

Camp Manna Ministries

Wedding Reservation Form

Please complete and return to:

243 Gibson Way, Mocksville, NC 27028 or email to Info@campmanna.org

****Please Call our office prior to filling out this form to verify dates are available****

Contact Information

Bride's Name: _____ Email Address _____

Contact Phone #1 _____ Contact Phone #2 _____

Mailing Address: _____

Groom's Name _____ Email Address _____

Contact Phone #1 _____ Contact Phone #2 _____

Reservation Information

I plan to use Camp Manna Facility for the following:

- Rehearsal, Wedding & Reception w/Log Assembly Bldg **Cost \$500**
(Comes with 200 white chairs at amphitheater, 20 - Round Tables (72") and black chairs)
- Rehearsal, Wedding & Reception **Cost \$300**
(comes with 200 white chairs at amphitheater)
- Rehearsal Dinner Only (set up is wedding party's responsibility) **\$150**
- Wedding Only (comes with 200 white chairs at amphitheater) **\$200**
- Reception Only (set up is wedding party's responsibility) **\$200**

Approximate Number of People: _____

Please list the dates and times you wish to use the facility:

Date(s): _____ Time: _____

AFTER THE EVENT CONTACT PERSON (We require a contact person that can be reached one to two days after the event. This person should be someone who would know information on rental returns, and decoration take downs)

Contact Name: _____ Contact Phone: _____

Areas of use will include: Amphitheater, Arbor and Indoor Recreational Room (dressing for bride). If you plan to use any other area of the facility, please let us know. Guest will need to park in the parking area beside the basketball court or on the soccer field.

KEYS: we will have everything unlocked for you. If you need anything once you arrive, please call Jessica 336.284.CAMP (2267) or Stan 336.403.6949.

RESERVATION INFORMATION

Thank you for considering using our facility. Below are a few instructions for reserving your time.

- Step #1 Contact Jessica at info@campmanna.org or 336.284.2267 to verify the date of your event is available.
- Step #2 Fill out reservation form and return to our office along with a \$50 non-refundable deposit.
- Step # 3 Pay rental fee (Balance must be paid in full 30 days prior to event date).
- Step #4 Please notify us of all rental drop offs that will be made prior to your event.

CAMP FACILITY GUIDELINES

GENERAL GUIDELINES:

- 1 - This is a Christian Camp Facility. Therefore, we ask that all events and activities display a Christ-like attitude. We ask that no music be played except Christian music and Wedding Style / Love Song Music. (no foul language and no activities that would contradict the Word of God.)
- 2 - NO ALCOHOLIC BEVERAGES, DRUGS, or any other form of illegal substances permitted. Anyone caught in violation of this will be banned from property immediately!!
- 3 - This is a SMOKE-FREE ENVIRONMENT. No one is allowed to smoke on the premises.
- 5 - Please pick up all trash, debris, etc before you leave. If you arrive and find the facility not clean, please let us know.

DECORATION REMOVAL AND CLEAN UP GUIDELINES

**We require that ALL Decorations and rental items be removed and/or returned by the following Monday (ie if your wedding is on a Saturday, you need to have everything removed by Monday morning at 8:00am!). All items must be removed from the Log Assembly Building by 8:00am Sunday. Our camp facility is used daily, and therefore we will NOT be responsible for items left, items rented and/or damaged to your personal property or items lost or stolen. _____ (initials)

** You are responsible for cleaning up after your event. All trash should be placed in bags and put in the dumpster located behind the playground (drive around gravel drive and you will see it on your left). Please leave the kitchen and arbor area clean. Please remove any trash or debris left in the amphitheater.

_____ (initials)

STORAGE/KITCHEN AREA GUIDELINES:

- 1 - NO child 16 years old or younger is allowed in storage/kitchen area.
- 3 - Refrigerator and icemaker are available in the kitchen area. Please provide your own paper products, etc.
- 4 - Trash Bags are located in kitchen area if you need extra. The trash dumpster is located behind the playground.

OTHER INFORMATION: Please make sure you and your participants abide by ALL posted RULES and GUIDELINES.

These are set in place for your safety and we are not liable for any negligence in following these rules. Please DO NOT damage or misuse the property in any way. Please do not paint or write on tables, walls, or any other structure on the property. Thank you!

Please help us in our effort to maintain a beautiful facility for the honor and glory of our Lord and Savior Jesus Christ.

****** I have read the Camp Reservation Information Sheet and agree to abide by the guidelines set forth. I understand that Camp Manna Ministries, Inc. is not liable for any negligence, damages, or injuries that may result in the use of Camp Manna's property. I also assume the responsibilities of myself and those attending to ensure the posted guidelines are followed.***

_____(Signature) _____(Signature)
_____(date) _____(date)