

# 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. Meals are subject to an additional 6% PST.

## *Accommodations*

- The accommodation fee is \$2500 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.
- The fee does not depend on the number of guests attending or staying overnight.
- No food services are included in the accommodation 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.
- Kinasao does not provide bedding linens.
- Campsites are also available for guests to reserve. The campground is open May 15-Sept 15 (weather dependant). All campground reservations must be made and paid for through the online reservation system found at [www.letscamp.ca/sojournersway](http://www.letscamp.ca/sojournersway)



## *Food Services*

- Kinasao caters all meals for rental groups in the months of May through August. A rehearsal supper may be self catered with approval from the Assistant Director.
- Weddings booked during the rest of the year 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.
- If not using Kinasao food services, there is an additional \$200 fee for access to the 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: \$32/plate for 1 meat. \$35/plate for 2 meats.
  - Breakfast: \$12/person
  - Lunch/Brunch: \$16/person
  - Supper: \$20/person
  - Children ages 7-17 are half price. Children 6 & under are free.
- Meal rates include coffee, tea, water and juice. Dessert is included with the supper meal – Kinasao does not provide wedding cakes.
- Kinasao is willing to accommodate most dietary concerns if we are notified 2 weeks prior to the event.
- 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 150 sets of white Corelle dishes available for use. Our juice/water glasses are 8 oz hard plastic. We have assorted cutlery – it does not all match. Dishes are available for groups not using Kinasao food



services.

- 120 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 training session will be given to the person running the sound board during the wedding rehearsal.
- 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 20 circle tables (60" diameter), 20 - 6' rectangle tables (72" x 32", 29" high), and 12 - 4' rectangle tables (48" x 32", 29" high). The rectangle tables can be connected together to form longer tables.
- Kinasao does not provide table linens.
- 180 grey plastic folding chairs are available for use.
- 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 posts along the side of the shelter.
- Sliding doors can be pulled across to close in 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 - \$25 (not available May-Aug)
  - Retreat Center Main Floor - \$50
  - Retreat Center Basement - \$20
  - Retreat Center Kitchen - \$40 (included for groups using Kinasao food services)
  - Cabins - \$20/bunkhouse cabin, \$30/duplex cabin
  - Basement Suites - \$20/suite (not available May-Aug)
  - Bathhouse - \$30/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.
- Pets are not allowed in Kinasao buildings (including chapel and dining shelter) with the exception of Galatians (duplex cabin). 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 May - 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.



## **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**

#### **Bunkhouse Cabins:**

- \_\_\_ All personal belongings removed
- \_\_\_ Mattresses wiped down
- \_\_\_ Floor swept
- \_\_\_ Floor mopped (mop is located in the bath house)
- \_\_\_ 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
- \_\_\_ Bathroom cleaned (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 the closet between the washrooms)

- \_\_\_\_\_ Remove all personal and group belongings. Be sure to check the Lost and Found!
- \_\_\_\_\_ Vacuum the basement (if used)
- \_\_\_\_\_ Vacuum the main floor
- \_\_\_\_\_ Vacuum the upstairs (if used)
- \_\_\_\_\_ Vacuum the two stairwells
- \_\_\_\_\_ Clean the main floor washrooms (x4)
- \_\_\_\_\_ Clean the basement/upstairs washrooms (if used)
- \_\_\_\_\_ 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.

**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 in the parking lot east of the kitchen
- \_\_\_\_\_ Place new garbage bags in all containers.
- \_\_\_\_\_ Clean off the table with the coffee maker on it.
- \_\_\_\_\_ Wash and put away all dishes.
- \_\_\_\_\_ Empty, clean out, wipe down and turn off the dishwasher.
- \_\_\_\_\_ Wash all counters.
- \_\_\_\_\_ Sweep and mop the floors
- \_\_\_\_\_ Place all dirty kitchen laundry in the basket on the floor by the hand washing sink.
- \_\_\_\_\_ 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 – cannot be hired out**

- \_\_\_\_\_ Take down all tables and stack all chairs
- \_\_\_\_\_ Sweep the shelter (brooms located at back of serving area)
- \_\_\_\_\_ Empty all garbage into the dumpster in the east parking lot and put clean bags into the garbage cans.
- \_\_\_\_\_ Pick up all litter around the shelter and picnic tables

**Chapel: Responsibility of all Wedding Groups – cannot be hired out**

- \_\_\_\_\_ 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

# KINSAO CABINS

Each line represents one bed. Each cabin or individual room has **one** double bed (represented by bold line). The remaining beds are all singles.

