three bartenders)

Hosted Bars will have an automatic gratuity of 18%

COFFEE & PUNCH

Coffee is \$70.00 per urn (50 cups) and Punch is \$40.00 per punch bowl (serves 50). With the purchase of coffee, we provide Styrofoam cups and have a silver coffee urn for your use. With the purchase of punch, we provide plastic glasses and have a dispenser for your use. If you are bringing your own coffee or punch you will need to provide cups and glasses or purchase them through us.

WEDDING NIGHT ROOM

When you book your reception with us we are pleased to offer a special for the bride and groom. For all weddings/receptions in house we will provide a changing/wedding night room the night of your reception. This offer is based on availability between the hot tub and family suites and reservations should be made through the front desk.

ROOM BLOCKS

Whether you book your reception with us, or choose another venue, we are happy to help accommodate your guests. Simply inquire at the front desk for group block availability.

All prices are subject to change

Rentals

Black Folding Chairs \$1.00 each
5' Round Tables (Seat 8) \$6.00
8' Long tables (Seat up to 10) \$7.00
Cloths for Tables \$5.00

Set up and take down fee:
\$20 per man hour – This would be above and beyond delivery & pickup fee, if we are having to supply people to setup and take down tables and chairs.

Delivery & Pickup Fee:
0 – 25 miles \$100
Over 25 miles \$200

Responsibility for equipment remains with the renter from the time of delivery to the time of pickup. Please make sure all equipment is secure when not in use and protected from the weather. We do charge for missing, broken, burned, or damaged items.

The Cottonwood Inn & Suites is not responsible for tree, shrub or grass damage caused by delivery or installation.

The Cottonwood Inn & Suites is not responsible for damages to underground sprinkler systems, water, gas, or electrical lines.

Cottonwood Inn's 40 X 60 tent is to be used on our property only. Our 40 X 60'tent includes setup, tables, linen, seating, the walls and lighting from Noon the day before the event through Noon the day after for a cost of \$800.00

All decorations must be cleared out by the end date deadline unless otherwise arranged.



Catering Menu

While your guests wait for the arrival of the bride and groom they can enjoy wine, cheese and appetizers.

A large assortment of wines can be specially ordered to your taste or you can choose from our house wines while you enjoy some appetizers . Please put in your selection for wines and we will do our best to accommodate your request!

COMBINATION PARTY TRAYS

Fresh Fruit (Seasonal)

12 inch \$40.00 10-15 guests
16 inch \$50.00 15-25 guests
18 inch \$65.00 25-35 guests

Vegetable with dip (Seasonal)

12 inch \$40.00 10-15 guests
16 inch \$50.00 15-25 guests
18 inch \$65.00 25-35 guests

Fruit and Cubed Cheese

12 inch \$55.00 10-15 guests
16 inch \$65.00 15-25 guests
18 inch \$80.00 25-35 guests

Roast Beef, Turkey, Ham, & Cheeses

12 inch \$60.00 10-15 guests
16 inch \$70.00 15-25 guests
18 inch \$85.00 25-35 guests

Add dinner rolls for \$9 per dozen.
Condiments included when trays are served in house.



APPETIZERS

Boneless Chicken Wings (4 orders) \$14.25

Bone-In Wings (4 orders) \$15.00

Choice of tossed or sauce on the side: Buffalo, Sriracha bourbon, Honey Garlic, Sweet Chili Teriyaki, Franks Honey Habanero or BBQ

Cream Cheese Tortilla Roll Ups (4 dz) \$25.00

Creamed cheese mixed with seasonings, cheese and diced vegetables.

Shrimp Cocktail

Market Price

Large prawns peeled and deveined then cooked and chilled. Served with lemon and cocktail sauce.

Stuffed Mushrooms (4 dz) \$40.00

Roasted Button mushrooms stuffed with seasoned sausage and cream cheese.

Little Smokies (2 lbs serves 8) \$40.00

Cocktail sausages served in BBQ sauce.

Cocktail Meatballs (4 dz) \$40.00

Home made meatballs baked and served in a cranberry BBQ sauce.

Ham and Sweet Pickle Rollups (4 dz) \$35.00

Deli ham and cream cheese wrapped around sweet gherkin pickle spears.



SERVED ONLY DINNERS

All served dinners include buns, butter & a served dressed, tossed salad. One side option & one vegetable option included unless otherwise noted.


20 guests minimum 18% Gratuity added to all meals.

Mushroom Chicken in White Wine Sauce \$24
Pan seared chicken breasts with a homemade white sauce and mushrooms.

Chicken Oscar \$35
Grilled chicken breast over house mashed potatoes, asparagus and hollandaise sauce, topped with Krab. No additional sides.

Pork Loin Medallions \$24
Seasoned and slow roasted.

Prime Rib
Fresh cuts of house seasoned & roasted Prime Rib cooked med-rare to medium.
10 oz \$35.00 14 oz \$38.00



One Entrée \$25.00
Two Entrée \$28.00
Three Entrée \$33.00

*Dinner buffets include a relish tray, tossed salad,
1 assorted salad, buns and butter. 20 guests
minimum.*

*20 guests minimum 18% Gratuity added to all
meals.*

Buffet & Served Options

Roast Beef

Seasoned inhouse and served in au jus/gravy.

Beef and Broccoli

*Thinly sliced sirloin steak & broccoli stir fry
served with rice pilaf. No additional sides.*

Swedish Meatballs

Made inhouse & served with rich cream sauce.

Chicken Parmesan

*Breaded chicken breast, marinara sauce, and
mozzarella cheese over linguini.*

Chicken Alfredo

*Grilled & diced chicken breast served over
linguini & topped with broccoli & alfredo sauce.
No additional sides.*

Baked Ham

Slow cooked moist ham slices.

Pork Ribs

Your choice of BBQ sauce or dry rub.



*PLEASE CHOOSE ONE OF EACH FOR THE
GROUP UNLESS OTHERWISE NOTED.*

*BAKED POTATO
LOADED MASHED POTATOES
HOUSE MASHED POTATOES WITH GRAVY
ROSEMARY ROASTED POTATOES
HOME MADE MAC N CHEESE*

*BRUSSEL SPROUTS
BACON GREEN BEANS
ROASTED VEGETABLE MEDLEY
STEAMED BROCCOLI
SWEET CORN
BBQ BAKED BEANS*

We would be more than happy to prepare a meal at your request or to fit your budget. Special dietary needs can be accommodated.

48 hour notice required.

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Thank you for inquiring about having your special day with the Cottonwood Inn. I look forward to working with you.

Melissa Sigmundstad, Catering/Sales/Marketing

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