

2022 - 2023

Balch Hotel

Historic Event Venue

# Wedding Guide



— HISTORIC —  
**BALCH  
HOTEL**



# About the Balch Hotel

The Balch Hotel is an award-winning, historic, 20-room boutique inn, brimming with romance and elegance. Experience the expanse and simplicity of the country with grounds that boast rolling hills, towering pine and fir trees, open spaces, a soothing pond and waterfall, and panoramic views of the Columbia Gorge National Scenic area. With over 300 days of sunshine, it's a sunny getaway centrally located in Dufur, Oregon, where the Gorge meets Oregon's High Desert. We are 13 miles south of The Dalles, a quick 1 hour, 40 minutes east of Portland, 3.5 hours from Seattle, and 2 hours from Salem or Bend.

## Your Balch Team



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GROUP & EVENT SALES

FOR VENUE INQUIRIES, CLIENT  
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# The Setting

The Balch Hotel has a rich history, built in 1907 to lodge travelers from the nearby rail station. Situated on ancestral lands along the Oregon Trail, the Balch is listed on the National Register of Historic Places. Nestled in Oregon's farming heartland and at the foot of Mt Hood, the property is surrounded by fields of golden wheat and green alfalfa.

*From the gorgeous chandeliers in the lobby, the view of Mt. Hood, the immaculately manicured lawn, to the charming guest rooms, this venue is amazing. My guests were blown away by the beauty of the hotel, and it made for the most unforgettable, personal, and magical day.*

*~ Alicia*



*Thank you so very much for your hospitality. There are so many things you did I can't begin to list them. I hope that more people find your hotel and realize the unique setting and first-class treatment you provide.*

*~ Gary*

## The Grounds

We offer more than an acre of beautifully landscaped grounds that invite a number of layouts and al fresco experiences for both ceremony and reception. The setting is park-like and peaceful, with brilliant natural color every season of the year. Our sunken flagstone patio with a stunning mountain view is also perfect for dancing the night away.



# Historic Interiors

We encourage you to explore our beautiful indoor spaces, including the elegant, vintage parlor and lobby, to create timeless memories that reflect your unique style and personality. Our 20 guest rooms are charming, with 1907 character, each individually furnished with period antiques.

*Thank you so much for making our wedding day so special. Many people I talked to said it was one of the best places they have ever been to a wedding.*

*~ Jon*

# Elopement

Starts at \$1,377 + Guest Accommodations

Tie the knot with a tight-knit group of up to 8 of your dearest family and friends. A more casual, spontaneous, and minimalist choice, but no less magical! No hotel buyout is required, just 5 rooms held for your group: the Honeymoon Suite and 4 Signature Queens. The hotel and restaurant remain open to the public, but you can tuck away in the vintage parlor with exclusive use of that charming space, along with a parcel of our outdoor grounds.

# The Classic

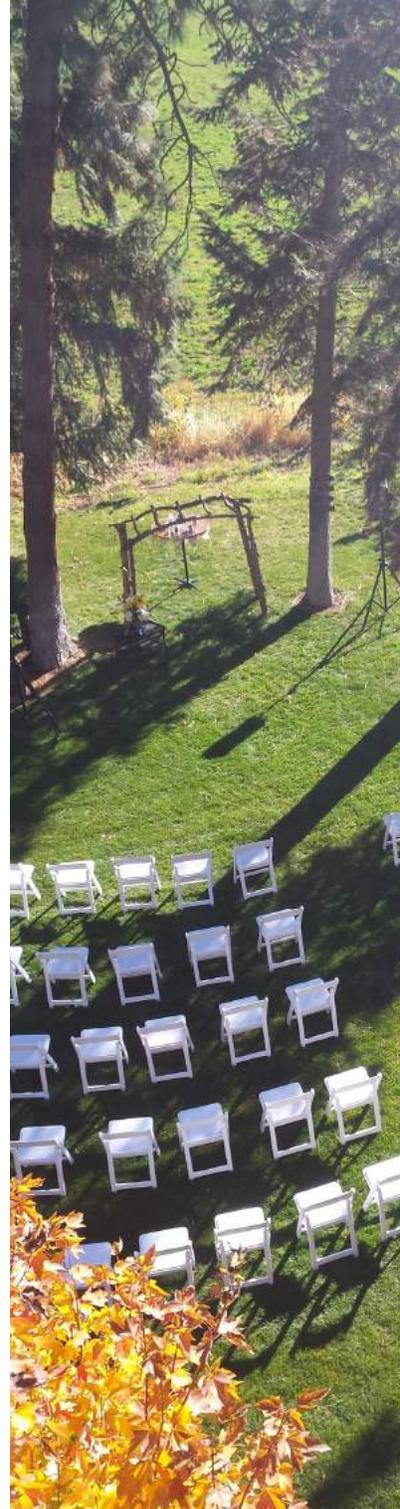
Starts at \$3,763 + Guest Accommodations

The day is yours, and so is the ENTIRE hotel! For one day and night, we close to the public and focus only on you and your special experience, with up to 100 guests included (with the option to add more.) The whole property (excluding the kitchen & basement) and expansive grounds are yours alone, along with guaranteed accommodations for up to 40 of your guests (20 guest rooms).

