

# Camp Lakotah Special Events & Weddings

Thank you for your interest in Camp Lakotah Special Events & Weddings!

We are sure you will find our one-of-a-kind venue, outstanding personalized customer service, competitive pricing, and delicious food offerings to be the best in the industry. We would love to host your event and have lots of options for you to consider. From ethnic ceremonies to multi-day family fun “wedding camps” to traditional ceremonies and receptions -we have hosted weddings for couples from all over the world and we have so many ideas and resources to share.

Let our experience and knowledge assure you have the day of your dreams!

**Please take some time to review our policies and pricing below and let us know if you have any questions.**

**We are always here to help!**

## Facility Rental

Camp Lakotah is available for exclusive use for your event at a rate of \$3000.00 This fee includes 3 hours of set up the day before, 1 hour of clean up the day following, and a 9-hour formal event at up to 3 event areas of your choice throughout the grounds.

## Event Areas:

Camp Lakotah has a variety of event areas to be utilized during your event. Friendship Lodge, Legacy Lodge, Legacy Lodge lawn, Pavilion, and Oval are all considered event areas. Hosts are allowed to utilize up to 3 event areas included in the rental fee of \$3000.00 Use of 4 or more event areas, or specialty areas (for example, the beach or Fox Hollow), will be assessed additional rental fees.

## Rental Fees:

- Friendship Lodge/ Legacy Lodge/Pavilion/Oval: \$3000.00 includes 3-hour set up, 1- hour clean up, and 9-hour formal event. Hosts are allowed to use up to 3 event areas included in the \$3000.00 rental fee.
- Chapel for Ceremony: \$200.00 Rental Fee for 2 hours maximum
- Pavilion or Fireplace Room @ Friendship: \$200.00 Rental Fee for Rehearsal Dinner for 3 hours maximum (7:00 – 10:00 pm)
- Lodging: Host Lodging Fee of \$250.00 and a \$1000.00 minimum guarantee required on lodging. Check in is 4:00 pm and check out is 10:00 am. Lodging rental is based on per building/per night rental fees and must total a minimum of \$1000.00 for lodging to be offered. Host Lodging Fee does not count towards lodging minimum guaranteed amount.
- **\*Please note! All facilities will be prepared and cleaned for your 3:00 pm arrival on day 1. Additional cleaning of the facility by Camp Lakotah is NOT included. This may include but not limited to, restrooms, sweeping, mopping, or vacuuming of the facilities. If, during set up or rehearsal events, the facility becomes untidy due to use by you or your guests, it is YOUR EXCLUSIVE responsibility to restore the condition as you deem necessary.**

## Building Hours will be available as follows:

- Friendship Lodge/ Legacy Lodge/Pavilion/Chapel: 3:00 – 6:00 pm day prior to event for set up and decorating and 8:00 – 9:00 a.m. day following event for clean-up & removal of personal items
- Chapel: 6:00 – 7:00 pm day prior to event for Rehearsal
- Pavilion or Fireplace Room @ Friendship: for Rehearsal Dinner 7:00 – 10:00 pm
- Lodging: check in is 4:00 pm and check out is 10:00 am.

Length of formal event is limited to 9 hours maximum within the rental period. Event must conclude at 11:00 p.m. Doors will be locked promptly no later than 12 midnight on all event facilities the day of event. All personal property, decorations and rentals must be removed from the premise no later than 9:00 a.m. the day following the event.

## Midnight Rental

Event length/formal group gathering is still limited to 9 hours but allows for entertainment until 12 midnight the day of the event (instead of 11:00 pm) for an additional \$500.00 rental fee.

## Deposit & Payment Schedule

Camp Lakotah Inc agrees to hold dates for 10 days before the rental agreement and deposit are due. A security deposit of \$500.00 is required when the rental agreement is signed. The security deposit is not applied towards your account. It is held in security and any additional charges incurred from your event will be deducted from your deposit. You will receive the balance, or deposit in full if no charges were incurred, within 15 business days after the event in form of a check payment.

