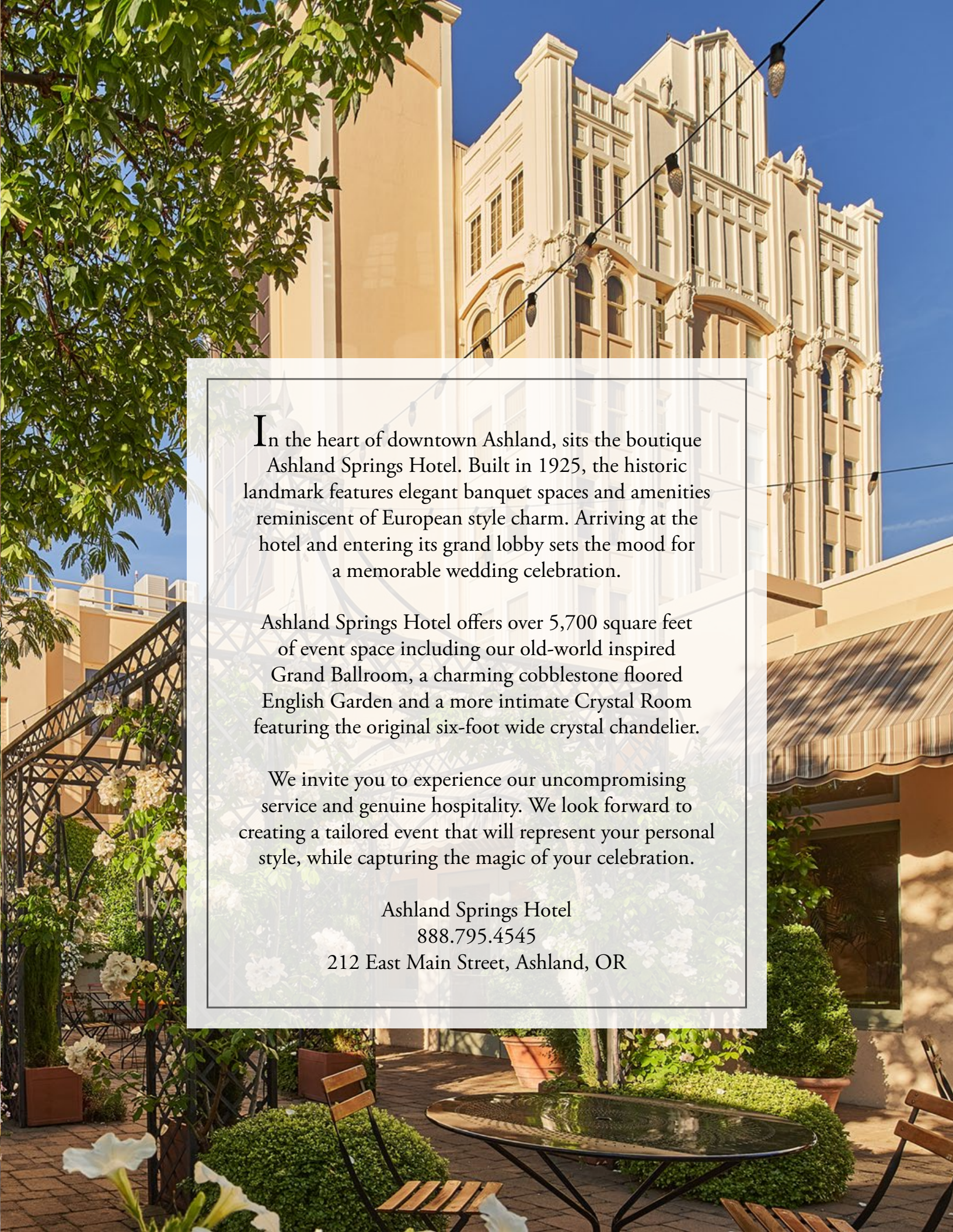




*Ashland Springs Hotel*





In the heart of downtown Ashland, sits the boutique Ashland Springs Hotel. Built in 1925, the historic landmark features elegant banquet spaces and amenities reminiscent of European style charm. Arriving at the hotel and entering its grand lobby sets the mood for a memorable wedding celebration.

Ashland Springs Hotel offers over 5,700 square feet of event space including our old-world inspired Grand Ballroom, a charming cobblestone floored English Garden and a more intimate Crystal Room featuring the original six-foot wide crystal chandelier.

We invite you to experience our uncompromising service and genuine hospitality. We look forward to creating a tailored event that will represent your personal style, while capturing the magic of your celebration.

Ashland Springs Hotel  
888.795.4545  
212 East Main Street, Ashland, OR





# Check List

## 6 - 12 months —————○

- ❏ Announce your engagement
- ❏ Pick the date and compose your guest list
- ❏ Research and visit wedding and reception venue
- ❏ Create a wedding website
- ❏ Book blocks of hotel rooms in varying price ranges for out-of-town guests
- ❏ Interview vendors: Photographer, Videographer, Florist, Officiant, Entertainment
- ❏ Start shopping for a dress and bridesmaid dresses

## 4 - 6 months —————○

- ❏ Send save-the-date cards
- ❏ Select invites
- ❏ Purchase your wedding rings
- ❏ Do cake tasting and reserve cake vendor
- ❏ Reserve rental equipment (tent, chairs, tables, etc.)
- ❏ Arrange transportation to and from your wedding

