

# Wedding Celebrations at Moon Beach

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*It is our privilege to be asked to have your wedding celebration at Moon Beach! Many people have chosen this location for their important day, and we are excited that you will also be with us.*

*Moon Beach is a camp and retreat center affiliated with the United Church of Christ in Wisconsin. During the summer we have approximately 1,000 campers that participate in our summer programs. Throughout the year we have retreats for local churches, youth groups, women's groups, and other non-profit and business groups. Among these retreats we host gourmet food events and weddings. Staff members are versatile and can easily accommodate a wide variety of groups and individual needs.*

*As a starting point for conversations regarding your wedding, our guidelines are listed below:*

## **Ceremony Location**

Moon Beach is fortunate to have a beautiful outdoor chapel, which offers a stunning view of Moon Lake, and is a wonderful setting for a wedding. You may hear the call of the loon or see a bald eagle flying overhead.

Vesper Point is a sacred place, and thus we ask ceremonies to be consistent with the sacredness of our worship space. Weddings can be unique and fun, but need to be appropriate.

You will need a religious leader who is licensed to perform weddings in Wisconsin. Justice of the Peace and other federal, state, or local authorities are not permitted to marry you on our site.



Through the years, we have expanded our available marriage ceremony sites, and now offer the lakefront in front of the lodge, as well as the labyrinth as options for you.

## **Decorating**

Couples, as well as family and friends, are invited into the Moon Beach facility 24 hours before the wedding ceremony. Decorations must not damage the facility in any way, and must be safe for guests attending and employees serving. Decorations must be taken down 24 hours after the wedding reception, and Moon Beach furnishings must be returned to their proper place.

## **Pets**

Pets, except for properly vaccinated service animal, are not allowed at Moon Beach. Prior notice of service animals assisting an attendee must be given to Moon Beach.

## **Food Service**

The conversation about hosting your wedding at Moon Beach includes your hopes and expectations for the event, as well as menu preferences! We will calculate a cost per person for the reception based on your menu, service style (buffet, family style, or plated dinners), and any additional requests you may have regarding the reception.

The dining room in Moon Beach lodge can seat approximately 150 people (depending on table arrangement)

Two weeks before the reception we require a final count of guests for the reception. Invoices will be based on this number.

We contract to provide adequate quantities of delicious food for guests. In an effort to best ensure that we do not run out we often have to overestimate quantities, especially in buffet style service. Any leftover food is a result of our efforts to ensure that we do not prematurely run out of food, and will remain in the property of Moon Beach.

Moon Beach staff will provide all food consumed on site. In addition to meals served in the dining room, we are willing to provide rehearsal or reception meals outdoors (weather permitting), or more casual cookout meals.

## **Alcohol Service**

Wine and beer are allowed at Moon Beach for your wedding reception. Moon Beach will be responsible for purchasing and providing the licensed bartender, permits and alcohol for your celebration. Moon Beach will provide ice as needed throughout the reception.

## **Lodging**

Moon Beach has 22 cabins around camp, which provide a number of options for your family, wedding party, and guests. During the tour around camp to view the wedding ceremony locations, we will show some of the housing options available.

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## Waterfront Activities

Moon Beach is blessed to have our facility on Moon Lake. In addition to the backdrop the lake provides, it has unlimited recreational potential.

Certified lifeguards could be provided for an extra fee. Please contact us to arrange lifeguard service.

Guests are permitted to use the boats and equipment with proper personal flotation device (pfd) at own risk and liability. Fishing is permitted without a lifeguard from shore.

## Deposit and Final Payment

As we engage in conversation about hosting your celebration, we will provide estimates for lodging and food. To secure the date, Moon Beach requires a minimum \$500.00 non-refundable deposit, which will be applied to your final invoice.

Payment is due one week after the wedding bill is delivered unless other arrangements have been made in advance.

## Additional Charges/Expectations

Weddings are often once-in-a-lifetime family celebrations and Moon Beach wants to work with you to make this day memorable!

Our staff will do many things to prepare both prior to and during your stay! Out of the ordinary services or requests will incur additional charges. As we talk with you about expectations for the event, we will inform you of any additional charges which may be incurred.

Furthermore, we require a minimum of one weekend of volunteer time prior to your event so that you understand and appreciate our culture of sanctuary, hospitality, and ministry.

## Tax and Tips

Wisconsin tax law requires us to collect 5.5% tax on all food, lodging, and services provided. This will be added to your invoice.

As a part of our Ministry, we neither charge or expect gratuity. We work as a team to make your event special and hope that you appreciate our efforts.

## Planning and Coordinating Details

Moon Beach staff will meet with the couple several times prior to the event to plan and clarify details. We are always available via phone and email to clarify and confirm details as the wedding planning evolves.

It is our hope that this helps clarify the spaces and services we can provide, as well as our expectations of both the couple and guests. It is our goal to make the wedding celebration both memorable and meaningful for the couple and their family.

Please feel free to contact us with any questions you may have at [moonbeach@ucci.org](mailto:moonbeach@ucci.org) or 715-479-8255.

In anticipation,

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