

# *Cottonwood Inn & Suites*

## *Wedding Receptions*



# Montana Marriage Laws

## Residency Requirements:

Do not have to be a resident of Montana

## Waiting Period:

Montana law allows you to get married immediately after officially receiving your 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.

## Fee:

\$53.00- Cash Only

## Hours:

Monday through Friday, 8 AM to 4:30 PM

## ID Requirements:

Certified copy of birth certificate

If Divorced:

A certified copy of the divorce decree is required.

## Proxy Marriage:

Allowed

## COPY OF CERTIFICATE OF MARRIAGE

Department of Health and Human Services

Vital Statistics Bureau

111 N. Sanders, Room 205

Helena, MT 59620

406-444-4228

### MINISTERS

Ministers of the gospel of any denomination may perform marriages. Ministers must complete and return a marriage certificate to the clerk of district court within 30 days after the marriage.

Clerk of District Court

Address: 501 US-2,

Glasgow, MT 59230

Phone:(406) 228-6220

### JUDGES

Judges perform weekend wedding with ample notice. The cost is \$125.00- 150.00 plus mileage. Please schedule with plenty of notice.

Phone: (406) 228-6271

### JUSTICE OF THE PEACE

In-Chambers weddings are performed from 9 am – noon or from 1 – 4 pm.

Monday – Friday.

Appointment needed.

Address: 501 Court Sq # 10,

Glasgow, MT 59230

Phone: (406) 228-6271

Please bring \$30.00 cash or Montana check and two witnesses.



# Wedding Reception & Large Events

**Room Rent:** \$400.00 from noon on Friday through noon on Sunday, including dance floor and stage for head table, and a special rental rate of half off any décor in our rental section, at which point all decorations must be cleared unless otherwise arranged. \$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. Ask for options at market price. 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' at market per case of 12 bottles.

**Coffee & Punch:** Coffee is \$40.00 per urn (50 cups) and Punch is \$35.00 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 punch bowl/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.

Prices Subject to change



# Cottonwood Inn & Suites 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

26 – 35 miles \$250

36 – 50 miles \$300

51 – to max of 75 miles \$400

Prices Quoted are for Noon the day before the event until noon the day after. A \$200.00 deposit is required at time of booking. Deposit will be entirely refunded if canceled 90 days prior to event.



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.

**Our tent is meant as temporary shelter and must be evacuated under extreme weather conditions.**

**Cottonwood Inn's 40 X 60 tent is to be used on our property only.**

**Our 40 X 60' tent includes 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.**



# Cottonwood Inn & Suites Catering Menus

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

## Wine & Appetizer Trays

18" Fruit & Cheese Tray- serves 20-30 (seasonal)

\$65.00

18" Fresh Vegetable Tray w/Dip- serves 30-40

\$65.00

18" Turkey, Ham & Cheese Tray- serves 30-40

\$65.00

Deviled Eggs- (per 4 dozen) \$24.00

Tortilla Roll-Ups- (per 4 dozen) \$22.00

Shrimp Cocktail- (per 4 dozen) *Market Price*

Stuffed Mushrooms-(per 4 dozen) \$32.00

Cocktail Meatballs-)per 4 dozen) \$30.00

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!

# Served /Buffet Dinner Menu – Entrée Choices

One Entrée \$20.00

Two Entrée \$24.00

Three Entrée \$26.00

20 guests minimum

18% Gratuity added to all meals

All served dinners include buns, butter and a served dressed tossed salad.

Dinner buffets include a relish tray, tossed salad, 1 assorted salad, buns and butter.

## Poultry

### ◆ Herb Baked Chicken

Combination of breasts, thighs, legs, and wings, seasoned and baked .

### ◆ Chicken Parmesan

Breaded chicken breast, marinara sauce, and mozzarella cheese.

### ◆ Country Fried Chicken

Breaded, flaky fried chicken breasts and thighs.

### ◆ Roast Beef

Seasoned inhouse and served in au jus/gravy.

### ◆ Swedish Meatballs

Made inhouse & served with rich cream sauce.

