

WEDDINGS – FREQUENTLY ASKED QUESTIONS

This FAQ page is provided to serve as a simple guideline for potential renters to help them understand event rentals at Camp Lakodia. Our Rental Agreement contains the most up-to-date information and will be the document which your agreement and contract is based upon. If you have additional questions after reviewing these two documents, please contact our staff at 877-LAKODIA.

What is included with the rental of the facility?

Ceremony space includes: use of outdoor area OR Lakodia Hall for 4 hours on the day of the event and 2 hours for rehearsal the day before; two dressing areas; set up and take down of up to 200 folding chairs outside or 150 folding chairs in Lakodia Hall; extension cord to provide power for an outdoor ceremony.

Reception space includes: use of Dining Hall from 8 am – midnight on the day of the event; use of kitchen by licensed caterer and/or bar service; use of tables and chairs (see below), white table cloths, 5 overhead cables for lights and decorations (32' long each), pull-down projector screen, assistance with floor lay out and set up, tear down, and cleaning. The Dining Hall is carpeted. You may rent a dance floor from an outside vendor or rent Lakodia Hall for the dance for an additional fee.

- 25 rectangle tables, 8' long, seat 8-10 each
- 20 round tables, 5' diameter, seat 6-8 each
- 185 stacking teal chairs
- Up to 40 additional metal folding chairs

Lakodia Hall rental includes: use of Lakodia Hall from 8am – midnight on the day of the event; use of rectangle tables and folding chairs; pull-down projector screen; assistance with floor lay out and set up, tear down and cleaning.

How many people can we fit in your space?

The maximum capacity in Lakodia Hall is 150.

The maximum capacity in the Dining Hall is 225; this includes wedding party, guests, catering staff and other vendors inside the building. If additional seating is set up outside (over 225 capacity), a usage fee of \$5 per person will be applied.

A guest count above 175 will usually take up part of the dance floor space, depending on the area you want for a dance. Renter is responsible for any tear down of tables and chairs required during the event. Camp Lakodia does not staff a crew to assist with any change-over.

Do you provide catering or bar services?

Camp Lakodia does not provide catering or bar services. The renter must use a licensed and insured caterer and/or bar service of his/her choice. A Certificate of Insurance for caterers, bar service, and DJ's must be presented to Camp Lakodia at least 1 month prior to the event.

Note: We do not have serving dishes, serving utensils, silverware or drinkware for your food and drinks. You will need to coordinate with a caterer or rental company for these needs. If you choose to use our dinner plates for your food, there is an additional charge of \$.75 per plate and your caterer is responsible for washing them and putting them away.

What is your alcohol policy?

Outside alcohol is not allowed at the wedding and/or reception. Any alcohol served at the event must be through a cash bar operated by a bar service that carries liquor liability insurance. GLASS BEER OR SODA BOTTLES MAY NOT BE TAKEN OUTSIDE OF THE BUILDING. Public intoxication (drunk and disorderly conduct) will not be tolerated.

Outside of the rental price, what extra fees may we incur?

- You may rent our popcorn popper for \$75. We do not supply oil, popcorn, or bags and the machine must be thoroughly cleaned after use.
- You may rent our portable sound system (1 speaker, 1 microphone) for \$50.
- You may rent our pontoon boat on an hourly basis.
- Failure to vacate the building/s by midnight on the day of the event will result in a \$300 fine per hour after midnight. You are responsible to inform vendors of this fine as you will be charged for their noncompliance will be charged to you.
- A refundable \$500.00 damage deposit is required 14 days prior to the reservation check-in date. The cost of any missing items, damages or the need for excessive cleaning will be deducted from the damage deposit. Damage deposit will be refunded within one week after the event upon satisfactory inspection of the building/s rented.

Can we have an outdoor reception?

For the respect of Camp Lakodia guests and neighbors, outdoor receptions are allowed only when the entire facility is reserved exclusively by the renter. Under these circumstances, outdoor music must end by 10 pm.

The charge for an outdoor reception is the same as the charge for use of the Dining Hall. Only rectangle tables and metal folding chairs may be used outside. If the renter is having their ceremony at Camp Lakodia and chooses to have an outdoor reception, renter must supply their own chairs for the reception (in this case, they may deduct \$200 from the reception rental fee). Camp Lakodia does not staff a crew to assist with any change-over from ceremony to reception.

What are the rules and policies?

Camp Lakodia is owned by Fostering Hope, a nonprofit organization that provides camp and retreat opportunities for children in foster care. We take pride in maintaining the natural sanctuary of Camp Lakodia and the safe environment it provides for these vulnerable children. We ask that, as our guest, you do your part in following a few simple policies so that these children can continue to experience life-changing moments at Camp Lakodia. The following list highlights some of our policies. Please refer to our full list of policies for the most up-to-date information.

- NO SMOKING is allowed in any buildings or cabins.
- NO FIREWORKS ALLOWED, including sparklers.
- Camp Lakodia artwork and wall hangings may not be removed from the walls.
- No nails, screws or staples can be used on building surfaces or trees. Wire, floral wire, and non-stick tape are allowed. If using candles, dripless candles are mandatory, must be stationary and enclosed in non-flammable containers. Candles may only be used cautiously in the fireplace



hearth area and table tops only. Battery operated tea lights are recommended. No rice, confetti, birdseed, potpourri, glitter, sand, Silly String, or any substance of that nature. Bubble machines are permitted outside only.

- Camp Lakodia requires that the Renter obtain general liability or event insurance covering the day/s of the event. A certificate of insurance and a policy endorsement naming Camp Lakodia as an additional insured as the owner/operator of Camp Lakodia shall be provided to Camp Lakodia at least 14 days prior to the day of the event. Event insurance can be purchased through our insurance provider or you can contact your homeowner's insurance agent. Please contact us for information.

What is required to make a reservation?

At the time of reservation, we collect a 50% deposit of the total amount you will personally be responsible for, including lodging and event facilities. We will hold any cabins for your guests for a period of 3 weeks from the date you make the reservation. Your guests may call in and make their own deposit towards their cabin reservation. (A 10% discount applies to lodging reservations with rental of the Dining Hall.) At the end of 3 weeks, the remaining cabins may either be secured by a deposit from you, or released to the general public.

If you are making an exclusive reservation of the entire facility, you will be responsible for paying a 50% deposit on the total fee and making arrangements with your guests for lodging payments.

When can we set up and tear down?

The rental fee is from 8 am – midnight on the day of the rental. You may call Camp Lakodia 30 days in advance of the event to hold the Dining Hall for decorating (if it is available) for a fee of \$300.

All rentals and decorations need to be taken down and cleared out by midnight on the night of the event to allow our staff to come in and clean. If the space is not scheduled to be used the day after your event, you may come in from 8-11 am the following morning to remove your rentals and decorations for a fee of \$300.

Where can my guests park?

The paved parking lot outside of the Dining Hall can accommodate up to 60 vehicles. In addition, vehicles may park in straight rows in the grassy area adjacent to the parking lot. Vehicles may not park along the edge of the parking lot or along roadways.

What is your cancellation policy?

Should you need to cancel your event, a \$50 handling fee will be charged per reservation. The following schedule applies for refunds (This policy also applies to RV site with \$5 handling fee.)

<u>Amount of time prior to event</u>	<u>Amount of deposit returned (less handling fee)</u>
more than 90 days	100%
30 - 90 days	50%
15 - 29 days	25%
Less than 15 days	0%