



YOUR WEDDING

at

TWINLOW



office@twinlowcamp.org | (208)352-2671 | twinlow.org



Wedding Policies and Guidelines

Thank you for choosing Twinlow for your special day. We are a ministry of the United Methodist Church and want to offer our site and our staff to give you an affordable and beautiful place to have a ceremony and reception with family and friends. The following policies and guidelines are being given to you to help us work together so that we can meet your expectations and help you understand our limitations. We encourage and invite you to come take a tour of our site. We have done many weddings here and they have all been different. We can give you many ideas on what works well and maybe what does not work well.

Reserving and Payment

To reserve your date, we can write up a reservation agreement that spells out your dates, times, and facility usage. A signed agreement and deposit of 25% of the total anticipated cost is required to make your reservation and is not refundable. Final payment is due one week before your wedding so that you can enjoy your weekend when you arrive and have one less detail to take care of. In addition a week out we take a \$500 security deposit to cover damages or breaches in policies (see: pets, smoking, excessive clean up, etc.) We accept check, cash, or a credit card with a 3% fee added on.

We also have accommodations for up to 194 people with many different levels of accommodations ranging from almost hotel style to affordable rustic cabins. We would love to host your family and friends and can give you a retreat experience to be together and not have to worry about lodging details. All of our facilities are priced at a flat rate per night allowing you great flexibility on not having to know who is staying or not staying till close to your date. We also provide great food service and can provide food at your reception if you would like.



Some Rules During your Weekend

- We are a part of a lakeside community here. Quiet hours are between 10pm and 8am. If you are using a sound system of any kind, we ask you to have it turned off by 10pm. Please also respect private property around us.
- Unless arranged ahead of time, our waterfront is not open for swimming or boating. We would be happy to arrange lifeguards and a staffed waterfront for you which includes canoes, kayaks, paddleboards, inflatable toys, and a swimming area available for an additional charge. Another possibility is if you reserve our lakefront home Pinecrest which can sleep up to 14 people, you will have a waterfront that you can use at your own discretion.
- We do allow alcohol on a case by case basis and only wine & beer. If you would like to have alcohol, you will need to have a conversation with the Twinlow Guest Group Coordinator and come up with a plan to keep it contained and safely distributed. You will then sign a waiver agreement. No signed agreement, no alcohol, before or during.
- Please do not drive on any grass or through camp. Parking is located at the top of camp and we ask you to limit your driving on our lower road which is owned by our neighbors. Please make plans to shuttle folks who have difficulty walking and use your many helpers to make light work of moving stuff around. You might consider renting a golf cart for the weekend. If your caterer needs to they can park on the North end of the field.





Arrival and Departure

The Forever and Love Birds packages allow for site use fee allows you to arrive at 3pm or later the day before your wedding to decorate, set up, have rehearsal and prepare for your day. We will work with you to create a detailed written plan of how you would like things to be set up when you arrive the day before. Items that the camp has include tables, chairs, small sound system, computer projector, refrigerators for flowers, and other camp items that we can probably provide for you. Things that we do not have and you may want to consider renting are: white chairs, tablecloths, and other wedding specific items. Unless we are doing food service for your reception, you will need to rent or bring in a caterer with plates, silverware, and serving dishes.

Forever and Love Birds packages check out time is 11am the day after. This means please have a plan in place to have family and friends to be cleaning up that night or early the next day and have everything packed up and out of buildings by 11am. Please make arrangements with any rental companies to have items picked up by 11:00 am. We encourage you to make reservations here at the camp for overnight lodging and your guests may appreciate the opportunity to stay the night. We will charge an additional \$500 per day for anything or anyone still left onsite.

The Two of Us Package is for 12 hour Day-of rental, with check in at 10:00 am and check out at 10:00 pm.

You are required to leave all the facilities in the way that you found them. We will remove trash for you but otherwise, if you brought it here, please take it home with you (unless a donation to the camp is being made and you have discussed it with the camp director).



