



---

# WEDDING POLICIES

---

Lakeshore Center at Okoboji



**1864 HIGHWAY 86**

**MILFORD, IA 51351**

**712-337-3313**

**[office@lakeshorecenteratokoboji.org](mailto:office@lakeshorecenteratokoboji.org)**

# **WEDDING POLICIES Of Lakeshore Center at Okoboji**

The Lakeshore Center at Okoboji is pleased to make available our facilities for those weddings that meet our guidelines. These guidelines have been designed in order to maintain the facilities of Lakeshore Center in accordance with the standards and purposes to which they have been dedicated and in order to clarify the responsibilities of those using the camp.

## **THE MARRIAGE SERVICE**

Marriage is a gift God has given to all humankind for the well-being of the entire human family. Marriage involves a unique commitment between two people, traditionally a man and a woman, to love and support each other for the rest of their lives. The sacrificial love that unites the couple sustains them as faithful and responsible members of the church and the wider community.

This is a holy and sacred event, and Lakeshore Center, through its Ministry Board, must ensure that the Marriage Service is one which achieves the deep sense of worship and commitment which the significance of this service requires. The Board requires that all marriage services performed on our grounds are in accordance with Presbyterian polity and The Book of Order.

## **WEDDING PREPARATION**

All couples getting married at Lakeshore Center are expected to obtain premarital counseling from either the presiding pastor or another professional. A letter confirming the completion of counseling will be required prior to the date of the service.

It will be your responsibility to have the wedding bulletin printed.

As soon as possible, the couple must complete our Wedding Information Form. A payment of the damage/misuse deposit (\$300, \$500, or \$750) and 10% of rental cost is also due at this time. Please see Page 3 to determine correct damage deposit fee and rental cost. This advance deposit must be submitted to our office within 10 days of the request.

When a couple has submitted their Wedding Information Forms, contract, and advance deposit, their reservation has been guaranteed, and no other wedding will be scheduled within 3 hours of the first party's reserved times. This allows time for our staff to clean following the first wedding and time to prepare for the second wedding.

## **MUSIC**

For an indoor/outdoor service, a sound system will be provided. If outside, Lakeshore Center reserves the right to not allow the system to be used in case of inclement weather or wind.

For an indoor service, a piano is available.

All music must be suitable for the marriage service. Ideally, it draws attention to God and expresses the faith of the Church. If there are questions about the appropriateness of music, please check with your pastor.

## **CANDLES**

Candles may be used for either outdoor or indoor ceremonies. For indoor ceremonies, all candles (except the unity candle) must have protective hurricanes around them. If a unity candle is to be used in the wedding ceremony, the couple is responsible for bringing that candle, plus two tapers.

All candles are the couple's responsibility.

## **FACILITIES**

Lakeshore Lawn, located near the cross, is the designated area for an outdoor ceremony. Depending on which package a couple has purchased, the backup location due to inclement weather may be the Chapel, Rec Hall, or Great Hall. Please see the Summary of Fees on Page 3 for details.

Any couples who have purchased the Silver or Gold Package must note that other guests may be staying in Lakeview Lodge and that the Lodge is our dining facility for all summer camps and retreat groups. The only way to have exclusive use of Lakeview Lodge is to book the Diamond Package.

Wedding parties may dress on site. Please inquire with the Lakeshore Center Office as to availability and rates.

## **VIDEOS AND PHOTOGRAPHY**

Some couples desire to have a video-recording of their wedding service. They need to arrange for someone to do that. It is requested that this photographer consult with the pastor and use discretion in the filming of the service, so as to not distract from the ceremony.

Pictures may be taken following or preceding the ceremony.

## **REHEARSAL**

A rehearsal is necessary for all except for the smallest informal wedding. Discuss this with the officiating pastor. It is the responsibility of the couple to arrange the date and time of the rehearsal in agreement with the Lakeshore Center staff. Rehearsals may not interfere with the existing Summer Camp schedule and must work around Lakeshore Center's ministry.

## **MISCELLANEOUS GUIDELINES**

The rooms will have had their final cleaning in preparation for the wedding by the time of the rehearsal. Please understand that the wedding party is responsible for how the facilities are left, because that is how they will remain for the wedding. Any damages will be the responsibility of the couple.

**There is to be no rice or confetti thrown in any building or on the Lakeshore Center grounds.** However, bird seed or bubbles are permitted outside the buildings. Sparklers are not permitted.

**No smoking** is allowed in any part of the buildings or grounds of Lakeshore Center. (including the dressing rooms and vehicles)

**No drinking of alcoholic beverages or use of illegal drugs** is allowed in any part of the buildings or on the grounds of Lakeshore Center. (including the dressing rooms and vehicles)

All **accessories, equipment, and decorations** brought in for the wedding and/or reception are to be **removed** from the premises ***immediately following the wedding or reception.***

Protection of gifts received and other property of the wedding party at the wedding and/or reception are the responsibility of the wedding party.