- A \$3000.00 non-refundable facility rental fee is due at the time of signing. This fee guarantees exclusive facility access and includes use of facility for a maximum of 9 hours for formal event and additional time for onsite access to facility for set up and clean up. Use of additional facilities for ceremony, rehearsal dinners, lodging, etc. are excluded and will be charged additionally.
- A non-refundable down payment totaling 75% of total estimate is due 60 days prior to event.
- Balance due payment on your guaranteed count is due 5 business days prior to event

Payment Type	Amount	Due Date
Security Deposit	\$500.00	Upon signing contract
Facility Use Fee	\$3000.00	Upon signing contract
Down Payment #1	75% of total estimate due	60 days prior to event
Balance Due on Guaranteed Count	Variable	5 business days prior to event
Security Deposit Refund	Up to \$500.00 refund	15 business days post event

### **Cancellation Policy**

If cancellation occurs more than 12 months in advance of event date, the \$3500.00 deposit is retained.

If cancellation occurs between 12 months and 60 days in advance of event date, the \$3500.00 deposit is retained and 25% of total estimate is due.

If cancellation occurs less than 60 days in advance of event date, the \$3500.00 deposit is retained and 100% of estimated revenue is due along with the cancellation notification.

Cancellation Occurs	Forfeit	Forfeit Amount
More than 12 months prior	Security Deposit & Facility Use	\$3500.00
Between 12 months & 60 days	Security Deposit, Facility Use & 25% of total estimate due	\$3500 + \$ variable
Less than 60 days	Security Deposit, Facility Use & 100% of Estimated Revenue	Variable

**FORCE MAJEURE:** Due to things outside the control of Camp Lakotah, Inc, an act of God or government authorities, natural disasters, or other emergencies beyond Camp Lakotah's reasonable control, make it illegal or impossible for Camp Lakotah to perform its obligations under this Agreement, Camp Lakotah may terminate this Agreement upon written notice without liability.

**COVID:** Due to COVID outbreaks, restrictions, or shut-downs, hosts will be allowed to reschedule their wedding or special event at no charge within 18 months of original event date. Any deposits or payments will be applied as credit towards a newly scheduled date. Refunds will be in the form of credit to a future event only. If host decides to cancel the event entirely, all previous deposits and payments will be forfeited.

### **Event Minimum**

Camp Lakotah Inc will require an event minimum in addition to the facility rental fees. Minimum may apply to food, room rental, or lodging or all three depending on the scope of your event. Should your event not meet our minimum requirements, the difference will be added to your invoice.

Facility Fee For receptions	Length of Rental	Food & Bar Service Minimum	Additional Rental Fee	Total Minimum Guarantee including Facility Use Fee
Event Area 1	9 hours	\$3500.00	n/a	\$6500.00
Event Area 2	9 hours	\$1000.00	n/a	\$7500.00
Event Area 3	9 hours	\$500.00	n/a	\$8000.00
Event Area 4 or Specialty Area	9 hours	\$500.00	\$500.00	\$9000.00
Facility Fee For Other Rentals	Length of Rental	Food & Bar Service Minimum	Rental Fee	Total Minimum Guarantee including Facility Rental
<b>Ceremonies</b>				
Ceremony Site	2 hours	n/a	\$200.00	\$200.00
<b>Rehearsal Dinners</b>				
Fireplace Room	3 hours	\$600.00	\$200.00	\$800.00
Pavilion	3 hours	\$600.00	\$200.00	\$800.00
<b>Lodging</b>	4 p.m. check in 10:00 a.m check out	\$1000.00 Lodging minimum	250.00 Host Lodging Fee	\$1250.00

### Ceremonies

\$200 fee includes site use for 2 hours on day of event and 1 hour rehearsal prior to event date. Bench seating is available at Chapel area only. All other ceremony locations require chair rental, set up and removal by renter within the allotted rental time frame. Benches may not be moved to any other location on Camp. Bench coverings must not be permanent and must be completely removed by host. Any decorations, rentals, or personal belongings must be completely removed from the Chapel area before 9:00 a.m. the day following the event. Sound systems and lighting are not available and must be provided by host or a vendor.

### Ceremony Rehearsals

The ceremony site is available for a one-hour rehearsal prior to your wedding day for no additional charge from 6:00 – 7:00 pm. All rehearsals are scheduled by Camp Lakotah, Inc based on availability of the site. Facility access and use is limited to the ceremony location only and cannot exceed one hour in length.

### Rehearsal Dinners

Camp Lakotah is available for rehearsal dinner rentals in the Pavilion or Fireplace room of Friendship Lodge. There is a \$200 facility rental fee and a \$600 food & beverage minimum.

