CAMP SUMMIT

# WEDDINGS AT CAMP

*Say your vows in the beauty of the Upper Squamish Valley*

Located in the beautiful Upper Squamish Valley of British Columbia, our 24 acre private property is the ideal site with serene mountain and temperate rainforest surroundings.

## LOCATION HIGHLIGHTS

- Privately owned 24 Acre Property
- 4200 sq. ft. heated dining tent
- Located 25 minutes from Squamish
- On-site catering available
- 16 rustic wooden cabins (sleep up to 130 guests)
- Intimate campfire & tranquil ceremony spaces

## AVAILABILITY

- As available during May, June, September, October

## VENUE RATES

- Please contact our office directly

## STAY FOR THE WEEKEND

Our customizable weekend bookings allows you and your guests to enjoy our tranquil setting and unforgettable atmosphere!

### Friday

- Wedding Party arrival after 5pm
- Event space set up & rental deliveries

### Saturday

- Final Prep
- Ceremony
- Cocktail Hour & Champaign Toast!
- Reception Dinner
- Dancing & Late night snack!

### Sunday

- Brunch for guests
- Take down & pack up of event space.

For more information please contact
604-898-3700 or rianne@campsummit.ca

We are **THRILLED** to host you for what will surely be a beautiful day for you, your friends and families! To being the planning process, we have included several key items in this package to assist in the organization of the weekend. Please do not hesitate to contact us should you have any questions - we are always happy to chat!

**- Rianne & the Team at Camp Summit**
Director & Camp Administrator
rianne@campsummit.ca
604-898-3700

# ORGANIZATIONAL TIMELINE

### 10 - 12 MONTHS
- Initial meeting with Camp including a location tour.
- Contract & initial deposit submitted to our Office.

### 6 MONTHS
- Estimate of guest numbers provided to Camp

### 3 MONTHS
- Menu Finalized
- Insurance Purchased
- Additional booking deposit submitted to our Office.

### 1 MONTH
- Final guest numbers confirmed
- Dietary restrictions & allergies shared with Camp
- Accommodations list confirmed.
- Wedding Day itinerary provided to Camp

### 1-2 WEEKS OUT
- Timing of wedding party / set up support confirmed for Friday arrival
- Rental / deliveries confirmed with Camp.
- EMCEE notes/final itinerary provided to Camp.
- Event space floorplan / setup provided to Camp.

### YOUR WEDDING DAY!!

# RENTAL INCLUSIONS / EXCLUSIONS

## GUEST & WEDDING PARTY ACCOMMODATIONS

### INCLUSIONS
**Provided by Camp Summit**

- **16 Wooden Cabins in Total**
  - Bunk Beds with Single Mattresses
  - Electricity in all cabins
  - Cabins are not heated
  - Each cabin sleeps up to 12 people
  - Cabins are divided into two villages ideal for an 'early to bed' and 'night owl' division.
- **Washrooms & Shower Houses**
  - Modern washroom and showers are centrally located in each cabin village.
  - Gender Neutral private washrooms/showers available in each village.

### EXCLUSIONS
**Not Provided by Camp Summit**
(Wedding Organizers to Coordinate)

- **Bedding & Toiletries**
  - All guests are responsible for bringing their own bedding and toiletries.
  - There is no 'housekeeping' or 'turndown service' offered at Camp.
- **Alternative Accommodations**
  - Guests who wish to stay in alternative accommodations (hotel, Airbnb) will be responsible for booking these separately. We encourage organizers to consider hiring a bus shuttle to drop guests off at various times in the evening for those staying in alternative accommodations.

