

Weddings at Kinasao

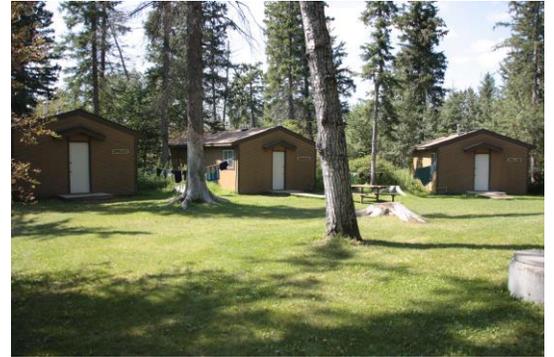
Kinasao is a beautiful location to host your special day. A camp wedding is a wonderful event - but it is also more of a do-it-yourself event as compared to hosting your wedding in a hotel or designated wedding venue.

This document outlines the responsibilities of the wedding group throughout the wedding, as well as provides information that will be useful in planning your wedding.

*Please note that all listed prices are subject to an additional 5% GST.

Accommodations

- The minimum accommodation fee is \$1250 for the weekend. This gives you access to all available Kinasao buildings - the Retreat Center, Chapel, Dining Shelter, and all cabins not used by Kinasao staff.
- This fee allows you to have up to 25 overnight guests. If you have more than 25 overnight guests, you will be charged \$25/person/night. You will be expected to provide Kinasao with your number of overnight guests 2 weeks before the wedding. This will be the minimum number used for invoicing purposes.
- Children ages 3 and under are free for accommodations.
- No food services are included in the minimum fee.
- The rental group will be provided with an outline of each sleeping area (included at end of document). It is up to you to assign where guests will be sleeping. All cabins are winterized with furnaces.
- Campsites are also available for guests. There is no additional charge for campsites. If you expect to have people using the campground, Kinasao will provide you with a coupon code for guests to use while booking sites so that they are not charged for the site.
- Kinasao does not provide bedding linens.



Food Services

- Kinasao caters all meals for rental groups between May long weekend and September long weekend. A rehearsal supper may be self catered with approval from the Assistant Director.
- Weddings booked between September long weekend and May long weekend have the option of hiring Kinasao food services, bringing in an outside caterer or preparing the meal themselves. If not using Kinasao food services, you are responsible for the preparation, serving and cleaning up of the meal, dishes, and kitchen.
- Sample menus are included at the end of this document. Other options may be available with approval from the Assistant Director.
- Meal Rates:
 - Reception Meal: \$30/plate for 1 meat. \$32/plate for 2 meats.
 - Breakfast: \$10/person
 - Lunch/Brunch: \$12/person
 - Supper: \$18/person
 - Children ages 4-12 are half price. Children 3 & under are free.
- Meal rates include coffee, tea, water and juice.



- Meal rates include the cleaning up of reception meal dishes. Any food served or dishes used after the main meal (cake, midnight lunch) is the responsibility of the rental group to prepare, serve, and clean up.
- Kinasao has 200 sets of white Corelle dishes available for use. Our juice/water glasses are 6 oz hard plastic. We have assorted cutlery – it does not all match. Dishes are available for groups not using Kinasao food services.
- 200 5 oz wine glasses are available for rent from Kinasao at \$0.25/glass. Alcohol is not permitted at Kinasao. Sparkling juice may be brought in to be used for toasts.
- The meal will be served buffet style. The head table can be served family style upon request.

Chapel

- Comfortably seats 250 people.
- Chapel is equipped with 2 radiant heaters.
- Mounted projector/screen available. Please bring your own laptop to hook up if doing a slideshow. We do not have connectors for Mac computers. You will need to assign someone to run the computer; Kinasao staff are not responsible for this task.
- Electric piano available for use.
- Sound system available. You will need to assign someone to run the sound board. A quick training session can be given prior to the wedding.
- Plant stands, altar, lectern and music stands are available for use. Decorations can be set up in chapel; they must not interfere with the overhead heaters.



Dining Shelter

- Shelter dimensions are 56' x 38'.
- Max capacity is 180 people.
- Sound system is available.
- Have access to 40 circle tables (47.5" diameter) and 15 rectangle tables (72" x 32", 29" high).
- Circle tables can seat 6 people, rectangle tables can seat 8.
- Can fit 25 rectangle tables, and 30 circle tables in shelter.
- Kinasao does not provide table linens.
- Wooden backed chairs are available for use. Chairs are 32" high. Chair back is 18" wide. Chair seats are 15" (width at front of seat) x 15.5" (front to back)
- Sound system available.
- Equipped with radiant heaters.
- Decorations can be set up in shelter; they must not interfere with the overhead heaters or with the screen posts along the side of the shelter.



