



## WEDDING AGREEMENT

Names of Couple: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number(s): \_\_\_\_\_ E-mail: \_\_\_\_\_

### WEDDING INFORMATION

Arrival Date & Time: \_\_\_\_\_ Departure Date & Time: \_\_\_\_\_

Number of attendees: \_\_\_\_\_ Wedding Date: \_\_\_\_\_ Wedding Time: \_\_\_\_\_

### FACILITIES

Facility	Capacity	Rates
<input type="checkbox"/> Chapel - Wedding	200	\$2,750 per event.*
<input type="checkbox"/> Dining Hall	120	\$200 per day.
<input type="checkbox"/> Broesche Center	30	\$100 per day.
<input type="checkbox"/> Retreat House	25	\$100 per day.
<input type="checkbox"/> Ark	25	\$100 per day.
<input type="checkbox"/> Cabin	12	\$30 per day.

\* Includes full access for 2 days for preparation and break-down and help with coordination with our staff.

### EVENT SERVICES

Other	Available	Rate
<input type="checkbox"/> Tables	16 – 5' Rounds 8 – 8' Rectangles	Included
<input type="checkbox"/> Chairs	150	Included
<input type="checkbox"/> Audio/Visual	2 Projectors & screens Sound system	Included
<input type="checkbox"/> White Tableclothes	Round & Rectangle	\$10.00 each

Notes: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

### OTHER SERVICES

Service	Rates
<input type="checkbox"/> Turnover Fee (1 included)	\$250
<input type="checkbox"/> Program/Worship Assistance	\$100
<input type="checkbox"/> Parking Shuttle	\$100
<input type="checkbox"/> Other Assistance	Negotiable

Notes: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

### SLEEPING ACCOMODATIONS

If more than one group is using Lutherhill, we will coordinate the facilities and make every effort to provide for the needs of each group. Rates for Sleeping Accommodations are applied if guests are staying overnight in lieu of the facility cost on the first page.

# of guests	Facility	Description	Nightly Rates*
_____	Ark	6 rooms sleeping 15. 3 bathrooms. Living room. Full kitchen.	\$35
_____	Broesche Center	3 rooms sleeping 12. 2 bathrooms. Living room. Kitchenette.	\$40
_____	Retreat House	4 rooms sleeping 10. 1 bathroom. Living room. Full kitchen.	\$35
_____	Cabins 11-16	14 people per cabin. 2 bathrooms per cabin.	\$30
_____	Cabins 1-10	12 people per cabin. 1 bathroom per cabin.	\$30
_____	<i>Total Overnight Guests</i>		

\*Nightly rates are per person.

### RECREATION

Lutherhill offers many areas for recreation including, but not limited to campfires, low and high ropes, pool, and pond. If you would like to participate in any of these activities, please contact the office for pricing.

### PROVIDE LUTHERHILL A WEDDING PICTURE

On the first floor of the Carby Chapel Center pictures from weddings at Lutherhill are displayed. If you would like your picture displayed, please send an 8x10 picture of the bride and groom to us.

### PAYMENT TERMS AND POLICIES

To protect the integrity of our reservations system and in fairness to others whose camping plans rely upon it, we adopted the following payment, refund, and group responsibility policies:

#### **Deposit**

To confirm your reservations, a \$500 non-refundable deposit is required.

#### **Payment Terms**

The final balance is sent via invoice the week following the wedding event. Please notify our office if the address is different from the contact person.

#### **Refund Policy**

All but the \$500 deposit will be refunded for events cancelled 30 or more days before scheduled arrival date. Events cancelled 29 or fewer days before scheduled arrival date will forfeit half the contract balance. Your group will be charged for "no-shows" and people who cancel 7 or less days before your scheduled event.

#### **Environmental Care**

Recycling is expected of our guests and caterers. Receptacles are provided on the lower level of the Chapel and throughout camp.

Materials showered on the bride and groom are to be environmentally friendly (e.g., bird seed, bubbles, biodegradable confetti). Examples of unacceptable materials are rice and foil confetti.

#### **Guest Policy**

Please review the Guest Policies found on our website. You are expected to ensure your guests abide by them.

In signing this contract you and your guests agree that Lutherhill Ministries shall not be liable to the event group for any damages from any cause to its members or to property owned by the group. To the fullest extent permitted by the law, the event group shall hold harmless Lutherhill Ministries and its representatives, agents, and employees from and against all liabilities, claims, damages, losses, expenses, and other costs, including but not limited to costs of attorney's fee arising out of, or resulting from, or in connection with the use of the Camp by the event group, its members, agents, employees, invitees, licenses, guest, or representatives.

The undersigned agrees to provide supervision to assure that all guests abide by all policies and procedures of Lutherhill Ministries.

Return a signed copy of this agreement, along with your deposit to Lutherhill Ministries.

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Signature of Contact	Date	Signature of Lutherhill Staff	Date
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After compilation of your information, an invoice for estimated cost is available upon request.