

# *White Oak Chapel at Camp Forest*

## *Ceremony Rules and Regulations*

*W2230 Hwy 10*

*Brillion, WI 54110*

[www.whiteoakchapel.com](http://www.whiteoakchapel.com)

Thank you for considering Camp Forest and the White Oak Chapel for your wedding day. The White Oak Chapel is nestled within the tall oak trees of Camp Forest and is the perfect place to unite in a Christian wedding. The chapel features unique side panel doors that open to the outdoors along with a 70' long center aisle leads to the altar area which is elevated by three easy steps. The altar is centrally located with a draped backdrop. The White Oak Chapel is located in Forest Junction, Wisconsin just 30 minutes from Appleton, Green Bay or Manitowoc.

### ***Your wedding package includes:***

- 2 hours of rehearsal and decorating day prior to wedding
- 4 hours use of facilities (preparations, ceremony and pictures (additional time \$50- \$100/hr))
- Chapel is setup to seat 200 guests (144 plastic folding chairs, 11 6ft-8ft pews), additional seating is available at an additional cost.
- Wireless and Handheld microphones with sound system to play your music (audio receiver)
- Separate cabins for bride and groom and their wedding party
  - Brides cabin has a bathroom with plenty of space to get dressed
- Your names on our outdoor wedding chapel sign

### ***Pricing:***

\$\$\$\$ Chapel Wedding Fee

This fee includes the use of the Chapel and everything in the above wedding day package. A \$500 non refundable deposit is required to hold your date and must be accompanied by a signed Contract (below). The balance due is required a minimum of 30 days prior to your wedding. Cancellations will result in a forfeit of your deposit. Camp Forest is *not responsible for any weather conditions.*

\$500 Security Deposit

This security deposit is in addition to your wedding fee and is required at the time of final payment (30 days prior to your wedding). The security deposit will be refunded approximately 30 days following your wedding provided the contract was upheld and no damages were incurred from use.

# *White Oak Chapel Rules and Regulations*

Camp Forest is a non-profit organization and the Board of Directors are all volunteers who put in countless hours to ensure the longevity of Camp Forest. We appreciate the beauty that God has given us and need your help to ensure it is preserved for future generations.

While we will work very hard to ensure your wedding day is perfect! Here are the Camp Forest Rules and Regulations that will ensure your full deposit is returned:

- ***No alcohol, drugs or firearms are allowed on the premises at any time.***
- No smoking or vaping are allowed in the buildings at any time.
- All vehicles must be parked in the back parking lot, no parking in between cabins or on the grass.
- No food or drink allowed in the chapel (water only) unless other arrangements have been made.
- No rice, confetti, bird seed or open flames.
- No nails or screws are allowed to be used in any buildings.
- Any flower petals or other large debris must be swept up prior to departure.
- Dogs are allowed only if on a leash and must be approved by a board member. Dogs must stay with their owners at all times, clean-up is the responsibility of the pet owner.
- The buildings and grounds must be left in the conditions they were when you arrived. All clean-up (chapel, cabins) is your responsibility, a checklist will be provided. All buildings must be swept and trash taken to dumpster prior to departure.

## **Damages and Liability**

The person(s) signing this contract with Camp Forest is responsible for adhering to all rules listed above. In addition, the signee is responsible for any and all damages incurred to property and/or furnishings. It is the responsibility of persons making the wedding arrangements to ensure that all members of the wedding (attendants, wedding directors, florists, photographers) are informed of and observe these policies as you are responsible for all damages. Any damages incurred shall be repaired at your expense to our satisfaction. White Oak Chapel assumes no responsibility for injuries, materials, equipment, clothing, money, jewelry or other items left on the premises before, during or after the ceremony.

To check available dates, please contact the Chapel Coordinator, Katie Schnell at (920) 279-7723 or [whiteoakchapel@gmail.com](mailto:whiteoakchapel@gmail.com).

# White Oak Chapel

## Ceremony Contract

Wedding Date: _____	Rehearsal Date: _____
Ceremony Start/End Time: _____	Rehearsal Start/End Time: _____
Name (Bride): _____	Name (Groom): _____
Address: _____	Phone (Bride): _____
_____	Phone (Groom): _____
E-mail: _____	Emergency Contact (name and phone) _____
_____	_____

**We agree to adhere to ALL policies stated in “White Oak Chapel Rules & Regulations”. Any policies that are compromised could result in additional fees or cancellation of the ceremony. It is the responsibility of persons making the wedding arrangements to ensure that all members of the wedding party are informed of and observe these policies.**

Signature (Bride): \_\_\_\_\_ Groom \_\_\_\_\_  
 Date: \_\_\_\_\_

For more information contact Katie Schnell (920)279-7723

Please return this form and your deposit to:  
 (Make checks payable to Camp Forest)

Katie Schnell  
 W979 County K  
 Brillion, WI 54110

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*For office use only(\$\$\$\$ ceremony + \$500 refundable deposit):*

*Total Due 30 days prior to ceremony:* \_\_\_\_\_

Payment: Amount: \_\_\_\_\_ Ck#: \_\_\_\_\_ Date: \_\_\_\_\_

Payment: Amount: \_\_\_\_\_ Ck#: \_\_\_\_\_ Date: \_\_\_\_\_

Security Deposit: Amount: \_\_\_\_\_ Ck#: \_\_\_\_\_ Date: \_\_\_\_\_

Date received: \_\_\_\_\_ Staff Initials: \_\_\_\_\_