

# Answers to commonly asked questions about weddings at Camp Mary Orton (CMO)

## INCLUDED IN YOUR RENTAL:

- ~ A minimum of 175 white plastic garden chairs
- ~ A minimum of 25 6'x30" folding tables
- ~ 2 handmade large 8' x 38" wooden tables
- ~ A minimum of 30 picnic tables (6' x 29") by the lodge
- ~ Trash cans & bag liners; recycle bins
- ~ Ice for \$2 for small bags; \$3 for larger bags
- ~ A host to assist you on the day of your event
- ~ parking for @300 vehicles



## CATERING

You are allowed to do your own food or bring food in with no fee. You are responsible for set up & clean up. Outside caterers with proof of business license, workers comp. & insurance are welcome. A signed catering contract with designated fee (8%) must be on file with CMO prior to your event. If you have not chosen a caterer, we can provide you with information on caterers who have been to CMO.

## DROPPING OFF or PICKING UP OF RENTED PROPERTY

Drop off and pick up of rented equipment (extra tables, chairs, linens, etc...) must be arranged during the hours you are renting. There can be an additional fee for rented equipment that is not dropped off or picked up during the rental hours or outside of CMO business hours. If you need a rental vendor, we can refer vendors who have been to CMO.

## ALCOHOL

Alcohol is permitted without additional permit or license. We do, however, encourage responsible consumption. Public intoxication or underage drinking will not be tolerated, and can result in your entire party being asked to vacate the premises. We may require you to hire a licensed bartender for parties over 200 guests.

## DECORATIONS ~ please consult your rental services consultant with any questions. Some considerations:

| <u>YOU CANNOT:</u>  | <u>YOU CAN:</u>   |
|---|---|
| <ul style="list-style-type: none"><li>~ hang anything from the ceiling or center ceiling beams</li><li>~ take down the white paper lanterns</li><li>~ nail anything to wood or walls</li><li>~ have a fire except in designated areas</li><li>~ leave fires or candles unattended</li><li>~ have real candles in paper containers/lanterns</li><li>~ cover up Mary Orton without consent from CMO</li><li>~ set off fireworks or "floating lanterns"</li><li>~ throw rice or paper/metal confetti</li></ul> | <ul style="list-style-type: none"><li>~ string lights through the beams where the ceiling &amp; walls meet</li><li>~ decorate the ledges above the windows</li><li>~ decorate the fireplace mantel</li><li>~ decorate the fireplace room window seat ledge</li><li>~ use LCD candles or battery operated candles</li><li>~ use real candles that are contained in glass or a candle holder</li><li>~ have sparklers</li><li>~ throw birdseed, lavender or other herbs</li></ul> |

## SECURITY

We do not provide extra security the day of your event. If a safety or security issue occurs during your event the proper authorities will be called by the CMO host. For parties over 300 guests we may require you to provide security.

## HOURS

Your rental fee covers the entire day of your event for the time stated on your contract. If you wish to drop off equipment or decorate the day before, there may be an additional fee. If you wish to stay past the final out time stated on your contract, there is a \$100 per hour fee that would need to be paid **prior to** your event. If you wish to arrange for additional hours, please contact your rental services consultant. The host on -site will ask you to leave at the time noted on your contract.

## SET UP & CLEAN UP

You are responsible for all set up and cleanup of your event. Our host can assist you but this is not their responsibility. We will not hold anything (flowers, food, decorations, etc.) for pick up the next day. Anything you wish to save must be taken with you when you leave CMO.

## CANCELLATIONS

Events that are cancelled with a 120-day notice will receive a refund of all monies collected less a \$100 processing fee. Events cancelled without a 120-day notice will forfeit their entire deposit. Events may be rescheduled for no fee within 3-months of cancellation using paid monies towards a deposit or rental fee for the new event.