

# EVENT PLANNING GUIDE



## VALCOUR

EDUCATIONAL CONFERENCE CENTER



Plattsburgh  
STATE UNIVERSITY OF NEW YORK



# Experience Adirondack Elegance

Thank you for considering Valcour Educational Conference Center for your special event! We're happy to offer you this guide and hope it will assist you when planning your event at Valcour. If you have questions, feel free to contact us anytime — *we're here to help!*

Valcour Educational Conference Center is a lovely nine-acre estate located in the Adirondacks on the beautiful shores of Lake Champlain. The estate overlooks Valcour Island, one of the most historic sites of the Revolutionary War and boasts panoramic views of the majestic Green Mountains of Vermont. Valcour is truly one of the most unique venues in the area.

Valcour offers a casual elegant atmosphere for any event — from small office retreats to medium-size conferences/training sessions to large wedding receptions. You and your guests will enjoy personalized service and attention to detail, making your event a memorable and special experience.

# VALCOUR

## EDUCATIONAL CONFERENCE CENTER



### PLATTSBURGH STATE AFFILIATION

Valcour Educational Conference Center is operated by College Auxiliary Services, State University of New York College at Plattsburgh. In order to reserve space at Valcour Educational Conference Center a person must have an affiliation with SUNY Plattsburgh. Affiliation includes; current matriculated students, retired or current faculty/staff, on campus groups and clubs, alumni or College Council members. The event must be for a member of the affiliated member's family; defined as mother, father, son, daughter, sibling, cousin (aunt, uncle, nephew, and niece) or grandparent (step relatives included). In addition any Valcour neighbor within a one-mile radius may reserve Valcour. The reservation must be for the neighbor's immediate family defined as; mother, father, son or daughter (other relatives are not eligible).

Community organizations may use Valcour if the event enhances the stated mission of SUNY Plattsburgh or is educational in nature i.e.; conferences, retreats, training sessions, seminars, meetings, etc. and does not compete with any similar SUNY Plattsburgh event.

*Please contact the Director of Properties and Marketing for information regarding on campus organization's reservation policies and fees.*

### TOURS

Tours are conducted year round. Please call the Director of Properties and Marketing to schedule a tour. Unscheduled tours are discouraged due to scheduled events and staff availability. Valcour is private property and permission to visit the property is preferred.

**"Let us assist you in making your event a memorable and pleasurable experience."**



## Reservations

When a reservation form is completed and the deposit made, a confirmation will be forwarded to you. **Reservations are not considered secure until a deposit is received.** We accept Visa, MasterCard, Discover, cash and checks.

If you are interested in a date but are unable to commit to the date for various reasons, a tentative reservation can be placed for 7 days. At the end of 7 days please contact the Director of Properties and Marketing to begin the reservation process or release the date. In the meantime, if a request is made for the same date by another interested party, every attempt will be made to contact you. *Valcour Educational Conference Center cannot be held responsible for tentative reservations and requires a deposit to secure any desired date.*

After you have secured your desired date at Valcour, please contact the catering coordinator at 518-564-2229 or 518-564-3084 to discuss your menu options and obtain pricing.

### DEPOSITS, PAYMENTS AND BILLING

At the time the reservation is completed, a 50% deposit of the facility rental fee is required. The balance is due 30 days prior to the event, unless other arrangements have been made with the Director of Properties. We accept Visa, MasterCard, Discover, checks and cash.

### CANCELLATIONS AND REFUNDS

Please contact the Director of Properties for policies regarding cancellations and refunds.

## Conference Rental Fees

Please contact the Director of Properties and Marketing for current fees at **518-564-2038**, toll free at **1-877-778-2271** or visit us on the web at **[www.plattsburghcas.com](http://www.plattsburghcas.com)**.

*Fees subject to change.*



## The Main House

Valcour's Main House is open year round and is a lovely residential facility built in the early 1900's. The first floor is ideal for intimate gatherings of family and friends or professional gatherings with a business focus. The first floor is handicapped accessible and comprised of the parlor, living, dining and sun rooms. The hallway has three restrooms and a large walk-in coat closet for your guests. Our handicapped accessible restroom is at the front of the house and access ramps are located at the front of the Main House on the porch lakeside.

Valcour's Main House has a maximum seating capacity of 120. This seating capacity is dependent upon set up and meal and equipment requests. Special arrangements can be made for events exceeding the seating capacity, please contact the Director of Properties for further information. Dance music may be played until 10 pm.

