



# WOODCREST *Retreat*

Wedding Packages  
Helping you make your special day special





# Woodcrest Retreat Wedding Packages

Woodcrest Retreat provides an ideal setting for your wedding event. We offer the diversity of outdoor and indoor facilities with an elegant yet rustic feel while still providing you with modern amenities to help make your special day special.

NOTE: Because of the nature of our summer programs, limited wedding rentals are available October through April.

The following steps will help guide you through reserving and preparing for your wedding day or reception.

**Step 1: Check Availability** — Woodcrest's facilities are used by a variety of groups. We recommend calling and checking availability and various options that are open for your desired date or dates.

**Step 2: Arrange a Visit** — Woodcrest's facilities are truly unique and we encourage key people to visit the site and view the various options first hand. One of our staff will gladly meet with you and walk you through the facilities and answer your questions and help you to start the planning process.

**Step 3: Review Policies and Guidelines** — Take time to review the enclosed policies and guidelines for weddings at Woodcrest. Although we seek to be accommodating, our guidelines are in place to protect our property, other guests, and our organization. Make sure that you are able to comply with them before sending in your deposit. You will be asked to verify that you have reviewed and agree to follow the guidelines as part of the reservation process.

**Step 4: Reserve Your Date** — As soon as you are ready, we encourage you to reserve your date. Until a deposit is made, we can only hold a date for a seven days. We can reserve a date up to one year in advance. The signed agreement should be included with your initial payment.

**Step 5: Make Final Plans & Payment** — As you have questions, please feel free to reach out to our staff. If you need to visit again, we will gladly help you make those arrangements. Your final payment is due two weeks before your wedding event.

**Step 6: Set up for Your Event** — If you choose, you may add an additional day to your plan to allow time for set up and decorating. If you have this option, a Woodcrest staff member will be available upon request to help guide you through what is allowed, to answer any questions and to assist you with any logistical needs you might have including use of our sound systems.

**Step 7: The Day of Your Event** — Woodcrest staff will have your venue open and ready for you on the time stated on the agreement. You will also have a staff member available to assist you should any problems occur on the day of your event. We want to help you have a stress free experience and will do what we can to address any concerns you might have with the facilities. When your event is over, please use the checklist provided in your welcome packet for clean up. Please review that list carefully to avoid any additional cleaning fees.

Thank you for considering Woodcrest as the place to host your special event. We look forward to serving you.





# Woodcrest Retreat Wedding Facilities

## Indian Rock Dining Hall

- Dining hall w/ covered porch and lobby area for 300 people
- Bridal Party Waiting Room – Cocalico Room
- 40 8-foot rectangle tables and six 6-foot rectangle tables
- 25 round tables (seats 200 people)
- 300 stackable chairs
- Climate-controlled
- Handicapped-accessible
- Commercial kitchen
- Audio & video equipment
- Use of Pequea Room
- Optional use of Conestoga Room and Activity Den (for \$200)



## Poplar View Pavilion

- Outdoor pavilion with retractable sides for over 250 guests
- Small Kitchen — stove, sink, commercial refrigerator
- Spacious stage area
- Stone fireplace with mantle
- 10 Picnic tables and 20 8-foot benches
- Handicapped-accessible
- Separate outdoor rustic restrooms
- Sound system
- Access to Mt. View for staging area or changing area (public has access to restrooms)



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

## Additional Items:

- Place Settings available for rent (include plate, coffee cup, glassware, and silverware)





## Woodcrest Retreat Wedding Facilities (continued)

### Outdoor Weddings

Woodcrest offers unique settings for outdoor weddings.

- **Outdoor Chapel** — A beautiful, wooded setting that can comfortably accommodate 70 guest. A wooden stage and natural rocks are located at the front. Electricity is also available for sound systems, lights, and instruments. Pathways are wide and covered with woodchips.
- **Chapel in the Woods** — Ideal for micro weddings. This miniature replica church seats 12-24 guests with a spacious stage/altar. There is no electricity in the building.
- **Ball Fields** — Woodcrest has two ball fields that can be used for weddings. Both have access to electricity. Chairs and other items are not provided by Woodcrest.

Each setting is available to use for photos and is wheelchair accessible. Golf carts can be rented to help shuttle guests from parking area at Mt. View.



### Woodcrest Retreat Wedding Rates

#### Package A — Poplar View & IRC Dining Hall\*

(8:00 a.m.—10:30 p.m.)

