



Cedarkirk *A place apart to build up the body of Christ in love.* CAMP & CONFERENCE CENTER

Wedding/Reception Event Request and Information Form

Date of Event: _____ Time of Event: _____

of guests expected: _____ Arrival/Departure Times: _____

Bride's name: _____ Phone: _____

Groom's name: _____ Phone: _____

Weddings/Rehearsals

Will you be using our facilities for a rehearsal? Yes ____ No ____

If yes, what is the date & time of rehearsal? _____

Will you be having the rehearsal dinner at our facility? Yes ____ No ____

Will you need our catering services? Yes ____ No ____

Will you or your guests need lodging accommodations at our facility? Yes ____ No ____

Contacts, Coordinators and Helpful People

Who will be conducting the marriage ceremony? _____

Who will be your event planner? _____

Who will be your florist/decorator? _____

Who will be your musician(s)? _____

Reception

Will you be using our facilities for a reception following a wedding? Yes ____ No ____

If yes, what is the date & time of the reception? _____

Will you need our catering services? Yes ____ No ____

If no, who is your caterer? _____

Who is your DJ/Band? _____

Are there any special needs/circumstances that we need to be made aware of?



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Event Host: Please provide the name and contact information below for the person who will be contracting for services with Cedarkirk Camp and Conference Center.

Name: _____ Relationship to bride/groom: _____

Address: _____

Phone: (home) _____ (cell) _____ Email: _____

I understand that this completed form and acknowledgement of applicable policies and procedures is required prior to booking my event with Cedarkirk Camp and Conference Center. Additionally, I understand that completion of this form and other information does not guarantee acceptance of my booking. I understand that, upon receipt of this form, the event coordinator for Cedarkirk Camp and Conference Center will contact me for any additional information and with instructions on contracting for my event.

X _____ Date: _____

(Signature of Event Hosts/Sponsors)

OFFICE USE

Wedding/Reception Policy – Sent – Received – Does Not Apply: _____

Proof of Insurance – Date Received: _____

Security Deposits (refundable) – Date received: _____

Booking Deposits (See Cancellation policy) – Date Received: _____

Food Service Deposit – Date Received: _____



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Wedding and Reception Policy

Thank you for considering having your wedding and/or reception at Cedarkirk Camp and Conference Center. Our unique venue offers many wonderful opportunities to make your ceremony and/or reception a memorable occasion.

In order to better serve you, we want to make you aware of our policies for weddings and receptions.

Facilities

Our facilities are available for weddings and receptions at rates published and approved by the Board of Directors of the Presbyterian Camp and Conference Ministries of SW FL Inc. (hereafter referred to as Cedarkirk Camp and Conference Center). The Sanctuary in the Woods, Pavilion, Hickory Cottage, Retreat House, Cedar Lodge, and Pine Lodge are available for booking individually or as a package customized for you. Current rates are posted on our website and available from the Cedarkirk office.

Food Service and Catering Options

Food service/Catering for your reception and/or for overnight guests is available. Basic meal rates are available at our published rates. Special menus and event catering fees are negotiated based on services, menus and numbers of guests.

A "group-use" kitchen is available at either the Pavilion, Pine Lodge, or the Retreat House. A kitchen use fee of \$100/day will apply for the "group-use" kitchen. Cedarkirk Camp and Conference Center does not provide cooking or serving supplies. Catering of events, including weddings and receptions, may use Cedarkirk Camp and Conference Center's food service or a licensed and approved outside caterer. Please note that our food service kitchen is NOT available for use.

The large, built-in, charcoal grill in the pavilion is available for rental by groups. A \$50 cleaning and use fee is required for use of the pavilion grill.

Furniture Set-up, Decorations and Party Favors

Cedarkirk Camp and Conference Center has a limited number of tables and chairs available for wedding/reception events. If you require tables, chairs or other items beyond those we have available, we recommend you contact a local rental company for your additional needs. A \$100 set-up fee is required for use of our tables and chairs. Additional set-up fees may be necessary for complex set-ups or for special set-up of additional facilities or tables/chairs.

The use of any items for decorating that may scar or deface the premises is prohibited. These items would include, but are not limited to, things such as tapes, glues, tacks, nails, etc.

Guests are encouraged to toss bird seed and/or other environmentally friendly alternatives at leavings. These items should be tossed only in open areas, outside of buildings. Rice, artificial flowers, and other items that could impact the environment negatively are not allowed. If you have a question about the acceptability of an item, please ask the Cedarkirk Staff.

Florists and decorators should schedule decorating and clean up within contracted times. The Event Host is responsible for the removal of all arrangements and decorations prior to the end of the contracted use time.



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No fireworks are permitted at Cedarkirk Camp and Conference Center. This includes sparklers.

