

## **THE LODGE AT CAMP RED CEDAR GUIDELINES**

**BEHAVIORAL CONDUCT.** Camp Red Cedar reserves the right to request any person or group of people acting unruly, or harmful to themselves or others, to leave the Venue and premises. Assistance from the on-site police officer(s) or other law enforcement agencies may be required if this request is not met immediately.

**CANDLES.** The use of any type of flame is strictly prohibited within the Venue and throughout the premises. A flameless candle, which is battery operated, is permitted. This is non-negotiable.

**CHILDREN.** Customer must ensure children are properly supervised while at the Venue. This includes preventing children from disturbing nature (including but not limited to plants, rocks, animals, trees, etc.), as Camp Red Cedar must preserve the natural habitat of its premises for its programs and camps for kids and adults of all ability levels.

**TABLES AND CHAIRS.** Customer will have indoor use only of tables and chairs. All tables and chairs will be restored to their initial use at the end of the event. Set up and tear down not included.

**DECORATIONS.** Customer shall not place any nails, hooks, tacks, push pins, screws, or other fasteners into any part of the Venue or place or permit to be placed signs on walls in any part of the Venue. No decorations such as posters, pictures, or banners, are to be fastened to walls, woodwork, windows inside or outside the Venue. Decorations may not be hung from light fixtures. All decorations must be removed without leaving damage.

**ACCESS EVENT ENDING TIMES.** Customer will be given access to the Venue at 10:00 a.m. on the day of their event. All events must end by 11:00 p.m. in order to allow for clean-up and closure of the site by 11:59 p.m.

**FAREWELL CEREMONY.** To protect wildlife, the use of rice or confetti is not permitted for any ceremony (including a farewell ceremony at the end of a wedding or reception) held at the Venue. However, guests are permitted to use birdseed.

**MUSIC AND ENTERTAINMENT.** Although music (both live and recorded) is permitted at the Venue, all music must be contained at an acceptable sound level so as not to disturb the local surrounding area. Camp Red Cedar, in its sole discretion, reserves the right to require Customer to cease the music it deems inappropriate. Camp Red Cedar also reserves the right to require Customer to lower the sound level or cease playing music, in its sole discretion. All music must end by 10:30 p.m.

**PETS.** No pets are allowed at the Venue or its grounds. However, a family pet actually involved in an event will be considered. Customer is required to obtain permission from Camp Red Cedar before a pet may be permitted at the Venue.

**PHOTOGRAPHY.** The many natural settings around Camp Red Cedar are important to other events held at the Venue and on the premises, including summer camps and camps for kids and adults of all ability levels. Camp Red Cedar reserves the right to allow or disallow Customer from using any area of the premises for wedding/reception photography sessions. Camp Red Cedar also reserves the right to use any photographs or other media reproductions of an event in its publicity and advertising materials.

**SECURITY.** Two active (2) police officers are required for all events over 150 guests where alcohol is served and (1) officer with events are under 150 guests. This requirement is non-negotiable. Security will be provided by The Lodge at Camp Red Cedar.

**SIGNAGE.** Customer may post their event's sign or hang balloons at the front entrance to Camp Red Cedar, but must not attach anything to or cover up the Camp's entrance sign. Additionally, Customer shall not place nails or screws in trees.

**SMOKING.** Camp Red Cedar is a smoke free campus. Smoking is prohibited within the Venue or any place on the Camp Red Cedar campus.

**VENUE SPACE CHANGES.** Any rearranging or movement of the Venue's contents or furniture must be pre-approved by Camp Red Cedar. It is the Customer's responsibility to restore all areas to their original appearance. Set up and tear down not included.

**TYPES AND LIMIT OF INSURANCE.** Customer shall carry Commercial General Liability Coverage on an "occurrence" basis including property damage, bodily injury and personal & advertising injury with limits no less than \$1,000,000 per occurrence and \$2,000,000 aggregate. However, if Customer maintains broader coverage and/or higher limits than the minimums shown above, Camp Red Cedar requires and shall be entitled to the broader coverage and/or the higher limits maintained by the Customer. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to Camp Red Cedar.

**Insurance Coverage:** Provided by TULIP Event Insurance obtained through Camp Red Cedar Policy

**AMENITIES AVAILABLE:**

- 6,250 square foot heated and cooled venue space
- Spacious seating, all on one level, and totally accessible for up to 350 people
- Scenic views with wooded meadows and a covered bridge overlooking 10-acre lake
- (40) 60" round tables that seat up to 8 people
- Up to 250 corporate chairs available for indoor use (set up and tear down not included)
- (8) 6-foot banquet tables
- (6) 8-foot banquet tables
- Covered lakeside porch and seating for 32 (8 tables that seat 4)
- Covered drop off area
- Bridal party cabin
- Groom party cabin
- Indoor fire place (Available when Lodge heat is on)
- Outdoor fireplace
- Whiskey barrels for decoration usage

- Large catering prep kitchen
- Paved and accessible parking for 150 vehicles
- ADA accessible restrooms
- State-of-the-art audio and video equipment for corporate events only

**VENUE PRICING (SUBJECT TO CHANGE)**

<b>January-March</b>	<b>August-October</b>
Friday and Saturday..... \$ <b>2,000</b>	Friday and Saturday.....\$ <b>6,000</b>
Monday – Thursday..... \$ <b>1,800</b>	Monday – Thursday..... \$ <b>1,800</b>
<b>April-May</b>	<b>November-December</b>
Friday and Saturday.....\$ <b>6,000</b>	Friday and Saturday.....\$ <b>5,000</b>
Monday – Thursday.....\$ <b>1,800</b>	Monday – Thursday.....\$ <b>1,800</b>
<b>June-July</b>	
Saturday Only.....\$ <b>6,000</b>	

*\*Special pricing for non-for-profits (call for more details) \**

**Additional Fees:**

- Rehearsal/Early set up, 3-hour block, day prior to event: \$500 (based on availability)
- Tear down: \$500. Renters would be responsible for removing all items that were brought into the venue space and also to make sure that all trash items are disposed of correctly in the provided trash receptacles. Lodge staff would tear down all tables and chairs.
- Special holidays priced \$1,000 above standard pricing listed above. Please contact us for more details on specific holidays.

## APPROVED VENDORS (9.08.22 Updated)

### CATERERS/BAR SERVICE:

- Catablu/Blu Spoon Catering
- Ceruti's
- Club Soda
- D and J Catering
- Goeglein's
- Licensed Bar Services
- Lucille's BBQ
- Mad Anthony Brewing Co./Shigs In Pit BBQ
- Smokin'Wheel BBQ Food Truck/Grant's Catering
- Sutton's Deli
- The Charlie Horse Mobile Bar
- The Orchid Catering
- YOLO Catering and Bar Services

### PARTY/DECOR RENTALS:

- Aboite Party and Event Rental
- A Party Apart
- Mutton Rental

### DJ SERVICES:

- Alomar Entertainment
- I Do Crew
- Live the Night
- Professional DJ Services
- R&B Sound

### SECURITY:

- Allen County Sherriff  
(260) 449-3000
- Fort Wayne City Desk Sergeant  
(260) 427-1222
- Fort Wayne Police Department  
[Jason.snyder@cityoffortwayne.org](mailto:Jason.snyder@cityoffortwayne.org)  
(260) 427-1222