### THE MAIN HOUSE OVERNIGHT ACCOMMODATIONS

*Be our overnight guest and experience true Adirondack hospitality!*

The Main House has nine guest bedrooms with charming décor and quiet comfort. Several bedrooms have access to the second floor balcony and glorious lake views. Valcour is not a full service overnight facility, and therefore does not have a traditional front desk. *Reservations are required and can be made with the Director of Properties and Marketing.*

When you first arrive, and if staff is not available to greet you, please proceed upstairs to your reserved guest bedroom and make yourself at home! Your reserved guest bedroom will have keys located on the dresser or nightstand.

**Check in is at 2 pm, check out promptly at 11 am. A complimentary continental breakfast consisting of juice, coffee, tea, toast, bagels, and pastries is available from 7 to 9 am for all our overnight guests.**

Televisions are available upon request (cable is not offered). Guest telephones are located in the first and second floor hallways. We ask that you use a calling card when making long distance calls on the house phone.

Visit our website for photos and descriptions of each bedroom

[www.plattsburghcas.com](http://www.plattsburghcas.com)

*Please remember the Main House first floor is oftentimes reserved for others or being prepared for upcoming events and not available for use. Staff may not be at the Main House at all times, however on call staff are available 24/7 by calling cell phone number 518-420-9440 or pager 518-574-8783.*



## The Boathouse

The Boathouse was built in the early 1900s to accommodate the original owner's large yacht. The beautiful architectural details illustrate the artistic workmanship from a long ago era, allowing your guests to step back in time. The Boathouse has a large great room with a beautiful brick fireplace and is open from mid April to late October. The Boathouse does not have climate control, however your comfort is our priority and fans or heaters are available upon request.

The Boathouse has a seating capacity of 170. Special arrangements can be made for events exceeding the seating capacity, please contact the Director of Properties for further information. Dance music may be played until 6 pm.

## Services

Valcour's staff have a well-earned reputation for exemplary customer service. You and your guests will be pampered with attentive personalized service allowing you to relax and enjoy your Valcour experience.

The facility rental fee includes the rental of the building and surrounding grounds, tours of the facility, set up and tear down of tables and chairs and the use and set up of a variety of equipment available at Valcour (see equipment listing).

The Director of Properties and Marketing and Property Manager have many combined years of experience and will offer suggestions based on your event needs and always with your guests' comfort and safety in mind. With enough advance notice, we can accommodate most requests and are happy to do so!

When you first meet with event staff, set up options will be reviewed. Our ability to set your event as requested is dependent upon space, number of guests, food service needs, equipment needs, entertainment, etc. We welcome questions and are always amenable to new ideas. Seating capacities may be limited based on setup and equipment requests. *Please note seating capacities for each building are set by fire code regulations.*

### EVENT STAFF MEETING

An Event Staff Meeting will be scheduled approximately 30 days prior to your event, if deemed appropriate by the Director of Properties or if requested by the event organizer. The meeting attendees will consist of the event organizer or bride and groom, the Director of Properties, Valcour's Property Manager and your catering team. We will go over the day from start to finish, attending to all the applicable details.



**"Your guests will enjoy the refreshing lake breezes in this magnificent structure."**

## DINING SERVICES

Valcour's exclusive caterers will provide a delicious meal prepared by creative chefs and served by courteous, professional wait staff.

**Please contact catering regarding menu selection, pricing, linens, china, cutlery and bar service.** Catering provides

all food and beverages. Food and beverages cannot be brought on the premises from outside sources, with the exception of the wedding cake.



## EQUIPMENT

**We offer a variety of equipment at no additional charge:**

- |   |   |
|---|---|
| <input type="checkbox"/> Flip charts                  | <input type="checkbox"/> Risers / staging                         |
| <input type="checkbox"/> TV / VCR / DVD               | <input type="checkbox"/> Baby grand piano                         |
| <input type="checkbox"/> Overhead projector           | <input type="checkbox"/> Three small white canopy tents           |
| <input type="checkbox"/> Projector screen             | <input type="checkbox"/> Chairs (4 styles)                        |
| <input type="checkbox"/> Slide projector              | <input type="checkbox"/> Tables (varying sizes and shapes)        |
| <input type="checkbox"/> Microphones                  | <input type="checkbox"/> Upholstered seating (couches, armchairs) |
| <input type="checkbox"/> Podiums                      | <input type="checkbox"/> Dance floor extensions                   |
| <input type="checkbox"/> CD player                    | <input type="checkbox"/> Horse shoe set                           |
| <input type="checkbox"/> Sound system                 | <input type="checkbox"/> Volleyball set                           |
| <input type="checkbox"/> Conference call phone        | <input type="checkbox"/> White picnic tables                      |
| <input type="checkbox"/> Easels (table top and floor) | <input type="checkbox"/> White outdoor lawn chairs                |
| <input type="checkbox"/> Rollaway beds, <i>three</i>  | <input type="checkbox"/> Patio heaters                            |

Valcour staff will be happy to assist you with the set up and operation of the equipment provided. Valcour staff cannot be held responsible for the set up, operation or security of equipment provided by our guests or outside vendors.



