

Woodcrest Retreat Wedding Packages

Woodcrest Retreat provides an ideal setting for your special day. Choices include outdoors on the open field, the rustic Poplar View Pavilion featuring a stage, fireplace and retractable sides, or the climate controlled Indian Rock Center. The Indian Rock Center is complete with a barn look plank floor/paneling, and rough cut rafters.

Wedding Rentals available Mid-September through Mid-May only.

Woodcrest Retreat desires to bring Honor and Glory to God. Therefore we have established the following policies to show respect to God and others.

- Woodcrest believes that God designed marriage as a covenant relationship between one biologically born man and one biologically born woman and that sexual intimacy outside of this marriage covenant is contrary to God's divine plan.
- Birdseed only, no rice permitted.
- No smoking inside buildings, but preferably not at all.
- The following are prohibited: Alcoholic beverages, Dancing, Firearms, Fireworks (sparklers)
- If place settings are rented a staff person will be on duty for the first 30 minutes and the last 30 minutes. They will be available by phone. Staff will be available to teach dishwasher use.
- Sound and electronic equipment can be used but may not be moved for any reason.
- A Woodcrest staff person will be on call at all times during the day of the event.
- A Woodcrest staff person must give instructions to audio/video operators and sound technicians.
- In respect of other retreat guests, music must be kept at moderate levels.
- Rental supplies from outside Woodcrest must be removed by the end of day, unless otherwise approved by Woodcrest.
- Modesty is expected.
- Woodcrest reserves the right to charge for any damage that may result from your rental.
- Any broken china, glasses etc. will be charged at replacement value.

Understanding

I/we the undersigned are representatives of the using group and agree to uphold all the policies and honor the Faith Statement. I/we take the responsibility of communicating this information with our group. On behalf of the group I/we release WOODCREST RETREAT and its leadership from all liability which may arise from use of retreat facilities.

I/we have read and agree to the above for the use of WOODCREST RETREAT facilities.

Approved by:

Authorized Signature

Please Print Name

Date _____

Approved by:

Authorized Signature

Please Print Name

Date _____

PACKAGE A: WEDDING & RECEPTION (8 AM – 10:30 PM)

Includes: Indian Rock Center (IRC)-Dining Hall, Poplar View Pavilion (PV), Ballfield & Outdoor Chapel

- Dining hall w/ covered porch and lobby area
- Bride's Changing Room:
Mountain View or Rock Haven
- Groom's Changing Room:
Cabin or Meeting Room
- Seating for up to 300 persons
- 50 rectangle tables
- 30 round tables
- 300 stackable chairs
- Climate-controlled
- Handicapped-accessible
- Commercial kitchen
- Sound/video system
- Modern restrooms
- Bridal Party Waiting Room – Cocalico Room

Fee for additional day set up: 12 Noon– 9 PM

Also available for an additional charge:

China plates

China cups

Glassware

Flatware

Dishwasher/staff person (Required if place settings rented and must provide helpers to assist)

PACKAGE B: RECEPTION (8 AM – 10:30 PM)

Includes: Indian Rock Center (IRC)-Dining Hall

- Dining hall w/ covered porch and lobby area
- Bridal Party Waiting Room – Cocalico Room
- Seating for up to 300 persons
- 50 rectangle tables
- 30 round tables
- 300 stackable chairs
- Climate-controlled
- Handicapped-accessible
- Commercial kitchen
- Sound/video system
- Modern restrooms

Fee for additional day set up: 12 Noon– 9 PM

Also available for an additional charge:

China plates

China cups

Glassware

Flatware

Dishwasher/staff person (Required if place settings rented and must provide helpers to assist)

PACKAGE C: Wedding & Reception (8 AM – 10:30 PM)

Includes: Poplar View Pavilion (PV), Ballfield & Outdoor Chapel

- Accommodates approximately 250 guests
- Outdoor pavilion w/retractable sides
- Small Kitchen – stove, sink, one household refrigerator, one double door refrigerator
- Stage Area
- Stone fireplace w/mantle
- 9 Picnic tables
- 20 - 8 ft. benches
- Sound system
- Separate outdoor rustic restrooms
- Bride's Changing Room:
Mountain View (reminder: bathrooms are used by general guests)
- Groom's Changing Room:
Wren Cabin

Fee for additional day set up: 12 Noon – 9 PM

Note: Moving of all benches, tables, games, etc. are the responsibility of the renter. All items must be returned to the original location before leaving.

PACKAGE D: RECEPTION (8 AM – 10:30 PM)

Includes: Poplar View Pavilion

- Accommodates approximately 250 guests
- Outdoor pavilion w/retractable sides
- Small Kitchen – stove, sink, one household refrigerator, one double door refrigerator
- Stage Area
- Stone fireplace w/mantle
- 9 Picnic tables
- 20 - 8 ft. benches
- Sound system
- Separate outdoor rustic restrooms

Note: Moving of all benches, tables, games, etc. are the responsibility of the renter. All items must be returned to the original location before leaving.

Fee for additional day set up: 12 Noon – 9 PM

Additional options:

Additional fee for ballfield game use

Additional fee for changing space

Wedding Package Rental Form

Brides Name:		Phone:	Date(s) Reserved:	
Grooms Name:		Phone:		
Contact Person:			Times Reserved:	
Address:			Phone:	
City, St Zip			Email:	
Check	Package	Rates	Amount	
___	A. INDIAN ROCK – WEDDING & RECEPTION	\$2,500		
___	Additional day for set up:	\$500		
___	China plates	\$ 100		
___	China coffee cups	\$ 100		
___	Glassware	\$ 100		
___	Flatware	\$ 100		
___	Dishwasher/staff: (Required if place settings rented)	\$ 100		
___	B. INDIAN ROCK ONLY	\$1,500		
___	Additional day for set up:	\$ 500		
___	China plates	\$ 100		
___	China coffee cups	\$ 100		
___	Glassware	\$ 100		
___	Flatware	\$ 100		
___	Dishwasher/staff: (Required if place settings rented)	\$ 100		
___	C. POPLAR VIEW – WEDDING & RECEPTION	\$1,500		
___	Additional day for set up:	\$250		
___	D. POPLAR VIEW ONLY	\$1000		
___	Additional day for set up	\$250		
___	Changing space	\$250		
___	Ballfield	\$250		
___	Extra charge for broken items			
Office Use:			TOTAL	
Non-refundable Deposit: \$500.00			Tax	
Due Date: _____			Deposit	
Location of Wedding if not at Woodcrest: _____			Deposit	
Time of Wedding: _____				
Time of Reception: _____				
Parking Area: _____			TOTAL DUE	
Sound/Projection System: _____				