All wedding events on Lakeshore Center grounds will **conclude by 10:00 p.m.**

## **SEATING CAPACITY**

The Lakeview Lodge Great Hall will hold 213 people seated in rows. Seating capacity for dinner is 180 people. Cost for Lakeshore Center staff to set up chairs for an event is \$5 per chair.

## **SCHEDULED FEES**

All fees must be paid to the Lakeshore Center at Okoboji office prior to the day of the rehearsal. One check, payable to Lakeshore Center at Okoboji may include all fees and deposits.

## Summary of Fees

<u>PACKAGE</u>	<u>FEE</u>
<b>Bronze Package (Outdoor)</b> .....	<b>\$700</b>
Reservation of the Lakefront Lawn (by the cross) for outdoor service area <i>**In case of rain, includes the use of the sound system and either the Chapel or Rec Hall as a backup location, at the discretion of the Lakeshore Office.**</i>	
Damage/Violation Deposit (returned if no damage or violation occurs).....	\$300
<b>Silver Package (Indoor)</b> .....	<b>\$750</b>
Reservation of the Lakeview Lodge Great Hall for rehearsal and wedding (includes use of the sound system)	
Damage/Violation Deposit (returned if no damage or violation occurs).....	\$500
<b>Gold Package (Outdoor)</b> .....	<b>\$1450</b>
Reservation of the Lakefront Lawn (by the cross) for outdoor service area <i>**In case of rain, includes the use of the sound system and Lakeview Lodge</i>	
Damage/Violation Deposit (returned if no damage or violation occurs).....	\$300
<b>Diamond Package (Indoor)</b> .....	<b>\$2330</b>
Reservation of the Lakeview Lodge <u>exclusively</u> for wedding (includes Great Hall and all 14 guest rooms)	
Damage/Violation Deposit (returned if no damage or violation occurs).....	\$750
<b>OPTIONAL FEES</b>	
Chair set up by staff.....	\$5 per chair
LCD projector.....	\$50 for 3 hours
Additional rooms for dressing.....	\$95 per room

### Cancellation Policy

The fee assessed for cancellation occurring 90 days or more in advance of the event is 75% of the original contracted amount, minus the deposit paid. Cancellation occurring between 90 and 10 days will be assessed 90% of the original contracted amount, minus the deposit paid. This amount is payable by the event date. If the Lakeshore Center at Okoboji is able to rebook all or part of cancellation fee will be reduced according to the amount of rooms/properties rebooked. Should the entire reservation be rebooked, no cancellation fee will be charged. Deposits to secure the facility are non-refundable.

### Guaranteeing a Reservation

In order to guarantee a reservation for a wedding at Lakeshore Center at Okoboji, a signed contract must be submitted within 10 days, along with a completed Wedding Information Form and a deposit equal to the total of the damage/violation deposit plus 10% of the selected package's total cost. (\$370 for Bronze, \$575 for Silver, \$445 for Gold, and \$983 for Diamond). Credit card information for Lakeshore Center at Okoboji to keep on file for your reservation must also be submitted at this time. This can be done by filling in the credit card information on the Wedding Information Form or by calling our office at (712) 337-3313.

## WEDDING INFORMATION FORM

### The Couple:

Name: \_\_\_\_\_

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

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

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

Name: \_\_\_\_\_

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

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

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

### Finances and Preferences:

Credit Card #: \_\_\_\_\_ Security Code: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Name on Card: \_\_\_\_\_ Company (circle one): MC VISA AMEX DISCOVER

Wedding Package (circle one): Bronze Silver Gold Diamond

Wedding Date \_\_\_\_\_ Time: \_\_\_\_\_ Location: \_\_\_\_\_

Rehearsal Date \_\_\_\_\_ Time: \_\_\_\_\_ Location: \_\_\_\_\_

Reception Date \_\_\_\_\_ Time: \_\_\_\_\_ Location: \_\_\_\_\_

Facilities: \_\_\_\_\_

Set up requested: \_\_\_\_\_

Additional supplies needed (LCD projector, dressing rooms): \_\_\_\_\_

### Dates and Duties confirmed with the following people:

Minister: \_\_\_\_\_ Minister Phone: \_\_\_\_\_

Minister Email: \_\_\_\_\_ Photo/Video: \_\_\_\_\_

Musicians/DJ: \_\_\_\_\_

Florist: \_\_\_\_\_ Caterer: \_\_\_\_\_

The families of the couple are responsible for making sure all decorations, clothing, and other items are removed as quickly as possible after the ceremony and all chairs and equipment is returned to its proper locations. Any damage or misuse of facilities or equipment and policies will forfeit the Damage Deposit and may result in cancellation of the event.

*In order to guarantee your reservation, please submit this form and the appropriate deposit to*

*Lakeshore Center at Okoboji*

*1864 Hwy. 86*

*Milford, IA 51351*