# MAIN LODGE / DINING TENT

## INCLUSIONS
**Provided by Camp Summit**

- 25 Rectangular Folding Tables
  - L96" x W30" x H30"
- 175 Chairs
  - H33" x W16"
- Propane Heater
- Overhead Lighting
  - Industrial LED, non-dimmable
- Accessibility ramps upon request
- Extension cords / Power outlets
- Moveable stage & speaking podium
- Sound System & Microphone
  - See sound system section for further details

## EXCLUSIONS
**Not Provided by Camp Summit**
(Wedding Organizers to Coordinate)

- All Indoor & Outdoor Decorations
  - Wedding organizers will be responsible for set up & take down of additional decorations
- Additional Lighting
  - Twinkle Lights, Spot Lights, Par / Up Lighting
- Table Linen & Chair Covers
  - Ideal to order extra linens in case of stains/ spills
  - Be sure to include additional tables beyond guest tables in your count (i.e. bar table, buffet table etc.)
- Cloth Napkins
  - Ideal to order extra linens in case of stains/ spills

# FOOD SERVICE

## INCLUSIONS
**Provided by Camp Summit**

- Self-Serve Buffet Style or Family Style available for all meals.
- Self-Serve Coffee + Tea Station
  -Includes coffee urns, hot water, tea selection milk, honey & sugar.
- Camp Tableware
  - Green Melmac Dinner & Dessert Plates + Bowls
  - Cutlery (Knives, Forks, Spoons & Serving Utensils)
  - Water Jugs (Plastic)
  - Yellow Plastic Bread Bowls
  - Camp does not have steak knives.
- Ice Machine is available to use throughout the weekend
- Menu options will be discussed separately. Your estimated per guest cost will be dependent on your final menu selection.
- Camp canoe's are available to be used as an outdoor cold drink cooler.

## EXCLUSIONS
**Not Provided by Camp Summit**
(Wedding Organizers to Coordinate)

- Glassware
  - Wine, Beer, Cocktail glasses
  - Ideal to order extra glassware
- Dishware
  - Porcelain Dinner & Salad Plates & Bowls
  - Cutlery including steak knives
  - Wicker / Wooden Bread Bowls
  - We encourage groups to rent a set of dishware for each meal / course (i.e. one set for salads, one set for main course and one set for dessert)
  - Order more than your guest count to account for any broken dishware or if guests take additional plates/servings at each course.
- Serving & Clearing
  - Different than banquet/event halls, Camp staff are not servers. All of our meals will be delivered in a self-serve style and guests will be required to clear their own dishes at the end of each meal.
  - If you would like 'servers' available please speak with a Camp Director as this may be available at an additional cost.
- Wedding Cake
  - A basic dessert spread is included in catering costs. We are unable to provide specialized wedding cakes, however, you are welcome to bring your own cake at no additional cost.

# BAR SERVICE

## INCLUSIONS
**Provided by Camp Summit**

- Water & Ice provided
- Non-Alcoholic beverages can be ordered through our Chef
  - Pop, Juice, Seltzer, Lemons, Limes
  - Cost for items will be included on final invoice.
  - Please let us know what you would like ordered.
- Access to refrigerators for cooling
- Camp Summit staff are available to help manage, stock and serve at the bar.
  - Camp Staff are not bartenders and may not be able to make specific drink orders beyond the basics.

## EXCLUSIONS
**Not Provided by Camp Summit**
(Wedding Organizers to Coordinate)

- Bar Top Decorations, Linens & Lighting
- Alcoholic Beverages
  - Beer, Wine, Spirits, Kegs & Keg Accessories
- Glassware
  - Wine, Beer, Cocktail glasses + Glass Water Jugs
  - Ideal to order extra glassware
- Tableside Bar Service unavailable
- Professional Bar Tenders
  - Camp Staff are not bartenders and may not be able to make/ mix specific drink orders. If you would like to offer professionally mixed drinks we encourage you to hire a professional bar tender for the event.

# SOUND SYSTEM & DANCING

## INCLUSIONS
**Provided by Camp Summit**

- Access to main speaker & microphone in the Dining Hall (AUX Cord Plug In)
- AV Equipment available upon request.

## EXCLUSIONS
**Not Provided by Camp Summit**
(Wedding Organizers to Coordinate)

- Dance Floor Decorations & Lighting
  - Disco Balls, Flood Lights etc..
- Music / Playlist
  - Music for Ceremony, Cocktail Hour, Dinner
- Professional DJ Services
  - Please let us know if you are hiring a professional DJ for your event.
- Portable Speaker & Microphone for ceremony / outdoor spaces / after 10pm music
  - Electrical hook ups for portable items may be limited in certain areas of our property. Please let us know in advance if you require power in specific outdoor spaces.

