

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
- Rehearsal Dinner Only
- Rehearsal & Wedding Only
- Reception Only

Approximate Number of People: _____

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

Date(s): _____ Year _____ Wedding Start Time: _____

SECURITY DEPOSIT: A security deposit of \$150 is required to reserve your weekend. This amount will be returned to you after the event as long as no damages and facility is returned in good condition. If Event is cancelled 60 days prior to event a refund will be given. We keep our rental prices very low compared to other venues in hopes that more brides will have an affordable place to celebrate their special day. Due to this fact, we require that the wedding party be responsible for breaking down tables and chairs after the event and setting the building back up for Sunday services. If you do NOT wish to break down tables and chairs there is a \$300 cleanup/set up fee. This fee is set in place in the event we have to pay someone to come in and set up during late evening hours. Please help us in keeping our facility beautiful. Thank you for understanding!

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: _____

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 \$150 security deposit.
- Step # 3 Pay rental fee (Balance should be paid in full 30 days prior to event date with the exception of sound fee. Sound fee should be paid the day of directly to the sound tech).
- Step #4 Please notify us of all rental drop offs that will be made prior to your event.

SET UP and SOUND INFORMATION

- #1 You will be allowed to enter the Log Building Friday Morning at 9am to begin setting up for reception, rehearsal, etc. Tables will be set up and ready at that time. (Exception...Summer Months June-Aug we run a FULL Summer Camp Program, speak with Jessica about set up options as you will NOT be able to enter building until 6:00 pm on Friday night.
- #2 Please use BACK ENTRANCE FOR ALL WEDDING setup travel. DO NOT drive through cones while our after school care kids are playing. THIS IS FOR YOUR SAFETY AND THE SAFETY OF OUR CAMPERS! Thank you!
- #3 If you are using our sound equipment, you will need to hire our sound tech. See attached sheet for additional information. Sound tech will arrive 1 hr before your wedding event to set up equipment and get your play list. You will need to have songs and recordings downloaded to a zip drive, ipod, phone, etc.. If you need sound at rehearsal please speak with sound tech.

If you choose to NOT use our sound tech then you will be responsible for providing your own sound system. You will need to bring your own drop cords, tables, tent, etc. Please be sure your sound tech abides by our music policy.

Our Sound techs will NOT act as your DJ. You will need to provide your own person(s) to announce wedding party, DJ, etc. We will provide mics, sound and equipment!

CAMP FACILITY GUIDELINES / RULES

- 1 - This is a Christian Camp Facility. Therefore, we ask that all events and activities display a Christ-like attitude.
- 2 -MUSIC POLICY – ONLY CHRISTIAN MUSIC IS TO BE PLAYED. 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.). Playing country music and/or love songs is appropriate as long as it does not reference getting drunk or any other actions contrary to the word of the God.
- 3 - NO ALCOHOLIC BEVERAGES, DRUGS, or any other form of illegal substances permitted. Anyone caught in violation of this will be banned from property immediately!!
- 4 – NO SMOKING! 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. All trash can be placed in our dumpster located behind playground.

DECORATION REMOVAL AND CLEAN UP GUIDELINES

**We require that ALL Decorations and rental items be removed the day of the event. If you rented large items through a rental company and need to store it until Monday, speak with our office about guidelines. 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 dumpster located behind the playground (drive around gravel drive and you will see it on your left). Please leave kitchen and building areas clean. Please remove any trash or debris left in amphitheater.

_____ (initials)

STORAGE/KITCHEN AREA GUIDELINES:

- 1 - NO child 16 years old or younger 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.

CAMP MANNA IS NOT RESPONSIBLE for any food catering and/or food service provided during your event. You take full responsibility for your guest.

_____ (initials)

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. Your participants should be monitored at all times. Our obstacle courses and camp equipment is for use while camp staff is present. Please ensure your guests are not using areas of the camp that are not designated for your wedding event. Thank you! _____ (initials)

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. I exempt and release Camp Manna Ministries, Inc from any and all liability against injuries, damages, harm or wrongful death caused by accident or negligence or any other cause.*

_____ (Signature of Bride) _____ (Signature of Groom)

_____ (Print Name, Bride) _____ (Print Name, Groom)

_____ (date) _____ (date)