# Destination Double

Starts at \$6,883 + Guest Accommodations

Don't rush one of the most important events of your life. Upgrade the Classic package to reserve the whole property for TWO days and nights, including full use of the grounds and all 20 guest rooms for both nights. Use this added time to relax into the experience, have more time to prepare, hold an intimate rehearsal dinner, or connect more deeply with your closest family and friends staying on site.



## All 3 packages include:

- 8 Hours of site use per day with staff support (6 for elopements), with the option to add more
- Our team's time to support your venue needs from start to finish (no surprise staffing costs or additional gratuities required)
- Access to numerous garden locations on lush, expansive grounds
- Tables & chairs for up to 100 guests
- Set up, tear down & clean up handled by our team
- A two hour rehearsal scheduled in advance
- The mountain view Honeymoon Suite (1 or 2 nights, depending on package)
- Breakfast on check out day for all guests staying on property
- No catering or beverage minimums

# Package Pricing Table

Value Season is Nov 1 - April 30 (excluding major holidays) when things are a little quieter around here. Peak Season is May 1 - Oct 31 (plus major holidays) when there is high demand from travelers.

Site Use Fees + Accommodations	Value Season Mon - Thurs	Value Season Fri - Sun	Peak Season Mon - Thurs	Peak Season Fri - Sun
Site use for Elopement	\$1,377	\$1,571	\$1,709	\$1,847
Accommodations for Elopement (1 night, 5 Rooms)	\$791	\$844	\$1,049	\$1,327
Site use for Classic	\$3,763	\$4,085	\$4,453	\$4,825
Accommodations for Classic (1 night, 20 Rooms)	\$2,559	\$2,827	\$3,119	\$3,732
Site use for Double	\$6,883	\$7,527	\$8,263	\$8,999
Accommodations for Double (2 nights, 20 Rooms)	\$5,118	\$5,655	\$6,239	\$7,463



## Hotel Buyout for Exclusive Use

Small to midsize boutique hotels typically require a hotel buyout for weddings (booking all of a property's rooms), but you may not see this cost upfront in their fees. We're not shy about it: the whole hotel is yours! We have guaranteed accommodations for 40 of your guests (20 rooms) right here on property in both the Classic and Double packages.

## Billing for Accommodations

The cost for accommodations is required, but not due at signing. You can choose to have your guests pay for their rooms individually rather than pay upfront. You'll only be charged for your guests' accommodations if they haven't settled up within 60 days of your event.

## Holidays

Major US holidays typically run at peak weekend rates. Other public holidays and misc 3 day weekends fall in varying columns — give us a call for a holiday quote and to check availability.

# Catering & Beverage Service

## Flexibility for crafting your perfect table:

The Balch Hotel does not have catering or bar minimums. You are welcome to create a memorable meal with our culinary team or bring in your own caterer. We particularly enjoy creating signature bar menus with our groups, crafting personalized cocktails, pairings, specialty sangrias, mimosas, mocktails, and more. As an incentive, we offer **deep discounts on site use fees** for those who meet a minimum on in-house beverage service.



When availability allows, we offer catering for up to 100 guests. Our in-house catering will spoil you with an abundance of fresh, local fruits and vegetables, local grass-fed beef, and even locally grown flowers! For events with more than 100 guests, we are happy to recommend outside caterers.



Optional beverage service is available to add on to your package. We provide local wine, craft and domestic beer, as well as signature drinks, unique sodas and kombucha. If you have a favorite wine or beer, we can typically order it, along with your celebratory bubbly. Hard alcohol is available with an additional licensing fee.

# FAQs

## **Do you have wedding vendors you can suggest?**

Yes! You and your planner will need to arrange your wedding cake or desserts, officiant, coordinator, décor, flowers, photography, videography, linens, DJ or band, and other misc supplies. We are happy to share a list of our favorite local vendors for all of these services.

## **Do you have wedding planners and coordinators on staff?**

We do not. Our team is very hands-on to handle the venue logistics on our side, but not the wedding itself. We can refer some great planners and coordinators in the area. Important to note that bringing your own day-of coordinator as a liaison to our team is a requirement for both Classic and Double packages. (You'll thank us later!)

