



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)? _____

Receptions

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 ____

Who is your caterer? _____

Who is your DJ? _____

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

Please provide the name and contact information below for the person who will be contracting for services with Fellowship Camp & 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 Fellowship 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 booking agent for Fellowship Camp and Conference Center will contact me for additional information and instructions on contracting for my event.

X _____
(Signature of Event Hosts/Sponsors)

Date: _____

OFFICE USE

- | | |
|---|---|
| <input type="checkbox"/> Wedding/Reception Policy – | Sent – Received – Does Not Apply: _____ |
| <input type="checkbox"/> Alcohol Service Policy and Application – | Sent – Received – Does Not Apply: _____ |
| <input type="checkbox"/> Proof of Insurance | Sent – Received – Does Not Apply: _____ |
| <input type="checkbox"/> Security Fees (refundable) \$ _____ | Sent – Received – Does Not Apply: _____ |
| <input type="checkbox"/> Booking Fees (nonrefundable) \$ _____ | Sent – Received – Does Not Apply: _____ |

X _____
(Signature of event sponsor)



Wedding and Reception Policy

Thank you for considering having your wedding and/or reception at the Fellowship 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 CMC Board. The Waterfront/Waterfront Pavilion, Fraser Multi-Purpose Building, the Conference Center, and the Dining Hall are available for booking individually or as a package customized for you. Current rates are posted on our website and available from the Camp office.
- ✘ Lodging rates for wedding/reception parties are \$62 per person or \$150 per room/per night Conference Ctr. (single, double, or triple occupancy) and \$50 per person per night in the Retreat House (10-20 guests, multiple beds per room). Use of these facilities is based on availability.
- ✘ Conference center and retreat house rooms or other facilities used for activities other than lodging (i.e. dressing room, nursery, etc.) are billed at a minimum of \$50 per room per day. Use of these facilities is based on availability.
- ✘ For the couple wanting ***exclusive*** use of the camp facility on a weekend, a *minimum* fee of \$3500 will be required. This minimum fee may include your ceremony and reception space, lodging, and meals. Minimums for weekday weddings can be negotiated. If accommodations and services requested for exclusive use total over \$3500, the actual amount will be charged. *Couples not requesting exclusive use may have to share public spaces with other guests.*

Foodservice and Catering Options

- ✘ Foodservice/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. Current base menu rates are posted on our website and available from the Camp office.
- ✘ A "group-use" kitchen is not available. Catering of events, including weddings and receptions, must use Fellowship Camp and Conference Center's food service or a licensed and approved outside caterer. A kitchen use fee of \$250 will apply for outside caterers.
- ✘ The large, built-in, gas grill in the pavilion is available for rental by groups. A \$150 cleaning and use fee is required for use of the pavilion grill.
- ✘ While Fellowship Camp and Conference Center does not ordinarily provide wedding cakes, floral arrangements, DJ, photographer, sound system, or decoration services, we can recommend local resources who are our preferred vendors.

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X _____
(Signature of event sponsor)

Page | 3
(rvsd 5/11/2021)

Furniture Set-up, Decorations and Party Favors

- ✘ Fellowship 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 can recommend a local rental company for your additional needs. A \$75 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, tables/chairs, or other decorations.
- ✘ 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 Camp 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.
- ✘ No fireworks are permitted on the premises of Fellowship Camp & Conference Center. This includes sparklers.

Tobacco & Alcohol Use

- ✘ All buildings – including screened and open-air 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.
- ✘ Although Fellowship Camp and Conference Center does not provide service of alcoholic beverages to rental groups, groups may bring their own, so long as they comply fully with the **Fellowship Camp and Conference Center Alcohol Service Policy**. The **Alcohol Service Policy** is available upon requests. **Any alcohol use by a minor is prohibited.**

Insurance

- ✘ A \$350 insurance fee must be paid two weeks prior to your event. This insurance fee can be waived if you provide a certificate of coverage showing proof of \$1M general liability insurance coverage, naming Fellowship Camp and Conference Center and Camping Ministries of the Carolinas, Inc. as "additional insured". This coverage is available as an extension of a homeowner's policy, or can be available as a "special event" policy through your insurance provider.

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(Signature of event sponsor)

Page | 4
(rvsd 5/11/2021)

Deposits & Fees Summary

Fees for all facilities & services are provided on Fellowship Camp & Conference's rate schedule, available upon request.

Booking Deposit A 50% **nonrefundable booking deposit** on the estimated total contract is due within 10 days of booking in order to reserve your space. A guaranteed count is due two weeks prior to your arrival. The balance due on the guaranteed contract amount is also due at this time. For exclusive use contracts, \$1500 is the *minimum* deposit.

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 Fellowship Camp & Conference staff.

Insurance Fee (as mentioned previously) A \$350 insurance fee must be paid two weeks prior to your event. This insurance fee can be waived if you provide a certificate of coverage showing proof of \$1M general liability insurance coverage, naming Fellowship Camp and Conference Center and CMC, Inc. 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 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

- ✂ In the event of a cancellation within two weeks of reserved dates, no refunds will be given except for the security deposit.
- ✂ Ordinarily, contracting parties for weekend weddings/receptions have access to the facility according to the following table:

| Event Type | Earliest Arrival | Latest Departure |
|--|-----------------------------|------------------------------|
| Evening Wedding/Reception (with Friday Rehearsal) | 4pm Friday 12pm Saturday | 10pm Friday 11pm Saturday |
| Afternoon Wedding/Reception | 4pm Friday 10am Saturday | 10pm Friday 5pm Saturday |
| Saturday Evening Reception Only | 3pm Saturday | 11pm Saturday |

****Changes to these arrival and departure times can be made available only if approved by the director with consideration of additional use fees.****

Responsibilities of Event Sponsor

- ✂ The event sponsor 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 Fellowship Camp and Conference Center property and/or other property as a result of a group function will be the responsibility of the event sponsor. Fellowship Camp and Conference Center will bill the event sponsor accordingly.
- ✂ The event sponsor is responsible for enforcement of all local, state, and federal laws and ordinances, including alcohol service, noise ordinances, etc.
- ✂ Fellowship Camp and Conference Center cannot assume responsibility for damages to, or loss of, any articles left prior to, during or following an event. Event Sponsors and Guests are responsible for the security of personal valuables and for the security of vehicles.

X _____
(Signature of event sponsor)