



WEDDINGS

AT HIGHLANDS CAMP & RETREAT CENTER

We are pleased that you have an interest in Highlands Camp & Retreat Center as the site of your upcoming ceremony. This document includes important details regarding the use of the Retreat which you will need to know.

Reservation

If the site is available, we are happy to hold the dates you have specified with the Reservations Department for four weeks. If we do not hear from you, we will release the date. To secure your reservation, you will sign and return a Use Agreement (UA) within 30 days of receiving it.

An initial 50% deposit will be due 60 days from the date of receiving the UA. The remaining 50% deposit is due 2 weeks before your wedding date.

Cancellation

If you cancel your reservation within ninety days of your arrival and the Use Agreement has been signed and returned to UCCR (United Camps, Conferences & Retreats), you are responsible for payment of the full Guaranteed Minimum Fee. If notice is given ninety days prior to the event, eighty percent of the deposit will be refunded to you.

Cleaning Deposit

A \$500 refundable cleaning deposit is due no later than one month before your event. If there is no damage or cleaning fees associated with your event, the deposit will be refunded.

Final Payment

The final payment based on actual fees (lodging, meals, etc.) is due before departure from the site. One payment for the event should be paid to UCCR. We cannot receive multiple individual payments.

Point of Contact

You must have a main point of contact that organizes overnights, if any. This person will be responsible for room assignments, collecting fees, and distributing room keys.

Music

Please check with the Site Director regarding any amplified music.

Food Service, Site Set-up, and Clean-up

You may choose to utilize Highlands Food Service on-site. Please consult with the Site Director regarding options for your reception/stay. Rates may vary depending on the menu you choose. If you use a caterer, your caterer must be fully insured and licensed. Food must be prepared off site. Rented equipment is the responsibility of the wedding party. Deliveries may be made in advance to the site by arrangement with the Site Director. The Retreat kitchen may be used for staging purposes only and will be assessed a fee. For kitchen rental or meals for purchase, please contact the Site Director.

Alcohol Policy

UCCR does not serve or provide alcohol. Alcohol use is limited to a one-hour toasting period or social hour. Open bars are prohibited. The Site Director has the discretion to monitor use of alcohol.

Cleaning

The Retreat is to be left in the condition you found it. Retreat furniture, tables and chairs may be used but must be returned to their original positions at the event's end. The Retreat will provide your caterer and/or clean-up crew with a clean-up checklist. For an additional fee, the Retreat can provide catering, set-up, and clean-up. Please discuss these options with the Site Director.

Overnight Events

Overnight events are welcome if time and space allow. A complimentary room will be provided for the wedding couple. Other rooms will be charged a lodging fee/room. Additional meals may be added for guests.

Parking

Parking may be limited. Please consult with the Site Director and carpool when possible.

Insurance

During the date(s) of your event, you must provide a Certificate of Insurance of not less than one million dollars, naming UCCR and the Peaks & Plains Presbytery as additional insured. A certificate of coverage must be received by UCCR 30 days before your event date. If you need a referral to an insurance provider, please call the Reservations staff.

Event Timeline

- Establish tentative dates with the UCCR Reservations Department.
- Make an appointment with the Highlands Site Director for a tour.
- Request a Use Agreement from the reservations Department
- Sign the Use Agreement and return to UCCR within 30 days of receiving it.
- Pay your initial 50% deposit of expected fees within 60 days of receiving the UA.
- Choose caterer or make site arrangements and meal service with the Site Director.
- 30 days before event: Certificate of Insurance due (to UCCR).
- 30 days before event: \$500 cleaning deposit due (to UCCR).
- 14 days before event: Remaining 50% deposit is due.
- Event Day: Final payment due before departure.
- Two weeks after event: Cleaning deposit returned (if applicable)

WEDDING RATES

Highlands' wedding fee includes an outdoor ceremony site, consultation time, 2 hours of rehearsal time, room setup & cleanup, tables & chairs, audio-visual equipment for your music and presentation needs, and one retreat center room for the day of your wedding and an overnight stay. Fees do not include cleaning deposit or meal service. Indoor room(s) may be added for an additional fee.

0-50 guests \$1,200

51-100 guests \$1,700

101-150 guests \$2,200

151-220 guests \$2,700

The day event capacity is 220 guests.

GENERAL GUIDELINES

Please leave the building and grounds in the condition you found it.

Please do not use the indoor furniture for outdoors and vice versa.

Equipment available for use

(Equipment must be returned to original location by check out time.)

Please check with the Site Director regarding availability of furniture & equipment.

Not Allowed

No new nails or hook use. Preexisting hooks only.

No tape of any kind except removable blue painter's tape

No smoking outside of designated paved areas.

No candles or flames outside of designated ground floor areas.

No fireworks.

No swimming in the pond.

No use of illegal drugs on premises.

No amplified music outdoors after dusk.

Indoor event music must conclude by 11pm.

No unsupervised children.

No running in the retreat center.

No access to or use of any kitchen equipment or supplies.

No access to or use of office or office equipment.

No rose petals in the house or on porches. Rice, confetti, birdseed, flower petals or similar objects are not allowed to be thrown on camp premises.

All other items needed should be rented and brought to the site. Rented items should be removed from the building and ready for rental company pick up before the departure deadline.

United Camps, Conferences & Retreats

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Highlands Camp & Retreat Center

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