# Checklists

Organization is the key to all successful events and so we encourage all event planners to use the checklists provided as a guide.



## MEETINGS AND CONFERENCES (retreats, training sessions, seminars)

**Your event facilitator may have specific needs regarding set up and equipment. We encourage you to inquire about those specific needs to be sure they can be met. At your request, we will be happy to contact your facilitator to assist them in determining the optimum set up for your event. Please call the Director of Properties for further information.**

Set up preferences  round tables  U-shape  classroom style, etc.

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Equipment needs  flip chart(s)  podium  microphone, etc.

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Time of arrival \_\_\_\_\_

Time event will begin \_\_\_\_\_ end \_\_\_\_\_

Times of break(s) and meal(s) \_\_\_\_\_

Number of guests \_\_\_\_\_

Bar placement (if applicable) \_\_\_\_\_

Special needs (guests with disabilities, etc.) \_\_\_\_\_

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Outside set up (if applicable) \_\_\_\_\_

Name and contact information of outside vendors (florists, entertainment, etc.)

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*Please be sure to communicate any changes regarding your event prior to your scheduled event. With ample notice we can accommodate most requests.*



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### SOCIAL EVENTS (wedding receptions, banquets, reunions)

Time of arrival (decorating, award placement, etc.) \_\_\_\_\_

Time event will begin \_\_\_\_\_ end \_\_\_\_\_

Time(s) of meal(s) \_\_\_\_\_

Number of guests \_\_\_\_\_

Equipment needs  CD player  TV  easels, etc \_\_\_\_\_

Set up preference (head table placement, seating arrangements, cake table, gift table, entertainment, etc.)  
\_\_\_\_\_  
\_\_\_\_\_

Bar placement (if applicable) \_\_\_\_\_

Special needs (i.e. guests with disabilities, etc.) \_\_\_\_\_  
\_\_\_\_\_

Outside set up (if applicable) \_\_\_\_\_

Name and contact information of outside vendors (florists, baker, entertainment, etc.)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Bedroom assignments, if applicable \_\_\_\_\_

*Assigning bedrooms to your guests is recommended.*

*Please be sure to communicate any changes regarding your event prior to your scheduled event. With ample notice we can accommodate most requests.*



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## WEDDING CEREMONIES

Time of arrival \_\_\_\_\_

Number of guests \_\_\_\_\_

Guest arrival time \_\_\_\_\_

Location of ceremony \_\_\_\_\_

Set up preference \_\_\_\_\_

Equipment needs (table for unity candle, offerings, etc.) \_\_\_\_\_

\_\_\_\_\_

Ceremony start time \_\_\_\_\_

Ceremony end time \_\_\_\_\_

*Plan for inclement or windy weather*

## *Parking and Directions* ~~~~~

Ample parking is provided for the Main House and Boathouse. Signs directing your guests to the appropriate parking area will be posted at the entrance.

Directions are available by contacting the Director of Properties and Marketing or by visiting our website at [www.plattsburghcas.com](http://www.plattsburghcas.com)

## *Dock and Beach Use* ~~~~~

Dock use must be reserved through the Director of Properties and Marketing. *Fees apply.*

Valcour's beach is leased and therefore not included in your facility rental agreement. **Use of the beach is strictly prohibited.** *Please contact the Director of Properties for further information.*



## *How to Reach Us*

**Director of Properties and Marketing Office** . . . 518-564-2038  
Cell Phone . . . . . 518-578-1628  
Fax . . . . . 518-564-4092  
Toll-free . . . . . 877-778-2271  
Email . . . . . [chris.whalen@plattsburgh.edu](mailto:chris.whalen@plattsburgh.edu)

**Valcour Educational Conference Center** . . . . . 518-563-2911  
Fax . . . . . 518-563-1697

**Valcour Property Manager Cell Phone** . . . . . 518-420-9440

**Campus Dining Services** . . . . . 518-564-3085

**Catering Coordinator** . . . . . 518-564-2229  
Email . . . . . [Tfrit001@plattsburgh.edu](mailto:Tfrit001@plattsburgh.edu)

**Catering Manager** . . . . . 518-564-2205

Or visit us on the web at [www.plattsburghcas.com](http://www.plattsburghcas.com).



**SUNY Plattsburgh**  
**College Auxiliary Services, Inc.**  
101 Broad Street  
Plattsburgh, N.Y. 12901

**Tel.** 518-564-2038

**Toll-free:** 877-778-2271

**Fax:** 518-564-4092

**Email:** [chris.whalen@plattsburgh.edu](mailto:chris.whalen@plattsburgh.edu)