Twinlow Staff Responsibilities

As we previously stated we will work with you before your day to discuss details and make sure our facility is ready for you when you arrive to set up. The day of your event Twinlow staff will be present and available for Twinlow facility needs. This means that if a lightbulb burns out, toilet paper runs out, or a toilet overflows Twinlow Staff will take care of it. Twinlow Staff will also be in charge of keeping restrooms clean and stocked.

Twinlow's Guest Group Coordinator will have contact with one person for your wedding. It is this person who should arrange site visits, catering, lodging, rental deliveries, and other wedding details. Twinlow Staff will only help with tent deliveries to protect our irrigation system. Twinlow Staff are not wedding planners or coordinators. This means we will not coordinate caterers, rental arrivals, talk to vendors, or any of the other set up or pick up details. Twinlow Staff will not touch any rental equipment to keep us clear of any liability.

Twinlow Staff will discontinue keeping restrooms maintained and cleaned if, due to drunkenness, bathrooms are soiled. Twinlow Staff is not responsible for cleaning up bodily fluids of guests. If this clean-up is needed we will notify the contact person, and alcohol services will be shut down.

Twinlow staff are not available to run your wedding. We will not be in charge of managing a gift table, or directing guests from one location to the next. We say this not to be rude, but to make sure expectations for your day are met.

Twinlow will make sure the grounds are well maintained, the grass is trimmed, and paths are clear. Along with all of that the buildings you are using will be set up and ready for your arrival. We do the best with what we have. Please understand that we cannot guarantee the grass by the lake will stay green all for the entire summer. We make no promises on the condition of the non-irrigated areas of camp.

Other Details

We have found that it works best to have one contact person in charge of your wedding that the Twinlow staff can communicate with before and during your event. This may be the wedding coordinator or a calm cool and collected friend or family member. Please provide that name before your weekend and we will provide one lead staff person here at Twinlow for you to work with as well.



What is Included?

Our wedding package includes the day before set up, day of use, and day after clean up until 11:00 am.

Also included in your wedding package is:

- ◆ Tables and Chairs
 - ◆ 15 5 foot round tables
 - ◆ 2 4 foot round tables
 - ◆ 2 8 foot rectangle tables (best for wedding party seating)
 - ◆ 12 6 foot rectangle tables (good for serving food)
 - ◆ 11 outdoor picnic tables
 - ◆ 21 wooden benches (green)
 - ◆ 200 folding metal chairs (brown)
- ◆ Our speaker system (little sound box that is cordless and Bluetooth compatible) Great for the ceremony
- ◆ Extension cords as needed
- ◆ Our industrial fridge for flower and cake storage (as room allows, our food comes first)
- ◆ Twinlow Staff to be present and available the day of your event. This person is to make sure our facilities are clean and working. This is not a wedding coordinator/planner. It is your responsibility to coordinate any rental arrivals, catering, etc.



Frequently Asked Questions

Q: Do you have preferred vendors?

A: Yes. We prefer any vendor that can have your rental equipment packed up and out of here by check out (11:00 am). Event Rents and Lake City Rentals are both preferred, they do Sunday pick ups, and are wonderful to work with. We run camps June-August. We need all rental equipment out on time so we can prepare for campers.

Q: Can we have an outside company cater?

A: Yes. Many weddings at Twinlow choose this option and we would love to talk to you about how to organize and communicate with the catering company for the day of your wedding.

Q: Can we use Twinlow to provide a meal on our wedding day?

A: No, we no longer have catering services.

Q: May we do campfire, bring in tiki torches, lanterns, or other flame lights?

A: Sure as long as you manage them. If we are under a burn ban, please respect that.

Q: Can we bring a large tent to set up on the field?

A: Yes, you are in charge of making sure they are picked up the day after your event.

Q: Can we use your kitchen facilities?

A: Not our industrial kitchen. However you may use the fridge for flowers and cake storage. If you are renting Selkirk for the night the kitchens in there are all yours.

Q: Can we use Twinlow's dishes?

A: Dishes are for food service only. This includes: plates, cups, silverware, pitchers, water containers, coffee containers, and coffee mugs.

