



YMCA CAMP OCOEE

YMCA Camp Ocoee is a non-profit summer camp in southeast Tennessee that is available on weekends during the months of April-May and August-October for your special occasion or wedding. Our beautiful facility is located just 45 minutes northeast of Chattanooga.

The cost for our venue varies depending on what facilities are used. Our wedding rentals include "all inclusive" use of the facilities rented the weekend of your wedding from Noon on Friday through noon on Sunday. You can come and go as you need to set-up, tear-down, and party! If you have guests who are interested in staying the night at camp, we have facilities for that as well!

Please look through this reservation information packet. If you are interested in YMCA Camp Ocoee for your wedding venue, please call to discuss availability and schedule a tour. We are typically available Monday-Friday from 9am to 4pm.

Congratulations and we look forward to serving you at YMCA Camp Ocoee!

Sincerely,

John Ordway
Assistant Camp Director
YMCA Camp Ocoee
jordway@ymcachattanooga.org

Our Facilities

KELLY PAVILION: The Kelly Pavilion is a 40'x25' covered space that offers a beautiful view of Parksville Lake. With 9 picnic tables, an outdoor fireplace, a grill, lighting and power, and an outdoor chapel space, this area is a picturesque venue that offers a variety of options for your special day! The Kelly Pavilion is available year round.

ELLIS DINING HALL: Our spacious dining hall has a seating capacity of 150 with room for a dance floor. This two-leveled building comes with tables, chairs, a sound system and a kitchen area that a caterer can use for food service. Downstairs is our open-air where guests can enjoy a variety of camp games! Ellis Dining Hall is only available April, May, and August-October.

SCHROCK CHAPEL: The oldest chapel at YMCA Camp Ocoee, Schrock Chapel is a sacred and special space to all who attend camp. This chapel offers amphitheater-style bench seating for around 60-70 people and is surrounded by gorgeous greenery for a very "woody" and "campy" feel to your ceremony. Schrock Chapel is only available April, May, and August-October.

DILLINGHAM CHAPEL: A favorite of many at YMCA Camp Ocoee, Dillingham Chapel is a stunning space with lake-front views for an intimate ceremony. This chapel offers bench seating for 30-40 guests and would be an absolutely gorgeous space to get married in front of some of your closest friends. Dillingham Chapel is only available April, May, and August-October.

CAMPFIRE CIRCLE: The Campfire Circle offers amphitheater-style seating for around 200 guests. While a less-traditional space to get married, this area offers a unique experience for guests to share in your special day. There is a small platform stage as well as power at this venue. The Campfire Circle is only available April, May, and August-October.

JOHNSON RETREAT CENTER: This area offers several climate-controlled cabins as well as a large lodge to house your out-of-town wedding guests. The largest space, Wasson Lodge, holds 32 guests and is outfitted with a large kitchen and wifi. For a small fee, you may also choose to use Wasson as a wedding space for a more intimate gathering. All of our Johnson Retreat Center spaces include bedding, towels, pillows and satellite TV. The Johnson Retreat Center is available year round.

MAIN CAMP: Considering lodging for a more adventurous group of guests? Why not invite them to "stay and play" for an entire weekend of wedding fun? Our Main Camp site offers an open-air cabin experience for up to 196 guests. Cabins are outfitted with 14 bunk-style beds, bathrooms, and nearby campfires around camp. Want to add even more fun to your stay? Schedule fun activities for your guests, such as rock climbing, archery, swimming, canoeing and more!

Wedding Policies

Booking: All reservations will be considered tentative until YMCA Camp Ocoee receives a signed Wedding Agreement, Rental Agreement and the \$500 damage/excessive clean up deposit. Fifty percent of the rental balance is due six (6) months before your arrival date, and the balance is due thirty (30) days prior. Please read the policies as you and your group will be responsible for these during your stay.

ALCOHOLIC BEVERAGES: It is understood that YMCA Camp Ocoee is an alcohol-free facility. We do not permit the use of any alcoholic beverages on the property. This includes during the use of our overnight lodging.

CANCELLATIONS: In the event that the client must cancel, YMCA Camp Ocoee must be notified of those changes in writing ASAP. The client understands that notice must be provided 60 days or more prior to the event to receive the rental deposit in full. 30-59 days of notice, the client will receive a 50% refund of the rental deposit. Less than 30 days prior to the event, the client understands that there will be a forfeit of the entire deposit. In all cases, the \$500 damage/excessive clean up deposit will be returned in full.