Tobacco & Alcohol Use

All buildings are tobacco free. Tobacco use by those of legal age is permitted only in outside areas at least 50 feet away from buildings and doors. All smoking materials must be properly disposed of in disposal stations provided. Groups failing to follow this policy will be charged a substantial additional cleaning fee.

Possession and/or use of illegal drugs is prohibited and will be reported to the proper authorities.

Cedarkirk Camp and Conference Center **does not allow** alcoholic beverages onsite.

Deposits & Fees Summary

Booking Deposit

A 30% booking deposit on the estimated total contract is due within 30 days of booking in order to reserve your space. A guaranteed count is due two weeks prior to your arrival. The balance on the guaranteed contract amount is also due two weeks prior to your arrival.

Security Deposit

A \$250 refundable security deposit is required at time of booking. Security deposit will be returned within two weeks of event if no damage is done to property and no excessive cleaning is required by Cedarkirk Camp and Conference Center staff.

Insurance

Event Host will provide a certificate of coverage showing proof of \$1M general liability insurance coverage, naming Cedarkirk Camp and Conference Center as "additional insured". This coverage is sometimes available as an extension of a homeowner's policy, or can be available as a "special event" policy through your property insurance provider.

Inclement Weather

In the event of inclement weather, we will make every effort to accommodate you and your guests in one of our facilities or work with you to re-schedule your event. If neither of these is a possibility, a refund may be issued.

Cancellation/Refund Policy

At least 120 days prior to the event, a full refund less a \$50 administration fee will be issued.

Less than 120 days prior to the event, a cancellation fee equal to the deposit will be charged.

In the event of a cancellation within two weeks of reserved dates, no refunds will be given except for the security deposit.



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Responsibilities of Event Host

The event host is responsible for the behavior of all group members and for conveying all policies and procedures to each member of the group.

Damage done to Cedarkirk Camp and Conference Center property and/or other property as a result of a group function will be the responsibility of the event host. Cedarkirk Camp and Conference Center will bill the event host accordingly.

The event host is responsible for enforcement of all local and state laws and ordinances, including noise ordinances, etc.

Cedarkirk Camp and Conference Center cannot assume responsibility for damages to, or loss of, any articles left prior to, during or following an event. Event Hosts and Guests are responsible for the security of personal valuables and for the security of vehicles.



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Wedding Pricing

- Use of Sanctuary in the Woods (or other meeting space) for ceremony: \$375.00
- Reception: \$500.00/meeting room
- Use of tables and chairs: \$100 set-up fee per meeting space; additional set-up fees may be necessary for complex set-ups.
- Exclusive use of site: negotiated rate
- Use of additional room for bridal party pre/post wedding: \$150/day
- Sound system and microphones for music and speaking: \$150/day
- Group-use kitchen fee of \$100/day/kitchen if using kitchen facilities in the Pavilion, Pine Lodge, or the Retreat House.
- Overnight fee per guest: \$39.00/person/night plus \$7/person for linens, if requested. Event host is responsible for allocating rooms and collecting the money from guests and responsible for submitting one payment to Cedarkirk Camp and Conference Center for the total.
- Program options for wedding party or guests are available as follows, and will be organized and operated by trained Cedarkirk Camp and Conference Center staff (package price for group of activities available upon request, depends on size of group and activities selected):
 - Zip line (minimum group size – 10) \$100.00/hour
 - Canoeing (16 canoes plus CK staff) \$160/trip
 - Swimming (includes lifeguard) \$80/two hour time period
 - Archery \$50.00/hour
- Free Program Options Available (not organized or run by Cedarkirk Camp and Conference Center staff):
 - Campfire
 - 9 hole disc golf course
 - Gaga Ball
 - Nature hike

Dining Options

All food service for weddings requires a \$250 deposit at the time of booking. Final numbers for guests required 14 days prior to event.

Rehearsal Dinner in Cedar Lodge \$15.00/person (maximum of 96 people)

- Served family style
- Includes unlimited coffee and tea
- Choice of 1 entrée, 2 side dishes, salad bar, bread & dessert
- Vegetarian, vegan, gluten free or other dietary concerns can be accommodated

Reception Dinner in Cedar Lodge \$24.00/person (maximum of 96 people)

- Served family style
- Includes unlimited coffee and tea
- Choice of 2 entrees, 2 side dishes, salad bar, bread & dessert if served
- Vegetarian, vegan, gluten free or other dietary concerns can be accommodated
- Price does not include making of wedding cake, cake cutting or serving. Cake plates will be provided.

Lunch Option for Wedding Day \$15/person for lunch on wedding day

- Served family style
- Includes unlimited coffee and tea
- Choice of 1 entree, served with a salad bar, choice of side dish, and dessert.