Q: Can my family stay the night?

A: If we have the space, yes! Just make sure to reserve lodging ahead of time.

Q: Is there RV camping onsite?

A: No. We do not allow RV camping onsite. No exceptions.

Q: Can I bring my pet?

A: No. Pets cause messes, problems with Twinlow's pets, and are often a problem. No exceptions, please don't ask.

Q: Can we rent a golf cart for transporting guests?

A: Sure! That's a great idea!

Q: Can you move the inflatable toys from the waterfront?

A: Sort of, we can move the trampoline towards the dock. The slide does not move. Inflatables are up from the first week of June to the last week in August.

Any other questions you may have please feel free to ask.

Making the Reservation

If you choose to reserve your wedding with us we will make a Reservation Agreement.

- You have 30 days to return the agreement with a 25% nonrefundable deposit. Once we receive the signed Agreement and your deposit your reservation is secure.
- After 30 days your reservation will be void and your dates may go to another group.

A \$500 security deposit is also required to reserve your venue, we will collect this a week in advance. This is a separate check that we hold until after check out and will return if all is well. *This is held for breach of contract, alcohol policy abuses, or excess clean-up (e.g. bodily fluids, alcohol messes, cigarette butts, etc.)*

If you are unsure about lodging you can always add that later or on a separate Reservation Agreement. One method is have your family reserve lodging and figure that out with us while you focus on the wedding. The same 30 days and 25% deposit apply to lodging.

For food services, we will ask for an estimate to make your reservation agreement. A week out we will contact you for final numbers. At this point we will also solidify your Invoice and send that to you. Payment is due one week before your wedding.

A final walkthrough a week before your wedding should be scheduled. This is to go over the details pertaining to your wedding and to take care of final payment. Final payment is due one week before your event. At this point we will take the \$500 security deposit as well to cover any damages or breaches in policy.

We are here to make your special day go smoothly. Please feel free to contact us about any questions you may have.

Thank you for choosing Twinlow for your wedding!

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Alcohol Policies

Alcoholic beverages are not allowed at camp or at camp functions, except that beer, wine and malt beverages only are permitted upon the following conditions:

You obtain prior written permission (this form) from Twinlow Camp as part of your guest contract and you abide by and enforce the following restrictions:

a. Alcohol is never allowed in common areas, including the waterfront; we ask that alcohol is contained to a 100 foot area from where it was served. This is to help reduce trash being left around camp, and to contain possible accidents.

b. Alcohol is consumed in moderation; if drunkenness is a problem Twinlow staff reserves the right to shut the alcohol service down. If it becomes out of hand Twinlow will call the authorities. Twinlow Staff will not clean up alcohol related messes (e.g. bodily fluids)

c. You immediately and safely remove from Twinlow premises or the Twinlow function any person who has over-consumed alcohol, who is apparently intoxicated or who is under the legal age for consumption of alcoholic beverages;

d. You and everyone for whom you are responsible abide by all applicable law; and

e. You obtain a Certificate of Insurance for at least \$1 Million in liability coverage that names Twinlow Camp as an additional insured for the dates of your wedding. A copy of this agreement must be given to Twinlow for our files.

f. Failure to abide by these rules will result in being asked to end and leave immediately and/or calling law enforcement

Group or Event Leader Signed

Date

Camp Director or Twinlow Staff Person

Date



Agreement

I have read through and agree to all of the Wedding Policies. By signing this agreement I have agreed to the following:

I have read through and agree to the wedding policies, and guest policies if I have overnight guests staying for my wedding.

I have read through and agreed to the alcohol policies as it pertains to my wedding.

I will make sure to communicate these policies to guests, and take responsibility for their actions.

I have designated one person: _____ to be the primary contact to Twinlow Camp regarding the wedding.

I have gone over expectations and policies with Twinlow's Guest Group Coordinator.

Signed by Twinlow Camp Representative and Wedding Party Representative

Twinlow Camp Representative

Date

Wedding Party Reservation Person

Date