Contact Person

- There must be one person, other than the bride or groom, who is designated as the contact person for the Kinasao staff during the rental time period. The contact person must be available to meet with Kinasao staff prior to the wedding (usually Friday evening) to receive a tour and instructions from the Kinasao staff on use of the facilities. This will include clean up instructions, access to camp supplies being used etc. More than one person may attend the tour, but only one person can be designated as the contact person.

- The contact person is responsible for completing a final inspection, with Kinasao staff, before leaving the site. If the facility is not clean at the time of inspection, that person is responsible for ensuring that the facility is cleaned in accordance with the rental agreement before departing Kinasao. Additional fees will be incurred if property is left without a final inspection and approval.

Housekeeping

-The rental group is responsible to leave the Kinasao facilities as they were found. All cleaning is to be done by the group, unless Kinasao housekeeping services are hired. Cleaning lists are included at the end of this document.

- Retreat Center Upstairs - \$20
- Retreat Center Main Floor - \$45
- Retreat Center Basement - \$20
- Retreat Center Kitchen - \$30 (included for groups using Kinasao food services)
- Cabins - \$15/building
- Bathhouse - \$20/building

- The rental group is ALWAYS responsible for the cleanup of the chapel after the ceremony and the dining shelter after the reception. All decorations must be removed and the buildings restored to their original condition by Sunday morning (see Additional Information for more info)

Additional Information

- There is absolutely no alcohol allowed during weddings. This policy includes wine for toasts.

- The District of Lakeland (which Kinasao is a part of) has a quiet time of 11 pm. Please respect this policy when planning a dance or hiring a DJ.

- No pets are allowed in **any** of the Kinasao buildings, including the chapel. Pets on site must be kept on a leash and picked up after at all times.

- It is the responsibility of the rental group to set up the dining shelter and chapel as they desire it. The renters are also responsible to return these spaces to their original setup after the wedding. Kinasao staff will not set up or take down tables.

- Facility access:

- During the months of July & August, wedding groups will have access to Kinasao facilities starting at 6 pm on Friday. You will be asked to leave if you arrive early. Everything must be moved and cleaned up by 10 am Sunday morning.

- During the rest of the year, wedding groups will have access to Kinasao at 4 pm on Friday. Everything must be moved and cleaned by 3 pm on Sunday (*10 am between May long weekend and September long weekend*). Alternate arrangements may be made with the Assistant Director, depending on Kinasao's schedule.

- Fireworks are allowed on Kinasao property if arrangements are made ahead of time with the Assistant Director.

- Kinasao has a few extension cords and ladders. If you need these items, please let us know ahead of time.



Kinasao Lutheran Bible Camp

Breakfast Menu Options

All breakfasts include Juice, Coffee & Tea, Cold Cereal and Toast

Pancakes

Breakfast Sausage
Fresh Fruit Platter

French Toast

Berry Topping
Fresh Fruit Platter

Scrambled Eggs

Fresh Fruit Platter
Yogurt

Continental

Freshly Baked Muffins
Bagels & Cream Cheese
Fresh Fruit Platter
Yogurt

Baked Oatmeal

Milk & Fruit Toppings
Fresh Fruit Platter
Boiled Eggs

Brunch Menu Options

Choose one of the above options and add in:

*Ham or breakfast sausage or bacon
Hashbrowns or muffins*

Or choose:

Quiche

Hashbrowns
Muffins
Fresh Fruit Platter or Fruit Salad
Toast
Cereal

Lunch Menu Options

Includes Coffee, Tea, Water & Juice

Homemade Soup

Biscuits
Garden Salad

Perogies & Smokies

Toppings
Garden Salad

Tacos

Lasagna

Caesar Salad
Garlic Toast

Hamburgers & Fries

Toppings
Veggie Tray

Homemade Buns

Meat, Cheese, Tomatoes, Lettuce
Choice of 2 Salads

Pizza & Veggie Tray

Chili

Fresh Baked Buns
Garden Salad

Supper Menu Options

Choose one of each of the following:

Salad

*Tossed Garden
Greek*

*Caesar
Broccoli*

*Coleslaw
Oriental*

Hot Vegetable

Corn

Peas & Carrots

Green Beans

Side Dish

*Mashed Potatoes
Rice*

*Scalloped Potatoes
Oven Roasted Potatoes*

Baked Potatoes

Entree

*Roasted Ham
Roast Beef*

Chicken: Celebration or Stuffed Chicken Breasts

Pork Loin Meatballs Turkey

Dessert

Strawberry Shortcake

Brownies & Whip Cream

Apple Crisp

Wedding Reception Menu Options

Choose two salads, and one of each other category.

Includes dinner rolls.