## **What is your outdoor capacity?**

We have had fantastic outdoor events with up to 220 guests. Our sweet spot is right around 75 - 100 guests. Our grounds are expansive, but our country roads can only park so many vehicles before they start to feel the pinch. We are a creative bunch though and can make most any group size up to 220 work.

## **Are indoor ceremonies an option?**

Our indoor spaces are much more compact in comparison to our expansive outdoor acreage, so we are traditionally an outdoor venue. Intimate elopement ceremonies can work indoors. The parlor has a capacity of 18, and is full of romantic character for small ceremonies. Our indoor dining room seats 40, but is only an option for use in the Classic and Double packages (it remains open to the public when Elopements are booked.)

## **How's the weather? What happens in the event of rain?**

Situated where the Columbia Gorge meets the High Desert, Dufur enjoys the best of both worlds: the lush green hills of the Columbia Gorge, but the consistent sunshine of the High Desert. With over 300 annual days of blue skies, odds are in your favor for a gorgeous day. When there is a higher chance of inclement weather, we can help sort through a contingency plan (like tents and heaters). In the event of extreme weather conditions, if it is unsafe for you, your guests, and our staff to be in the elements, we will work with you to reschedule without penalty.

## **What payments or deposits are required upfront? Will we need to pay in advance for our guests' accommodations?**

On the day you sign your contract, a non-refundable 50% of your site use fee will be due. The remaining 50% of the site use fee can be paid in monthly installments or in a 2nd lump sum 60 days before your event. Accommodation costs do not have to be paid upfront — we work with you to collect room bookings directly from your guests first, and will only charge you the balance if your guests don't follow through by the 60 day mark. We'll let you chase them down first!

## **What if I need accommodations for more than 40 guests?**

We can refer some lovely places for guests to stay in nearby The Dalles, about a 15 minute drive west. We can recommend a transportation service to shuttle your revelers at the end of the night if you'd like. For the outdoorsy, there is also great camping available one block away at the city park. Lots of fun, rustic potential in a camping component!

# more FAQs

## **How many rooms for overnight guests have attached bathrooms?**

Of our 20 rooms, 6 of them have private en suite baths, including the Honeymoon Suite, which also enjoys a jetted soaker tub. The remaining 14 are European style rooms with a shared bath across the hall. Most have vintage sinks in room. All part of the unique and charming experience of staying in a turn of the century hotel!

## **Are children permitted to stay at the hotel?**

During hotel buyout days, yes! Ordinarily we don't allow children under 10 to stay at the hotel. We love kids, but as a historic property, we lack modern soundproofing, and are intentionally an environment that most young children don't appreciate quite like adults (no TVs in the rooms, for instance.) But for wedding buyouts, you are welcome to include children of all ages. As a National Historic Site with many fragile and priceless elements on the property, we do require that someone oversee childcare and entertainment for the little ones.

## **Are pets allowed to stay at the hotel?**

We have a select few rooms that are pet-friendly. Important to note that the Honeymoon Suite is not one of our pet-designated rooms, so if the happy couple wants to include a pet on their special day, another guest would need to act as surrogate pet parent while staying on property.

## **What decorations are allowed on the property?**

You can drape, string, and tie decorations from the trees to your heart's content. But the Balch is a National Historic site built with wood from 1907, which means that tacks, tape, and nails can't be used on the building. We also can't allow open flames (torches, lanterns, sparklers), but candles in containers on tables are permitted. We don't permit loose embellishments that are impossible to contain, like glitter, silk petals, feathers, and beads. We handle clean up after your event, but keep in mind, you'll need to take the décor with you — every little bit of it!

## **Can our caterer use your kitchen? Can we use a walk-in refrigerator for our cake or flowers?**

Unfortunately, use of the kitchen is not included in our packages, our licensing and health codes do not permit this. You'll need to coordinate the storage and timing of any perishable deliveries accordingly.

## **Does your venue support diversity?**

We work to be a profoundly inclusive venue, and are a welcoming, safe space for LGBTQ+ and BIPOC marriages. Love wins!

## **Do you have ADA access and accommodations?**

Unfortunately, we do not have an elevator, so we have a harder time supporting folks needing ADA access inside the building. We're working hard in that direction. Let us know if you or your guests have specific ADA needs and we will work with you to be sure everyone can be included in your celebration.

# Congrats!

We know that choosing a venue for your big day is one of the biggest decisions you will make, and one that sets the stage and atmosphere for your whole event. Thank you for considering the Balch Hotel! It is truly a magical place, and we can't wait to show it to you.

To learn more and to schedule a tour, call (541) 288 - 1131, or email [courtney@balchhotel.com](mailto:courtney@balchhotel.com). We can't wait to hear what you are envisioning.

You deserve the best day — let's start planning!