### Sales Tax and Gratuity

All food and services are subject to a 5.5% WI sales tax and 20% gratuity

### Payment

We gladly accept cash or checks payable to Camp Lakotah. Credit cards will incur an additional 5% service fee of the total due.

### Food & Beverage Service

Due to health regulations of WI Administrative Code and for the health and safety of our guests, no food may be brought onto the grounds, nor taken from the event by the renter or any of the attendees except for wedding desserts which must be provided by a licensed facility. A \$120.00 dessert serving charge will be added for all wedding desserts.

### Final Guarantee

In order for us to properly prepare for your event, a final guest count or attendance guarantee is required no later than 12:00 p.m. at least 10 business days in advance of your event. This number is not subject to reductions. The final balance due invoice will be generated from your reported final guest count and must be paid in full at least 5 business days in advance of your event.

We will prepare 3% over the final guest count to accommodate any last-minute additions. If the final guest count increases beyond the 3% overset, the guests over and above will be charged at 1.5 times the contracted price.

### Pricing Policy

**Camp Lakotah Inc will guarantee all food prices 30 days prior to your event.** Any proposals, quotes or menus provided prior are intended to be estimates only. Special diet requests for allergies may be accommodated, but we must have notification with the final guaranteed count. There may be additional charges for special diet requests.

### Bar Service

Alcohol beverage service will be the financial responsibility of the hosts and at no time may be sold. Beverage servers are required to be always present and monitoring beverage service area. Beverage servers will be provided by Camp Lakotah Inc at a rate of \$20/hour per server. All supplies needed for beverage service will be the sole responsibility of the host and include but not limited to: disposable cups, ice, condiments, napkins, dispensing equipment and products. There is a \$250.00 bar set up charge. A last call must be conducted 30 minutes prior to the conclusion of the event and all alcohol service suspended at that time. Failure to adhere will result in a \$250.00 late fee penalty deducted from your security deposit.

**ALL ALCOHOL AND BEVERAGES WILL REMAIN INDOORS AND UNDER THE LOCKED CUSTODY OF CAMP LAKOTAH, INC. FOLLOWING THE CONCLUSION OF YOUR EVENT. UNDER NO CIRCUMSTANCES MAY ALCOHOL OR BEVERAGES BE REMOVED FROM THE RECEPTION PREMISE FOLLOWING THE EVENT. All remaining alcohol, beverages, and supplies will be available for pick up between 8:00 and 9:00 a.m. the following day.**

In the event Camp Lakotah, Inc secures a liquor license prior to your event, it will become necessary for the supplies and products to be purchased from Camp Lakotah in lieu of provided by the host.

## **Miscellaneous**

### **Event Insurance**

**It is the sole responsibility of the hosts to secure an event insurance policy.** In order to assure coverage against risk, Camp Lakotah, Inc requires event liability insurance during your event. Event liability insurance will provide protection if someone is injured at your wedding or one of your guests causes property damage to the venue. We require a \$1,000,000.00 Occurrence/\$2,000,000.00 Aggregate policy.

Policy must include host liquor coverage and allow you to add additional insureds (Camp Lakotah Inc.) Proof of insurance with Camp Lakotah, Inc listed as additionally insured must be submitted to Camp Lakotah no later than 10 business days prior to your event.

### **Decorations**

Camp Lakotah Inc does not supply decorations other than window twinkle lights and nature.

Candles are permitted as long as they are contained in a metal or glass container and the wick is at least 1” below the top of the container. No taper candles or candelabras. There is a \$10 charge per tablecloth if wax is spilled.

The following are NOT allowed:

Glitter	Nails
Confetti	Tacks
Metallic pieces of any kind	Tape
Silly string	Sparklers or Fireworks of any kind
Staples	Bubble Machines
Glue	Fog Machines

**Nothing can be hung from chandeliers**

**Nothing can be removed from walls (CL artwork, photos, or displays)**

Any special requests or variations must have prior approval. Camp Lakotah Inc cannot be held responsible for lost, stolen, broken, or damaged items that are brought to our facility. Our staff has the full authority to deny the set- up or use of items at any time, regardless of intended use.

### **Entertainment**

With advanced notice, DJ's or bands have access to the reception facility beginning at 10:00 a.m. the day of the event and must be packed and vacated no later than 12 midnight following the event unless a midnight rental is secured, then they must be packed and vacated no later than 1:00 a.m. Bubble machines, smoke or fog machines and confetti cannons are not allowed. Our staff has the authority to limit the volume at any event for the consideration of others.

