

Wedding Application

Crystal Conference Center

c/o Christian Church/Michigan Region
2820 Covington Court
Lansing, Michigan 48912
www.michigandisciples.org



CRYSTAL CONFERENCE CENTER

CHRISTIAN CHURCH
(DISCIPLES OF CHRIST)
Michigan Region

Complete all information. Please print in ink

Bride/Groom information

Name: _____
Address _____
City, State, Zip _____
Phone _____
Email _____

Bride/Groom information

Name: _____
Address _____
City, State, Zip _____
Phone _____
Email _____

Wedding and rehearsal Information:

DATE of wedding: _____ Time: _____ Day: _____
if you need to change your wedding date contact the Regional Office immediately to see if you can reschedule
Location: _____ Chapel seats 100 maximum _____ Vespers /Beach area seats 75 maximum
_____ Other location on camp grounds, please specify _____
Estimated number of guests: _____ Number in wedding party: _____
Pastor or Officiant: _____ phone number _____
Date and Time of Rehearsal: _____

Wedding Coordinator: Your Wedding Coordinator is _____ Phone _____

Crystal Conference Center's Wedding Coordinator is the liaison between you and the camp. The Wedding Coordinator will work with you, Crystal Conference Center, and the Regional Office to secure your wedding date and financial deposits.

You will be contacted approximately four months before your wedding (or earlier) to work through the details of your wedding ceremony, including: scheduling the ceremony and rehearsal days and times, camp usage guidelines, down payment, policies, fees for use of facilities, set up and clean up.

OFFICE USE ONLY

Approved by: _____ Date: _____

Deposit paid: Yes _____ No _____ Amount \$ _____ Check number _____ Rec'd by: _____

RETURN APPLICATION ALONG WITH DEPOSIT WITHIN 14 DAYS OF TENTATIVELY SCHEDULING YOUR WEDDING DATE TO:

Christian Church/Michigan Region, 2820 Covington Court, Lansing, MI 48912 Attn: Wedding Coordinator



Date:

Dear

Congratulations on your upcoming wedding! We are so happy that you've chosen Crystal Conference Center as your wedding venue.

Enclosed you will find a wedding packet full of information regarding getting married at Crystal Conference Center. You will need to complete your application, read over the policies, and send in your 50% deposit in to guarantee your wedding date at Crystal.

If you have any questions on any of the policies or details on wedding planning, or would like to see the facilities more closely, please contact the wedding coordinator listed below. The wedding coordinator will be your liaison with the camp and will be there to assist you in all you need.

Thank you for choosing Crystal Conference Center and God bless you as you prepare for your wedding day.

Signed:

Wedding Coordinator

Contact info



PROPERTY and

The agreement of use of the facilities at Crystal Conference Center is made with the understanding of the following regulations governing the use of camp property, and the applicant agrees to abide by these rules:

General Restrictions:

- *All weddings must be scheduled through the Michigan Region Wedding Coordinator who will be the liaison between the wedding party and the Christian Church/Michigan Region.*
- *Weddings can be scheduled for up to 16 months in advance.*
- *Facilities are available on a first-come first-serve basis and must not conflict with any regularly scheduled Camp Crystal activities.*
- *A 50% deposit must be made at the time of the wedding booking to schedule the date on the calendar. This is non-refundable. If additional or fewer overnight accommodations are required that must be negotiated with the Wedding Coordinator who will consult the camp calendar for availability.*
- *A \$300 damage deposit is required for all weddings and is due 1 month prior to the wedding.*
- *If alcohol is to be served at a reception at camp there is an additional \$200 damage deposit required.*
- *Smoking is not permitted on camp property.*
- *Rice, confetti, birdseed, flower petals or similar objects are not allowed to be thrown on camp premises.*
- *Use of candles during wedding ceremonies is restricted to the chapel. You must provide your own candles and candle holders. No candles are allowed in cabins. Fireworks of any kind are not permitted at camp.*
- *Wedding decor must not damage camp property in any way. There will be no cutting of tree branches, flowers, or disturbing of the natural elements of camp. Any signs or hanging décor must be done with proper tape or adhesives approved by the Wedding Coordinator.*
- *You assume all responsibility for any damage or destruction to camp property and for any injury to your wedding party or guests.*
- *Crystal Conference Center is in a wooded setting, but we want to be good neighbors. Wedding festivities can not be disruptive to our neighbors and quiet time begins at 11:00PM.*
- *You are responsible for any music for your wedding, including all instruments, amps, cords, stands.*
- *Pets other than service animals are not allowed on camp property.*
- *Check in for weddings can begin at 10AM on the day of your wedding.*
- *Check out for overnight guests is 11AM. There are a list of clean up instructions for you to follow before you depart.*

Crystal Conference Center Facility and Services Fee Schedule

Wedding Coordinator: _____ Fee \$200 Pd. _____ Check _____ Date _____

Custodian: _____ Fee \$200 Pd. _____ Check _____ Date _____

These fees are paid directly to the individual and are due one week before the wedding

SITE FEES: Basic use of camp and Oaks bathrooms and parking	\$250/day	\$ 250.00
<i>(Site fee discounted \$150 for Disciples of Christ Church members)</i>		\$ _____
Dining Hall: seats 130 includes use of chairs, tables	\$300/day	\$ _____
Kitchen: includes use of refrigerators, food prep and ovens	\$200/day	\$ _____
Wedding Ceremony space: beach, chapel, other spot	\$350/day	\$ _____
Fellowship Hall	\$100/day	\$ _____
TOTAL FOR SITE FEES		\$ _____

OVERNIGHT GUEST ACCOMMODATIONS

Cedar Lodge (houses 8-10, kitchenette)	\$200/per night	x _____	nights = \$ _____
The Oaks (3 rooms, each housing 2 people)	\$150/per night	x _____	nights = \$ _____
Pioneer Cottage (sleeps 2-6)	\$100/per night	x _____	nights = \$ _____
Beeches (4 cabin units- each sleeps 10)	\$100/night, per unit	x _____	nights = \$ _____
Pines (5 cabin units - each sleeps 6-8)	\$100/night, per unit	x _____	nights = \$ _____
Birches (5 cabin units each sleeps 6-8)	\$100/night, per unit	x _____	nights = \$ _____
Mission House (summer home sleeps 13)	\$300/per night	x _____	nights = \$ _____
TOTAL FOR OVERNIGHT ACCOMMODATIONS			\$ _____

TOTALS :	Site fee and building use	\$ _____	
	Overnight accommodations	\$ _____	
GRAND TOTAL		\$ _____	
\$300-\$500 Damage deposit refunded 1 week after wedding if camp is left in good order check # _____			
Deposit of 50% due when scheduling wedding		\$ _____	(non refundable) check # _____
Balance due 2 weeks prior to wedding		\$ _____	check # _____
Make checks payable to CCMR and send to 2820 Covington Court, Lansing, MI 48912			

I agree to pay the above for my wedding at Crystal Conference Center.

Wedding couple _____ **Date:** _____

Wedding Coordinator _____ **Date:** _____