Music is to be maintained at a reasonable level and must be turned off the Dining Hall main speakers at 10pm as per strict noise bylaws for the Upper Squamish Valley residential community.

After 10pm, you are welcome to play music from smaller portable speakers.

# CAMP SUMMIT STAFF

## INCLUSIONS
**Provided by Camp Summit**

- Camp Summit Staff will be responsible for the following...
  - Janitorial Duties (Regular washroom Cleaning)
  - Dish washing
  - Bar service (basic service & restocking)
  - Dining Hall opening & closing each day
  - Site & Facility support

## EXCLUSIONS
**Not Provided by Camp Summit**
(Wedding Organizers to Coordinate)

- Set up & Take down of the venue (including decorations, additional lighting, table dressing, return of rental items etc...) is the responsibility of the wedding organizers & party.
  - Camp Summit will be available to support in a limited capacity
- Professional Services
  - Bartending, DJing, Photographer etc..

# GUEST SERVICES

## INCLUSIONS
**Provided by Camp Summit**

- Parking Coordination
- Office / Grove Greeter
- 'Welcome to Camp' Package
  - We are pleased to provide a 'Welcome to Camp' package that we encourage you to share with your guests in advance of the event. This package will include a map of Camp Summit and general information for guests including location, guest washrooms, smoking areas etc..

## EXCLUSIONS
**Not Provided by Camp Summit**
(Wedding Organizers to Coordinate)

- Guest Communication
  - Wedding organizers are responsible for the communication of wedding/event details with their guests.
- Nut Free Setting
  - We are a nut free setting and must insist that all guests abide by our 'No Nuts' policy for the health and safety of all visitors to Camp. Thank you in advance for communicating this policy to your guests.

# ADDITIONAL PERMITS & INSURANCE

## INCLUSIONS
**Provided by Camp Summit**

- Special Occupancy Permit
  - Approx. $75 - $100 for the weekend.
  - Allows us to serve alcohol during the event.

## EXCLUSIONS
**Not Provided by Camp Summit**
(Wedding Organizers to Coordinate)

- Wedding / Special Event Insurance
  - Please set your coverage from Friday - Sunday so you are protected for the full duration of the weekend and not just the ceremony/reception.
  - Insure BC Special Events Information
  - Proof of insurance must be provided to Camp in advance no less than 30 days in advance of your booking.

# USE OF PROGRAM AREAS

### INCLUSIONS
**Provided by Camp Summit**

- Recreational programs will be available to guests, this includes...
  - Volleyball courts, field games, sport courts and walking trails.
- Campfire spaces are available
  - Fire restrictions including fire bans will be observed if they are in effect during your event.

### EXCLUSIONS
**Not Provided by Camp Summit**
(Wedding Organizers to Coordinate)

- Use of program areas that require Camp Summit staff support must be confirmed with Camp Directors no less than 1 month in advance of the event.

# ODDS & ENDS TO CONSIDER

- **Camp Summit is located outside of Cell Reception**
  - There is no cell reception at Camp. There is a landline phone located in the office should guests need to make a phone call while visiting Camp. We recommend 'frontloading' this detail to guests in advance.

- **Wifi Access**
  - There is limited wifi access at Camp. Wifi signals can be reached near the office and dining tent.
  - Wifi signal at our location is not like your typical wifi signal and can be impacted by elements such as the weather.
  - It is best to expect a 'weaker' than normal signal and not rely on our wifi for things like music. We strongly encourage groups to download music to their phone or device before arriving to Camp.

- **Food Trucks**
  - You are welcome to booking food trucks for portions of your event. Please let us know in advance if you are choosing this option and if their services need any additional support (i.e. power hook up, storage etc..). Squamish is home to some amazing food trucks... we encourage you to support our local community if you can!

- **Cabin Baskets / Guest Favors**
  - To avoid unwanted visitors (i.e. squirrels / mice), we encourage you to choose non food based items for cabin baskets or guest favors!

- **Dogs at Camp**
  - Guests are not permitted to bring their pets with them to Camp.
  - Certified support or therapy animals are welcomed with provided documentation and must remain leashed.