If choosing 2 Meats - add \$3/plate.

Other menu options can be discussed with the Assistant Director.

End of Rental Clean-Up

Groups are responsible for the cleaning of all buildings that are used, if Kinasao housekeeping services are not hired out.

Cabins

Girls and Boys Cabins:

- ___ All personal belongings removed
- ___ Mattresses flipped up against the wall (this cleans off any sand or dirt and helps locate lost items beneath the mattresses)
- ___ Floor swept
- ___ Floor mopped (mop is located in the bath house and needs to be shared with the other cabins)
- ___ Garbage emptied into the bathroom garbage and a clean bag put into the garbage can
- ___ Garbage picked up around the outside of the cabin
- ___ Windows closed
- ___ Heat turned off (thermostat set to lowest setting and red emergency switch tuned to off)
- ___ Lights off and door closed

Duplex Cabins:

- ___ All personal belongings removed (be sure to look under the beds and furniture!)
- ___ Floor vacuumed (vacuum located behind the front door of Romans cabin)
- ___ Bathroom cleaned (just leave the wet rags with the cleaning supplies)
- ___ Garbage emptied into the dumpster located behind the Retreat Centre and a clean bag put into the garbage can
- ___ Windows closed
- ___ Heat turned to between 5 and 10 degrees
- ___ Lights off and door closed

Bath Houses: (Cleaning supplies are located in the closet in each bath house)

- ___ Showers cleaned
- ___ Toilets cleaned
- ___ Sinks cleaned
- ___ Mirror cleaned
- ___ Garbage taken to the dumpster behind the Retreat Centre and clean bags put into the garbage cans
- ___ Floor swept
- ___ Floor mopped
- ___ Heat turned down to 10 degrees
- ___ Lights out and door closed

- Retreat Centre:** (Cleaning supplies are located in each bathroom or at the back of the kitchen. Vacuums are located on the main floor and basement levels)
- ___ Remove all personal and group belongings. Be sure to check the Lost and Found!
 - ___ Vacuum the basement
 - ___ Vacuum the main floor
 - ___ Vacuum the upstairs
 - ___ Vacuum the two stairwells
 - ___ Clean the Women's main floor washroom
 - ___ Clean the Men's main floor washroom
 - ___ Clean the basement washrooms
 - ___ Sweep all the washrooms and the tile floor in the basement
 - ___ Mop all the washrooms and the tile floor in the basement
 - ___ Take down all tables and stack all chairs
 - ___ Empty all garbage into the dumpster behind the Retreat Center and put clean bags into the garbage cans.

Grounds:

- ___ Take plastic bags from the kitchen and pick up litter from all areas of the camp including the beach, sauna, playing field, campfire area, playground, upper playing field, around the retreat center, dining shelter, basketball court, parking lot and the cabin areas. Try to find more garbage than you brought to the camp!!

Kitchen: (Cleaning supplies are located in the food storage room by the walk in cooler door.)

- ___ Remove all food and personal belongings that you brought in.
- ___ Throw all garbage into the dumpster located behind the small building outside of the kitchen door.
- ___ Place new garbage bags in all containers.
- ___ Put all compost buckets and recycling into the shed by the dumpster.
- ___ Clean off the table with the coffee maker on it.
- ___ Wash and put away all dishes.
- ___ Empty, clean out, swipe down and turn off the dishwasher.
- ___ Wash all counters.
- ___ Sweep and mop the floors, including the back storage room and area of the dining room by the drinks table.
- ___ Place all dirty kitchen laundry in the basket on the floor by the dishwasher.
- ___ Check to make sure all of the fridge and freezer doors are tightly closed and that all the knobs on the stoves are turned off.
- ___ Turn off the fan and lights.

Dining Shelter: Responsibility of all Wedding Groups

- ___ Take down all tables and stack all chairs
- ___ Sweep the shelter
- ___ Empty all garbage into the dumpster behind the Retreat Center and put clean bags into the garbage cans.
- ___ Pick up all litter around the shelter and picnic tables

Chapel: Responsibility of all Wedding Groups

- ___ Remove all personal and group belongings
- ___ Pick up all garbage and put into garbage cans
- ___ Return all hymnals and books to the proper shelves
- ___ Sweep
- ___ Turn off the sound system
- ___ Turn out lights and close the doors

Kinasao Centre

Upstairs – each room includes one double bed

TOP	BOTTOM										
_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____

Philippians

Open room	Left room	Right room
_____	Top Bottom	Top Bottom
	_____	_____
	_____	_____

Romans

Open room	Left room	Right room
_____	Top Bottom	Top Bottom
	_____	_____
	_____	_____

Galatians

Left room	Right room
Top Bottom	Top Bottom
_____	_____
_____	_____