



# PLANNING CHECKLIST



Date contacted PEEC \_\_\_\_\_

Wedding Date \_\_\_\_\_

Reception Time \_\_\_\_\_

- Suggested date**                      ***TO DO***
- \_\_\_\_\_ **Create contract (PEEC)**
- \_\_\_\_\_ ***30 days from date of contract:*** Non-refundable 50% deposit and signed contract due
- \_\_\_\_\_ ***2 months prior to event:*** Walkthrough
- \_\_\_\_\_ ***30 days prior to event:*** Full balance including Security deposit due .
- \_\_\_\_\_ Receipt of copies of Caterer's (and Bartender's, if applicable) certificates, license and insurance.
- \_\_\_\_\_ ***3 weeks prior to event:*** Order linens
- \_\_\_\_\_ ***2 weeks prior to event:*** Re-confirm details—conference call with bride, parent(s), caterer, PEEC Program Planner and PEEC Dining Hall Manager.
- \_\_\_\_\_ ***30 days after the event:*** Security deposit returned subject to inspection.

Pocono Environmental Education Center  
538 Emery Road, Dingmans Ferry, PA 18328  
570-828-2319    www.PEEC.org

# WEDDINGS AT PEEC



## Planning for the Big Day! Wedding Package



Pocono Environmental Education Center  
538 Emery Road, Dingmans Ferry, PA 18328



## Welcome to PEEC!

Thank you for considering PEEC as a wedding venue. PEEC's campus has special beauty that helps make any event, especially a wedding, truly unforgettable.

Planning a wedding is no easy task. We have created this booklet to assist with planning your big day.

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Please contact PEEC's group coordinator  
(570-828-2310 x 227)  
to begin the process.

You will also be working with PEEC's  
Program Planner to organize details for  
your wedding! (x 231)



## CABINS AT PEEC



As part of your contract, you will select 15 cabins.

- Cabins do not come with linens, with the exception of cabin 1.
- If linens are desired, they must be ordered three weeks prior.
- There is no smoking, food, or pets allowed in our cabins.
- Check in will begin at 3 PM Friday, and check out is 10:30 AM Sunday morning.
- You are responsible for assigning guests to their cabins. Please provide a copy of the cabin assignments to your PEEC contact.
- Cabins are expected to be left in the condition that they are found. Damages and extra cleaning will affect the status of your security deposit.





## SET UP AND CLEAN UP

It is the responsibility of the bridal party to set up and clean up the space rented. This includes, but is not limited to:

- Arranging tables and chairs
- Providing all decorations including table cloths, center pieces, flowers, and dinnerware.  
You are welcome to use battery operated candles, but **open flames are not permitted.**
- Sweeping floor, and replacing tables and chairs.
- The caterer is responsible for cleaning the serving line, the warm box, and the coffee area, wiping out any refrigerators used, removing all garbage, removing all recycling, sweeping and mopping the kitchen, dish room, and the serving line.



Your PEEC Host and Dining Hall liaisons will be available to answer questions.

Please let us know what beverages will be served so that we can provide the correct number of recycling bins.



## YOUR WEDDING AT PEEC

**Our wedding package, for a maximum of 150 people, is \$8700 plus a \$1000 refundable security deposit.**

The following is included in our wedding package.

- Exclusive use\* of PEEC's award-winning Visitor Activity Center (VAC). (See p.4 for days and times)
- Use of our lower campus fields and pavilion.
- A PEEC Host and supervisory kitchen liaisons.
- 15 cabins with a limit of 4 people/cabin. (p. 6)
- Use of our tables and chairs in the VAC.
- Use by certified caterers of the cooking appliances in the VAC . (pp. 4 and 5)
- An On-Call staff person for Friday and Saturday nights.

\* "Exclusive Use" of the VAC means that no other group on our campus will be using the VAC during the time that you are here. However, other people may be on our campus, specifically in our Main Building and on our hiking trails. The Nature Lodge is not available for weddings from June 15 through August 31.





## FINANCIAL SERVICES

The following is the payment schedule.

- Non-refundable **50% deposit** and **signed contract** due 30 days from date of contract and necessary to hold reservation.
- Full **balance** including **security deposit** of \$1000 due 30 days prior to event.
- Security deposit will be returned dependent on final inspection, 30 days after the event.

## ADDITIONAL SERVICES

The following may be added for an additional fee.

- Catering by PEEC (must be contracted at least one month prior). Contact Program Planner to discuss this option.
- Linens: \$16.00/person
- Continental breakfast: \$5.00/person (Sunday)



## THE VISITOR ACTIVITY CENTER

The VAC can accommodate a party of up to 150 people.

You will have exclusive use during the following hours:

- Friday 3 PM—10 PM (typically to decorate)
- Saturday—12 consecutive hours to be determined when the time of the reception is known, not to extend past 11:00 PM.
- Sunday 7 AM—12 PM (typically for clean up)

Your caterer will have access to the kitchen equipment for one meal.

**Outside caterers must have a ServSafe certification and liability insurance in order to use PEEC kitchen equipment.**

If alcohol is going to be served, it must either

- be served by a bartender who has obtained a liquor liability insurance, or
- be served by a caterer whose catering license will cover their liability.

