

Wedding Reception Venues

Large Dining Room



Small Dining Room



Dogwood Pavilion



Seats up to 200 at long tables Seats up to 160 at round tables \$2000 plus catering costs	Seats up to 100 at long tables Seats up to 80 at round tables \$1000 plus catering costs	Seats up to 200 at picnic tables* Includes Wallace Hall \$1000 plus catering costs
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Wedding Reception Policies:

- Lutherlyn has an exclusive catering agreement with Medure's Catering in New Castle, PA. If you are having your reception at Lutherlyn, you must use Medure's as your caterer. www.medures.com, info@medures.com, (724)654-5465.
- After you have chosen a date and venue, Lutherlyn will put you in touch with Medure's to discuss catering details. You may put a reception venue on hold for 2 weeks to allow time for you to talk with the caterer and decide if you are using their services and our venue.
- Only beer and wine are allowed at the reception hall during the reception and must be distributed by a bartender. No hard alcohol is permitted. The wedding party is responsible for providing the beer and wine. The caterer will provide the bartender.
- Alcohol is only allowed at the reception venue. There is no alcohol allowed anywhere else on camp. It is the responsibility of the wedding party to communicate these policies to guests staying in cabins.
- All receptions will submit a \$250 damages deposit. The deposit is refundable if all policies are honored and no damage is done (this includes behavior of guests). If policies are not followed or damages occur, the deposit will not be returned. If damages exceed the deposit, you will be billed for the additional amount.
- The full cost of the Reception Hall and the damages deposit are due at the signing of the contract. Catering will be billed by Medure's prior to the reception. Damages will be billed after the Wedding.
- The reception must be over by 11pm on Saturday Night. Wedding parties will be given a time by a Lutherlyn Staff member as to when they can begin set up on Friday. The reception must be completely cleaned up by noon on Sunday.
- There will most likely be other retreat groups on site and thus we must limit all receptions to one of the above venues. If there are no other groups booked 6 weeks prior to the wedding, additional space may be reserved.
- Painters' tape or string/twine may be used to decorate the Dining Hall and porch; no other adhesives, nails, staples, or tacks.
- All vehicles must be parked in the designated parking lot. Please do not drive on the grass or walking paths.
- Lutherlyn will not host wedding receptions in the Dining Hall during the summer camp season. Dogwood is available.

Cabin Rentals:

- Ten half-cabins can be reserved and rented from Lutherlyn for your guests.
- A half-cabin has 6 twin beds (4 bottom bunks, 2 top bunks) and a bathroom (shower/toilet/sink/mirror).
- Half-cabins are \$100 for the weekend (Friday afternoon through Sunday afternoon).
- The Wedding Party is responsible for reservations, payment, and room assignments.
- There is no alcohol permitted in the cabins (it is your responsibility to inform guests of this policy).
- Linens can be rented for the cabins at an additional charge.
- Cabin rentals are only available for groups using Lutherlyn as a reception venue.

I have read and understand these Wedding Reception Policies. I will be the contact person for this wedding and the only one to communicate with Lutherlyn regarding this wedding and reception.

Signature: _____ Printed Name: _____

Today's Date: _____ Wedding Date: _____ Cell Phone #: _____

*Picnic tables will be left in Dogwood but can be moved outside by the wedding party if the wedding party is renting tables and chairs. The rental reservation, delivery, set-up, pick-up, returning picnic tables to Dogwood, and payment are the responsibility of the wedding party for receptions in Dogwood Pavilion.