Check with the Assistant Director prior to planning to confirm number of available cabins – 2 cabins will be in use by summer staff May-Aug.

## Boys Cabin Area

#1 TOP  _____ _____ _____ _____ _____ _____	BOTTOM  <b>_____</b> _____ _____ _____ _____ _____
#2 TOP  _____ _____ _____ _____ _____ _____	BOTTOM  <b>_____</b> _____ _____ _____ _____ _____
#3 TOP  _____ _____ _____ _____ _____ _____	BOTTOM  <b>_____</b> _____ _____ _____ _____ _____
#4 TOP  _____ _____ _____ _____ _____ _____	BOTTOM  <b>_____</b> _____ _____ _____ _____ _____

## Girls Cabin Area

#1 TOP  _____ _____ _____ _____ _____ _____	BOTTOM  <b>_____</b> _____ _____ _____ _____ _____
#2 TOP  _____ _____ _____ _____ _____ _____	BOTTOM  <b>_____</b> _____ _____ _____ _____ _____
#3 TOP  _____ _____ _____ _____ _____ _____	BOTTOM  <b>_____</b> _____ _____ _____ _____ _____
#4 TOP  _____ _____ _____ _____ _____ _____	BOTTOM  <b>_____</b> _____ _____ _____ _____ _____
#5 TOP  _____ _____ _____ _____ _____ _____	BOTTOM  <b>_____</b> _____ _____ _____ _____ _____

## Kinasao Centre

Basement Suites – each suite has 2 sets of bunk beds – 1 double bed, 3 single beds. Each suite has a 3 piece washroom.

**NOT AVAILABLE MAY - AUGUST**

#1 TOP	BOTTOM	#2 TOP	BOTTOM	#3 TOP	BOTTOM	#4 TOP	BOTTOM
_____	<b>_____</b>	_____	<b>_____</b>	_____	<b>_____</b>	_____	<b>_____</b>
_____	_____	_____	_____	_____	_____	_____	_____

## Duplex Cabins

Philippians (includes 2 piece washroom, no running water Oct – April)

Left room Top	Bottom	Right room Top	Bottom
_____	<b>_____</b>	_____	<b>_____</b>
_____	_____	_____	_____

Romans (includes 2 piece washroom, no running water Oct – April)

Open room	Left room Top	Bottom	Right room Top	Bottom
_____	_____	<b>_____</b>	_____	<b>_____</b>
	_____	_____	_____	_____

Galatians PET FRIENDLY CABIN (includes 2 piece washroom, no running water Oct – April)

Open room	Left room Top	Bottom	Right room Top	Bottom
<b>_____</b>	_____	<b>_____</b>	_____	<b>_____</b>
(Hide-a-bed)	_____	_____	_____	_____

# *Kinasao Lutheran Bible Camp Menu Ideas*

## ***Breakfast***

Pancakes & Sausage  
French Toast, Whipped Cream & Cooked Berries  
Baked Oatmeal & Boiled Eggs  
Scrambled Eggs & Hashbrowns  
Breakfast Sandwiches & Muffins

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

## ***Lunch***

Soup & Homemade Biscuits  
Hamburgers & Fries  
Perogies & Smokies  
Make your own sandwich & Salads  
Chili & Buns  
Lasagna  
Tacos  
Pizza

All lunches include Juice, Coffee & Tea, Raw Vegetable Tray

## ***Supper***

Choose 1 item from each category:

<b>Meats:</b>	<b>Salads:</b>	<b>Hot Vegetable:</b>	<b>Side Dish:</b>	<b>Dessert:</b>
Ham	Tossed	Corn	Mashed Potatoes	Shortcake
Roast Beef	Greek	Peas & Carrots	Rice	Trifle
Celebration Chicken	Caesar	Green Beans	Roasted Potatoes	Brownies
Stuffed Chicken	Broccoli		Baked Potatoes	Apple Crisp
Meatballs	Coleslaw		Scalloped Potatoes	
Pork Loin	Oriental			

All suppers include Juice, Coffee & Tea, and dinner rolls

Other menu options may be possible and can be discussed with the Assistant Director.