### ◆ Chicken Marsala

Baked chicken breasts with marsala sauce and mushrooms.

### ◆ Chicken Alfredo

Grilled & diced chicken breast served over linguini & topped with broccoli & alfredo sauce.

### ◆ Oven Roasted Turkey

Slow cooked turkey breast.

### ◆ Beef and Broccoli

Thinly sliced sirloin steak & broccoli stir fry.

## Beef

### ◆ Lasagna

Homestyle lasagna with meat sauce.



Catering/Events Manager | Certified Wedding Planner

Phone (406) 228-3021 | Fax (406) 228-8248 | Email [melissa@cwimt.net](mailto:melissa@cwimt.net)



## Pork

### ◆ Pork Roast

Seasoned and slow roasted.

### ◆ Baked Ham

Slow cooked moist ham slices.

### ◆ BBQ Pulled Pork

Sweet and tangy pulled pork with our home made BBQ sauce.

*\*Requires 48 hour notice.*

### ◆ Pork Ribs

Your choice of BBQ sauce or dry rub.

### ◆ Prime Rib –Fresh cuts of house seasoned and cooked Prime Rib.

10 oz \$27.50

14 oz \$30.50

*\* For served dinners only, prices subject to change*

*All primes are cooked as a whole and served med rare—medium.*

## Sides

**Please choose one for the group**

## Vegetable

### ◆ Baked potato

### ◆ Loaded mashed potatoes: Cheddar cheese, bacon and onions.

### ◆ House mashed potatoes with gravy

### ◆ Rosemary roasted potatoes

### ◆ White rice

### ◆ Rice pilaf

### ◆ Linguini

### ◆ Roasted Brussel sprouts

### ◆ Bacon green beans

### ◆ Roasted vegetable medley

### ◆ Steamed broccoli

### ◆ Sweet Corn with red peppers and onions

### ◆ Candied Carrots



**Melissa Sigmundstad**

Catering/Events Manager | Certified Wedding Planner

Phone (406) 228-3021 | Fax (406) 228-8248 | Email [melissa@cwimt.net](mailto:melissa@cwimt.net)

**When ordering party trays don't forget to add some other appetizers!**

**Choose from the options listed below. May increase by the dozen. Min orders of 4 dozen**

	12" (10-15ppl)	16" (15-25ppl)	18" (25-35ppl)
Fresh Fruit (Seasonal)	\$40.00	\$50.00	\$65.00
Vegetable with dip (Seasonal)	\$35.00	\$45.00	\$60.00
Fruit and Cubed Cheese	\$40.00	\$50.00	\$65.00
Turkey, Ham, and Cheese	\$40.00	\$50.00	\$65.00

**Add dinner rolls for \$9.00 per dozen.**

◇ **Boneless Chicken Wings (4 dz) \$40.00**

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) \$22.00**

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.

◇ **Deviled Eggs (4 dz) \$24.00**

Home made traditional deviled eggs.



◇ **Stuffed Mushrooms (4 dz) \$32.00**

Roasted Button mushrooms stuffed with seasoned sausage and cream cheese.

◇ **Little Smokies (2 lbs) \$36.00**

Cocktail sausages served in BBQ sauce.

◇ **Cocktail Meatballs (4 dz) \$30.00**

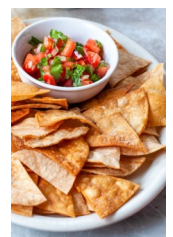
Home made meatballs baked and served in a cranberry BBQ sauce.

◇ **Ham and Sweet Pickle Rollups (4 dz) \$28.00**

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

◇ **Chips and Salsa (100 chips w/ 4 cups salsa) \$22.00**

Mild salsa served with home made tortilla chips.



**We would be more than happy to prepare a meal at your request or to fit your budget.**

**Special dietary needs can be accommodated.**

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Notes for the Bride:

**Melissa Sigmundstad, Catering Manager**  
**melissa@cwimt.net (406)-228-3021**

**Thank you for the opportunity to serve  
you & Happy Planning!**



9/14/2021