- **Respectful Consumption**
  - As a youth and family focused business, we kindly request that all guests remain respectful of our staff and facility.
  - To avoid unwanted dangers around camp, beverages must be transferred from glass to plastic (i.e. solo cups) when beverages are consumed away from the Dining Tent or designated reception space.

- **Emcee / Wedding Party Liaison**
  - From our experience, having an Emcee for the day of your ceremony / receptions that is not a member of the wedding party is **extremely** helpful for the flow of your event. This person will help coordinate with our Hospitality Director and Camp Staff to keep your event on schedule and guests aware of what is happening.
  - We encourage you to choose a person who is reliable, has a strong sense of your vision of how you would like things done, is capable of communicating/speaking to a crowd and has good time management skills for the role.

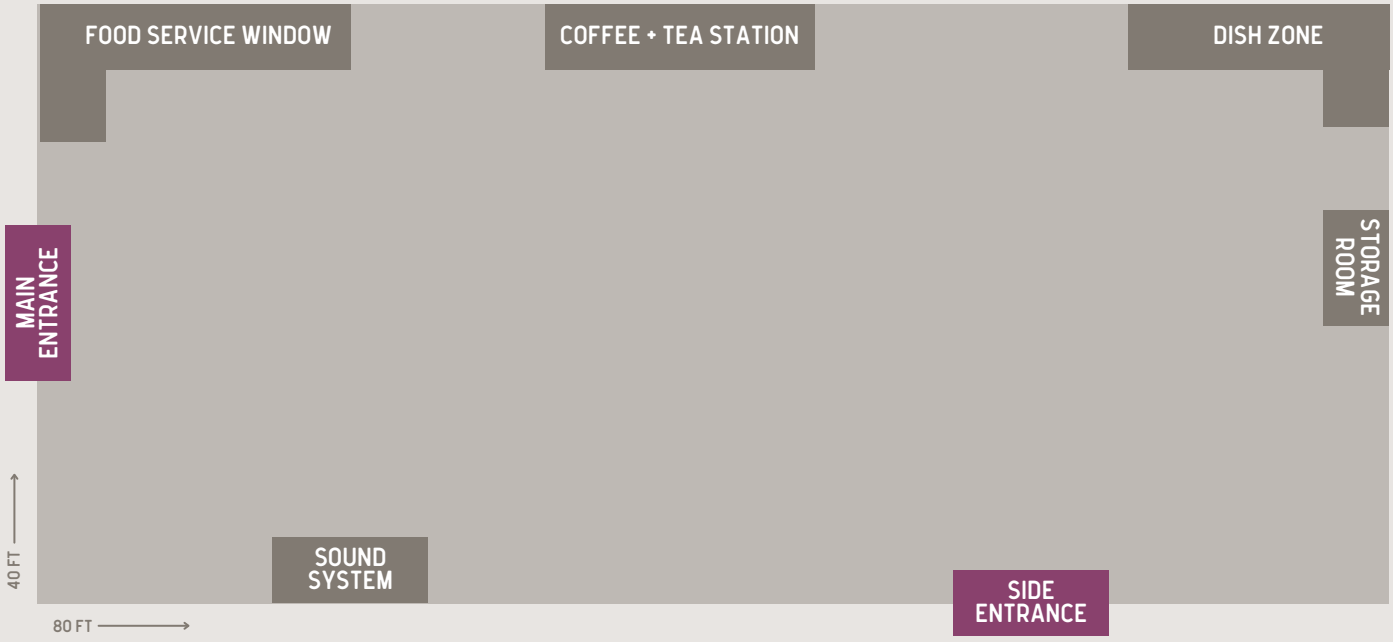
- **Fireworks**
  - As per local bylaws in the community Upper Squamish Valley, fireworks are not permitted to be held or set off on our site or neighbouring properties at any time.

# COME TAKE A TOUR!

We are pleased to host interested couples for a meet + greet with our Hospitality Director and guided tour of Camp! Tours are entirely complementary and will help give you a better sense of our location, layout and offerings for special events. We encourage you to visit in the Spring, Summer or Fall while Camp is operating at our normal capacity.
Please contact us to book your tour!

# MAP OF CAMP

# DINING TENT LAYOUT



For more information please contact
604-898-3700 or rianne@campsummit.ca

# WWW.CAMPSUMMIT.CA