



## Wedding Procedures

This document will serve as an information sheet as well as a contract for facility reservation for weddings on our property.

1. Please consult Wedding Policy for guidelines on usage of camp property for weddings.
2. Camp Jacob agrees to provide the following:
  - a. The wedding venue (Lodge, Pavilion, or Outdoor Grounds) for rehearsal and decoration the evening before the wedding.
  - b. A location for a rehearsal dinner (if desired) and reception following the wedding (Camp Dining Hall).
  - c. Two of our lower cabins to serve as chambers for the bridal party and the groomsmen. May be used by the bride and attendants for a dressing room and waiting area.
  - d. The wedding venue, including seating for up to 100 guests.
  - e. Tables and chairs in the dining area.
  - f. Tablecloths are not included in the reservation costs unless specified.
  - g. Use of our kitchen facilities for warming (No Cooking Allowed). All serving dishes and utensils to be provided by caterer.
3. Reserving party agrees to provide:
  - a. A minister in agreement with wedding policy guidelines
  - b. A designated wedding coordinator (not the bride) who will be responsible for planning and overseeing the decorating of the facility and clean up after the wedding.
  - c. All equipment needed for decorating.
4. Costs:
  - a. The reservation fee for the ceremony venue is \$300. The reservation fee for ceremony and reception venue is \$500.
  - b. A deposit of \$150 is due at the signing on the contract.
  - c. The balance is due 10 days before the scheduled wedding. Wedding will not be allowed to proceed if this fee is not paid.
  - d. Tablecloths may be available. Check with the executive director for cost.
  - e. Reserving party agrees to be responsible for all damage to facility or misuse of camp equipment. Normal wear and tear is not considered damage.
5. Cancellation and refunds:
  - a. Deposit will be refunded if cancellation notice is received 30 days before scheduled wedding.
  - b. Reserving party will be responsible for entire fee if cancellation is made less than 15 days before scheduled wedding.
  - c. Should Camp Jacob be unable to fulfill this contract, all fees will be refunded.
6. Procedure changes:
  - a. All changes/exceptions to these procedures must be made in writing and signed by reserving party and camp representative.

Reserving Party \_\_\_\_\_ Date of wedding \_\_\_\_\_

Deposit received \_\_\_\_\_ Camp representative \_\_\_\_\_