

PLANNING CHECKLIST

Date contacted PEEC _____

Wedding Date _____

Reception Time _____

Suggested date TO DO

_____ Create contract (PEEC)

_____ Walkthrough (two months prior)

_____ Receipt of copies of Caterer's (and
Bartender's, if applicable) certificates,
license and insurance.

_____ Order linens (3 weeks prior)

_____ **Re-confirm details**—conference call
2 weeks before wedding with bride,
parent(s), caterer, PEEC Program Planner
and PEEC Dining Hall Manager.

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



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CABINS AT PEEC

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.

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

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.





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

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 \$9700 which includes a \$1000 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 of the cooking appliances in the VAC by certified caterers. (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.





THE VISITOR ACTIVITY
CENTER

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: \$15.00/person
- Continental breakfast: \$5.00/person (Sunday)

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 needs to either

- A) be served by a bartender who has obtained a liquor liability license, or
- B) served by the caterers, whose catering license will cover them.