Use of Poplar View Pavilion for the wedding venue with Indian Rock Dining Hall for the reception. Includes Mt. View for bride's changing area and Pequea for groom's changing area.

Cost: \$2200

Additional day for set up: \$800

#### Package B— Outdoor Chapel & IRC Dining Hall\*

(8:00 a.m.—10:30 p.m.)

Use of Outdoor Chapel for the wedding venue with Indian Rock Dining Hall for the reception. Includes Mt. View for bride's changing area and Pequea for groom's changing area.

Cost: \$1600

Additional day for set up: \$500

\* IRC Dining Hall price does not include 6% PA Sales Tax





## Woodcrest Retreat Wedding Rates (continued)

### Package C— Outdoor Chapel & Poplar View

(8:00 a.m.—10:30 p.m.)

Use of Outdoor Chapel for the wedding venue with Poplar View Pavilion for the reception. Includes Mt. View for bride's changing area and Wren Cabin for groom's changing area. Two night Wren Cabin is also included.

Cost: \$1300

Additional day for set up: \$400

### Package D— Outdoor Chapel & Ballfield

(8:00 a.m.—10:30 p.m.)

Use of Outdoor Chapel for the wedding venue with one ballfield for outdoor reception space. Includes Mt. View for bride's changing area and Wren for groom's changing area. Two night Wren Cabin is also included.

Cost: \$900

Additional day for set up: \$250

### Package E— Poplar View & Ballfield

(8:00 a.m.—10:30 p.m.)

Use of the Poplar View pavilion and the adjoining ballfield. Includes Mt. View for bride's changing area and Wren Cabin for groom's changing area. Two night Wren Cabin is also included.

Cost: \$1250

Additional day for set up: \$400

### Package F— Micro Wedding

(5 hours)

Use of Chapel in the Woods or the Outdoor Chapel for a simplistic and intimate wedding. Includes Mt. View for changing area or reception venue. For 12-25 attendees (including wedding party).

Cost: \$600

Small reception space: \$200-400\*

\*Call to ask about options

### Package G— Reception Only

(8:00 a.m.—10:30 p.m.)

Are you looking only for a reception venue?

- Indian Rock Center\* — Cost: \$925

Additional day for set up: \$500

Optional inclusion of Conestoga Room: \$200

- Poplar View Pavilion — Cost: \$615

Additional day for set up: \$350

\* IRC & Conestoga price does not include 6% PA Sales Tax



## Wedding Package Rental Form 2024

Wedding Party Name		Date(s) Reserved:	
Contact Person:		Times Reserved:	
Address:		Phone:	
City, ST. Zip		Email:	
Please Check Option	<b>Package</b>	<b>Rates</b>	<b>Amount</b>
	<b>A.</b> Poplar View & IRC Dining Hall Additional day for set up:	\$2,200 \$800	
	<b>B.</b> Outdoor Chapel & IRC Dining Hall Additional day for set up:	\$1,600 \$500	
	<b>C.</b> Outdoor Chapel & Poplar View Additional day for set up:	\$1,300 \$400	
	<b>D.</b> Outdoor Chapel & Ballfield Additional day for set up:	\$ 900 \$250	
	<b>E.</b> Poplar View & Ballfield Additional day for set up:	\$1,250 \$400	
	<b>F.</b> Micro Wedding Package Small Reception Space	\$ 600 Call	
	<b>G.</b> Reception Only – Indian Rock Dining hall Additional day for set up	\$925 \$500	
	Reception Only – Poplar View Pavilion Additional day for set up:	\$615 350	
	Optional Rental of Conestoga Room & Activity Den for day of event	\$200	
	China plates (per place setting)	\$ 0.60	x ____ =
	China coffee cups (per place setting)	\$ 0.50	x ____ =
	Glassware (per place setting)	\$ 0.50	x ____ =
	Flatware (fork, spoon, knife per place setting)	\$ 1.75	x ____ =
	Extra fork (salad or dessert per place setting)	\$ 0.60	x ____ =
	Minimum charge for place settings:	\$300	
	Extra Charge for broken Items	Replacement Costs	
	Extra charge for clean up	\$50/hour	
<b>Office Use:</b> Non-refundable Deposit: <u>\$500.00</u> Received: _____ Remaining Payment Due: _____ Sound System: __ Yes __ No Video Projector: __ Yes __ No		<b>Tax</b>	
		<b>Less Deposit</b>	
		<b>TOTAL DUE</b> <i>Two Weeks Prior</i>	

