





# Weddings at Lutherlyn

Thank you for expressing interest in Lutherlyn for your wedding. Lutherlyn hopes to provide a pleasant experience for you and your guests during your special day. Below you will find the services provided to you as part of your reservation as well as a number of policies regarding weddings at Lutherlyn.

## Wedding Venues

The Amphitheater	Chapel Hill	Lakeside Chapel	Baker Chapel
			
Seats 300 people Electricity \$1200	Seats 250 people No electricity \$1000	Seats 80 people No electricity \$800	Seats 225 people Electricity, AC, Heat \$2000

Your reservation includes 1 cabin (can be divided into 2 rooms) to get ready in on the day of the wedding along with Rice Hall or Dogwood Pavilion to serve as a rain space (depending on availability). If you wish to use Baker Chapel as your rain location, it is \$2000 for both the outdoor location and Baker Chapel, if available (non-refundable, whether it is used or not). Access to the Venue is from 4pm Friday to noon on Sunday.\*

### Wedding Policies:

- We are happy to have couples get married at Lutherlyn but please know that we are just the wedding location; we are not primarily a wedding venue and we do not provide staff or services for weddings. Lutherlyn is an Outdoor Ministry, and our primary focus is our 5 core areas of ministry.
- Lutherlyn will provide one tour of the wedding venue; any additional tours will be self-guided. Appointments must be made for all tours (including self-guided).
- We do not provide decorations, ladders, sound systems, instruments, shuttles, staff, an officiant, or tools. Please expect to arrange for these on your own. Lutherlyn will put out directional signs for parking and the ceremony venue.
- It is the responsibility of the wedding party to set up and clean up the venue within the rental time.
- If the wedding is moved indoors due to rain, it is the wedding party's responsibility to set up chairs.
- Renting chairs for Lakeside or Dogwood Rain Space is the responsibility of the wedding party.
- The Dining Hall Lobby has bathrooms that are available for wedding guests.
- Please do not staple, nail, or tack anything to Lutherlyn's signage, benches, or structures.
- There is limited handicapped parking close to all four venues and more parking a short walk away.
- Throwing rice is hazardous to wildlife; please throw only birdseed, bubbles, or flower petals.
- Candles are not permitted on the carpet in Baker Chapel (this restriction includes candles in jars). Candles can only be used on the altar and stage.
- Lutherlyn has a no pets policy.
- Payment is due at signing of contract.
- 50% of the payment is refundable for cancellations made at least 6 months prior to the wedding. Cancellations within 6 months receive no refund for the wedding and/or reception venues. If an outdoor wedding is moved to an off-site indoor location due to rain, 90% of the wedding venue fee will be refunded.

I have read and understand these Wedding Policies. I will be the contact person for this wedding and the only one to communicate with Lutherlyn regarding this wedding.

Signature: \_\_\_\_\_ Printed Name: \_\_\_\_\_

Today's Date: \_\_\_\_\_ Wedding Date: \_\_\_\_\_ Cell Phone #: \_\_\_\_\_

\*This applies only to Weddings that do not fall during our Summer Camp season. Weddings during Summer Camp will be required to do all decorating Saturday Morning and will not have access to their venue until 6pm on Friday. Summer Weddings will have the Fireside Room in the Dining Hall for getting ready, not a cabin.

## Receptions at Lutherlyn

Thank you for expressing interest in Lutherlyn for your reception. Lutherlyn hopes to provide a pleasant experience for you and your guests during your special day. Below you will find the services provided to you as part of your reservation as well as a number of policies regarding receptions at Lutherlyn.

### Reception Venue



#### Dogwood Pavilion

Seats 150 people at picnic tables

Electricity

\$1200

#### Wedding Reception Policies:

- We are happy to have couples get married at Lutherlyn but please know that we are just the reception location; we are not primarily a reception venue and we do not provide staff or services for receptions. Lutherlyn is an Outdoor Ministry and our primary focus is our 5 core areas of ministry.
- Lutherlyn does not cater for wedding receptions. It is the responsibility of the wedding party to hire a caterer.
- Only beer and wine are allowed at Dogwood pavilion during the reception and must be distributed by a bartender. No hard alcohol is permitted.
- Alcohol is only allowed at the reception venue. There is no alcohol allowed anywhere else on camp. It is the responsibility of the wedding party to communicate this policy to guests.
- Wallace Hall is included in the reservation for the bathrooms and the caterer.
- The reception must be over by 11pm on Saturday Night. Wedding parties will be given a time by a Lutherlyn Staff member as to when they can begin set up on Friday (based on availability). The reception must be completely cleaned up by noon on Sunday.
- The wedding party is responsible for setting up the reception. Dogwood will be swept and the picnic tables will be washed prior to arrival.
- Painters' tape or string/twine may be used to decorate; no other adhesives, nails, staples, or tacks.
- All vehicles must be parked in the designated parking lot. If the field at the Shaulis village is dry, it may be used for Dogwood reception parking. Please do not drive on walking paths or wet grass.
- At the conclusion of the reception, it is the responsibility of the wedding party to put all garbage in Wallace Hall that evening (to avoid critters getting into the trash overnight).

I have read and understand these Wedding Reception Policies. I will be the contact person for this reception and the only one to communicate with Lutherlyn regarding this reception.

Signature: \_\_\_\_\_ Printed Name: \_\_\_\_\_

Today's Date: \_\_\_\_\_ Reception Date: \_\_\_\_\_ Cell Phone #: \_\_\_\_\_

\*Picnic tables will be left in Dogwood but can be moved outside by the wedding party if the wedding party is renting tables and chairs. The rental reservation, delivery, set-up, pick-up, returning picnic tables to Dogwood, and payment are the responsibility of the wedding party for receptions in Dogwood Pavilion.