### **Rentals/Outside Vendors**

Access to the facility begins at 10:00 a.m. the day of the event. Any equipment rentals must be delivered after 10:00 a.m. the day of the event, or between 3:00 and 6:00 pm the day prior to the event. All equipment must be removed from the premise no later than 9:00 a.m. the following day. It is the responsibility of the renter to make appropriate arrangements with vendors. Access to Camp Lakotah facility and grounds is by appointment ONLY if additional arrangements need to be made in advance.

### **Damage**

Any damage to the premises caused by the host, guest of the host, service provider or performer is the responsibility of the host. Repairs will be billed at \$150 per hour plus materials deducted from your security deposit refund or claimed against your event insurance.

### **Clean Up**

The host is responsible for cleaning up and removing all items brought into the facility before 9:00 a.m. the day following the event unless arrangements and payment for an extended rental has been made in advance. These items include but are not limited to: cake, centerpieces, floral arrangements, gifts, clothing, additional decorations, bar supplies and equipment and outside rentals. Any items left behind past 9:00 a.m. the day following your event will be forfeited and become the property of Camp Lakotah, Inc. Removal or disposal of any items will be charged accordingly and deducted from the security deposit refund.

### **Safety & Security**

Camp Lakotah Inc reserves the right to enforce a security presence during your event and to remove any persons causing nuisance, harm, or damage. The host agrees to conduct the event in an orderly manner and to comply with all applicable laws and regulations. The host assumes full responsibility for the conduct of all persons in attendance, and for any damage done to any part of Camp Lakotah Inc.

### **Parking**

Camp Lakotah Inc offers parking to all event guests but assumes no responsibility for the security of vehicles. Our staff reserve the right to tow any cars left unattended past 9:00 a.m. the day following your event so the premise can be secured.

### **Campfires**

A campfire can be arranged in advanced for a \$50.00 fee for event use during the reception or following the reception for any guests registered as overnight guests. Fee includes set up and initial lighting and sufficient firewood supply. Fire maintenance is the responsibility of the host. Camp quiet hours (11:00 p.m. – 8:00 a.m.) MUST be adhered at all campfires which prohibits any amplified music or loud, raucous behavior or voices.

### **Smoking**

Smoking is prohibited in all buildings and allowed only in designated areas.

### **Lodging**

Lodging accommodations are based on availability. Hosts interested in offering lodging to their guests will be charged a \$250.00 lodging host fee and must guarantee a minimum \$1000.00 lodging rental. All guests interested in lodging must contact Camp Lakotah or visit our website to secure the reservation. Check in is at 4:00 p.m. or 1 hour prior to the beginning of the event whichever is earlier and must be vacated by 10:00 a.m. the following day. Bed linens and toiletries are the responsibility of the guest. Camp Lakotah quiet hours between 11:00 p.m. – 8:00 a.m. must be adhered. Lodging must be reserved and paid in full prior to occupancy by completing a Lodging Reservation Form for each building.

### **Bridal Room**

In the event the bridal party is NOT lodging with us and based on availability, Pineview Lodge is available to rent for wedding day preparations from 10:00 a.m. – 4:00 p.m. for a \$150.00 fee. All personal items must be removed from the lodge no later than 4:00 p.m. unless it has been reserved by the user for overnight lodging. Failure to vacate the building by 4:00 p.m. will incur an additional \$100.00 fee deducted from security deposit.

**The Bridal Suite at Otter Lodge**– This newly remodeled honeymoon suite is the perfect way to enjoy some pampered time for just the two of you. Guests enjoy a private bathroom, sitting room and master suite. Amenities Include:

- 480 sq foot air conditioned with wood floors, white trim, and professionally decorated furnishings
- Private entry
- Private bath with luxury organic cotton towels
- Private lounge with 40” flat screen TV with Netflix & You Tube TV
- Private Queen Bedroom with premier organic bamboo bedding – naturally hypoallergenic and antibacterial
- Devoted Ceiling Hook for Bride’s Gown
- Personalized welcome sign
- Turn down service and chocolates
- Fridge – microwave – coffee maker with complimentary personalized mugs
- Additional attached bunk room available for family members or children (must provide own linens in bunk room)

Bridal Suite can be reserved by completing a Lodging Reservation Form at a rate of \$150/night.



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