# Woodcrest Retreat Wedding Agreement

Groom's Name \_\_\_\_\_

Bride's Name \_\_\_\_\_

Pastor Officiating Service \_\_\_\_\_

Pastor's Church Affiliation \_\_\_\_\_

Couple's Relationship to Pastor/Church \_\_\_\_\_

Time of Wedding:

Time of Reception:

Number of Guests:

Location of wedding if not at Woodcrest \_\_\_\_\_

Name of Wedding Party that will be used in signage \_\_\_\_\_

If renting space for an additional day, what time would like the buildings unlocked? \_\_\_\_\_

☐ Both Bride and Groom have read and agree to honor our Statement of Faith

## Understanding

**I/we the undersigned are representatives of the wedding party and agree to uphold all the policies and honor the Faith Statement of Woodcrest Retreat. 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 the retreat facilities.**

**I/we have read and agree to the guidelines, policies, and statement of faith and I agree to honor those when using WOODCREST RETREAT facilities.**

Approved by:

\_\_\_\_\_  
Authorized Signature — Groom

\_\_\_\_\_  
Please Print Name

Date \_\_\_\_\_

\_\_\_\_\_  
Authorized Signature — Bride

\_\_\_\_\_  
Please Print Name

Date \_\_\_\_\_

# Woodcrest Retreat Wedding Guidelines & Policies

Woodcrest Retreat desires to bring honor and glory to God in that we do. Therefore we have established the following guidelines and 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 and preferably not at all out of respect to other guests.
- The following are prohibited: Alcoholic beverages, Firearms, Fireworks
- Sound and electronic equipment can be used but may not be moved for any reason. Live music is not permitted but requests can be made for limited exceptions.
- We permit Dancing that is an expression of worship and is honoring to God. Within the context of a wedding this includes special dances (i.e. Father of the Bride, first dance, etc...). This is not permission to have general dancing.
- We allow Christian music but please keep sound levels at a volume to respect other groups renting facilities nearby. If we receive complaints music will need to be turned down.
- A Woodcrest staff person will be on call at all times during the day of the event to assist with facility and equipment issues that may arise and to answer any questions you may have.
- Rental supplies from outside Woodcrest must be removed by the end of day, unless otherwise approved by Woodcrest.
- Please refrain from using glitter since it does not clean up easily.
- The use of candles is permitted but flames should be contained in a container to keep wax from getting on tables and floors.
- Modesty and courtesy is expected.
- If renting place settings from Woodcrest, dirty dishes are to be collected and placed in marked bins located in the washroom. Woodcrest staff will wash them.
- If hanging decorations from the walls, do not use tacks or nails. Use materials that will not leave marks or damage paint. Please remove all decorations when wedding is over.
- 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.
- Failure to follow the posted clean up checklists could incur a clean up fee.
- Woodcrest is not responsible for any food related illnesses brought in by outside caterers.
- Woodcrest is not responsible for lost or stolen items during your event.



# Woodcrest Retreat Statement of Faith

## **God...**

We believe in one true God, eternally existing as Father, Son and Holy Spirit.

## **Creator...**

We believe that this only true and triune God has created all things visible and invisible.

## **Jesus...**

We believe Jesus Christ is the only Son of God. We believe in His virgin birth, His sinless life, His miracles, His atoning death through His shed blood, His bodily resurrection, His ascension to the right hand of the Father and His future personal return in power and glory.

## **Holy Spirit...**

We believe in the Holy Spirit of God who brings conviction, regeneration and the ability to live a godly life.

## **Bible...**

We believe the Bible to be the inspired word of God and the true authority in all matters of life and conduct.

## **Humanity...**

We believe all persons are born sinners and therefore separated from God and need that relationship restored through salvation by grace which can only be received by repentance from sin and through faith in Jesus Christ as Savior. We believe in the sanctity of human life, that God created male and female, and that life begins at conception. We believe that God designed marriage as a covenant relationship between one biological born man and one biological born woman and that sexual intimacy outside of this marriage covenant is contrary to God's divine plan.

## **Destiny...**

We believe in the personal return of Jesus Christ to receive those who have been saved by placing their faith and trust in Him. We believe in the resurrection of both the saved and unsaved—the saved to eternal life and the unsaved to eternal punishment.