## 2 - 4 months —————○

- ❏ Finalize guest list
- ❏ Select a hair stylist and makeup artist
- ❏ Finalize menu
- ❏ Arrange rehearsal dinner
- ❏ Mail invitations eight weeks prior to the big day

## 1 month —————○

- ❏ Organize RSVPs and contact guests
- ❏ Get marriage license
- ❏ Review “must have” shots with photographer and videographer
- ❏ Meet with hair stylist/ makeup artist for a test run
- ❏ Write vows and toasts

## 1 - 2 weeks —————○

- ❏ Confirm final guest count and wedding day schedule with all vendors
- ❏ Confirm all transportation arrangements
- ❏ Share wedding day schedule with wedding party and family members
- ❏ Pack for wedding night and honeymoon

## The day before —————○

- ❏ Prepare payment envelopes for vendors and determine how they will be delivered
- ❏ Rehearse ceremony with officiant and wedding party



*“Words cannot express how amazing this venue and staff was on our wedding date. Still to this day when my wedding is brought up people rave about how amazing the food and venue was. I fully plan on one day going back and renewing my vows with my husband.”*

*~Ashley*

*“Everything was beautiful. Many people told me it was one of the best venues they’d been to for a wedding, and I certainly agree. If you’re considering Ashland Springs for your wedding, I just have two words for you... book it!”*

*~Katt*





Event Spaces	Dimensions	Square Feet	Ceiling Hight	Rounds of 10	Rounds with Dance Floor	Cocktail Reception	Theatre Seating
Grand Ballroom	78' x 30'	2,340	see below	220	190	350	300
Ballroom I	31' x 30'	930	11'4"	60	---	75	84
Ballroom II	47' x 30'	1,410	10'11"	80	60	100	100
Conservatory	65' x 21'	1,365	9'	60	---	100	180
English Garden	76' x 30'	2,280	---	80	---	150	180
Palm Room	41' x 30'	785	8'1"	40	---	40	50
Crystal Room	37' x 41'	1,405	17'4"	70	50	100	75
Mezzanine	6' x 31' 4' x 16'	786	9'	30	---	30	---



*Complimentary Wedding Amenities & Services*

- Individualized wedding consulting
- Dedicated rehearsal space and time
- Set up and tear down day of wedding
- White ceremony chairs
- Event tables, standard chairs
- Built in dance floor
- White linens and napkins
- Table setting, votive candles
- Glass hurricane candle holders
- Cake and cupcake stands

*Enhancements*

- Gold chiavari chairs with ivory cushions
- Gold sequin, floor length linen
- Audio visual equipment
- Bridal dressing room

*Time Frames*

Any five-hour time frame may be chosen up to 10:00pm. After five hours an additional rate applied per hour.

Contact our wedding specialist for a tailored proposal 541.631.2006

*Deposits*

A non-refundable deposit required for all events with a signed contract.

*Overnight Rooms for Guests*

Our hotel features charming European style rooms. A discounted group rate is offered for wedding parties based on availability. Contact: Karolina@NeumanHotelGroup.com to discuss overnight accommodations for your guests.

**Hotel amenities and services:**

- Complimentary hot continental breakfast
- Complimentary steam and sauna at Waterstone Spa
- Free access pass to SNAP Fitness
- Free WiFi
- Free parking
- EV charging stations
- On-site LARKS Restaurant offering dine in, to go and room service

*Parking*

Hotel's gated parking lot is reserved for overnight hotel guests. The City of Ashland parking garage is located adjacent to the hotel.





## *Elevated Local Catering*

We are passionate about all things Oregon. Each dish skillfully executed in our kitchen is a celebration of Oregon's farms, orchards, creameries and meat ranchers. Our culinary team, guided by Executive Chef Franco Console of award-winning LARKS Restaurant, offers guests delightful local and seasonally inspired flavors. We believe in extending warm and engaging service through every stage of your wedding. Enjoy delicious food, fun beverages, and elevated customer service.

Planning a rehearsal dinner? We are here to execute truly memorable events. During your pre and post wedding day celebrations, enjoy the convenience of a delicious meal from our hotel's LARKS Restaurant. Featuring craft cocktails, local wine, beer, and attentive service. We look forward to making your wedding spectacular.

## *Boutique Comfort*

Historic landmark Ashland Springs Hotel is more than a place to stay. It's an experience. A place to relax, to celebrate and indulge. This lovingly restored European style boutique hotel offers 70 guest rooms, each tastefully designed and featuring many modern amenities and services. Elegant eclectic décor comprised of custom painted furniture and muted fabrics combined with 19th century pressed and framed French herbs emphasize the hotel's overall naturalist theme. Crisp white linens, goose down comforter and a French style quilt layer stylishly over incredibly comfortable beds that exude a sense of eased luxury.





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## *Relax. Renew. Restore.*

Spoil yourself and your bridesmaids with a luxurious spa escape. Our boutique Waterstone Spa in charming downtown, offers a full experience with amenities like steam and sauna, Victorian soaking tub, Vichy shower treatment room, and a light filled solarium. Experience restorative treatments that soothe muscles and nourish the skin with specially curated organic products. Enjoy holistic treatments, including facials like Gua Sha, massages, body polishes, and aromatherapy. Host a wellness party with your friends and family and indulge in an unforgettable experience.

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Ashland Springs Hotel / 212 East Main Street Ashland, Oregon / 541.631.2006 / 888.795.4545  
[AshlandSpringsHotel.com/weddings](http://AshlandSpringsHotel.com/weddings)