CHANGES: If you need to make any changes to your agreement, YMCA Camp Ocoee must be notified of those changes in writing ASAP. We will make every effort to transfer your event to a new date. In the event that we cannot make the transfer and the client must cancel, the client agrees to the above cancellation policy. Any changes to lodging, activities, meals, etc. must be in writing and should be finalized no later than one (1) month prior to the event. The client understands that any last minute changes might alter the quality of their experience.

CLEAN UP: The client will be held responsible for returning the venue and its property to the condition in which it was provided. All property belonging to the client, guests and sub-contractors needs to be removed by the end of the rental period unless previously discussed. All YMCA equipment must be returned to its proper storage area or to the Assistant Camp Director. Tables and chairs that are provided in Ellis Dining Hall and Wasson Lodge are to only be used inside of that facility. Lost or damaged equipment or facility damages will result in loss of the \$500 damage/excessive clean up deposit. YMCA Camp Ocoee is not responsible for any property left behind after the rental period.

EMERGENCY PROCEDURES: All groups are responsible for the general first aid needs of their group and transportation to the medical facilities in case of an accident or illness.

INSURANCE: Client is required to purchase a special events policy with no less than \$1 million in limits naming the YMCA of Metropolitan Chattanooga as an additional insured. This policy must be provided to Camp Ocoee at least one month prior to the event. Camp Ocoee does not furnish accident insurance. The client must provide their own insurance.

RESPONSIBILITY & SECURITY: While we will make every effort to respect your space and keep your items safe. YMCA Camp Ocoee does not accept any responsibility for damage to or loss of any property left at camp prior to, during or after the event. The client agrees to be responsible for any damage done to YCMA Camp Ocoee by guests, invitees, employees or vendors who are part of their event. Further, YMCA Camp Ocoee will not be held liable for any loss, damage or injury of any kind to any person or property caused by an act or omission of the client, any of their guests, invitees, employees or vendors. Camp Ocoee will not be responsible for any accident or casualty caused by the failure of the client to maintain the premises in a safe

condition. The client hereby waives on its behalf all claims and demands against YMCA Camp Ocoee for any loss, damage, or injury and hereby agrees to indemnify and hold YMCA Camp Ocoee free and harmless from all liability of any such loss, damage or injury.

SIGNAGE: All signage posted must be removed by the end of the rental period. This includes any signs along roads directing guests to the facility.

Rules & Conditions

BIRD SEED: The use of birdseed, flower petals, bubbles and sparklers is permitted only outside for wedding and reception farewells. Rice, confetti, balloons, glitter, fog machines and pyrotechnics are not permitted inside or outside the facilities.

CANDLES: All candles must be contained or enclosed in glass. The flame must not reach higher than 2-inches below the height of the glass. Please limit candles to inside of buildings.

CHILDREN: Children under the age of 16 must be supervised at all times. Please know where your children are at all times and make certain that they are safe and respectful.

CONTACT PERSON: You must designate an individual as your Contact Person. This must not be someone heavily involved in the activities of the day, as they will be too busy to effectively communicate with our on-site coordinator should problems/concerns/questions occur. (When questions arise, do not designate any member of your bridal party, photographer, caterer, florist or musician as your liaison)

COURTESY PROTOCOL: YMCA Camp Ocoee reserves the right to request any person or group of people acting unruly, and contrary to rental regulations, to leave the premises. Assistance from law enforcement agencies may be required if this request is not met immediately.

DECORATIONS: Only pushpins and painters tape may be used to affix decorations and/or signs. Any other decorations, signage, electrical configurations or construction must be pre-approved by YMCA Camp Ocoee. All decorations must be removed without leaving damages within the contracted timeframe. Note – The only adhesive material allowed on the walls is painter's tape, which will not damage surfaces. No masking tape, duct tape, transparent tape or double stick tape is allowed. All other decoration must be freestanding. Nails and staples are not permitted at any location.

GARBAGE DISPOSAL: Trash disposal is your responsibility. Please take a few minutes to walk all areas of the building and property that have been utilized for the event and pick-up any trash that may have been dropped or blown around. This trash may be placed into one of the many bear-bins provided around camp. If the bear-bins are full or you have a larger amount of trash, please deposit the trash into the dumpsters on site.

GUESTS: Please keep in mind when inviting guests to your event that you are inviting them to our home. We will expect visitors to conduct themselves in a mature, responsible and respectful manner.

HANDICAP ACCOMODATIONS: YMCA Camp Ocoee is a rustic, outdoor camp setting. Wasson Lodge, Ellis Dining Hall, the Kelly Pavilion, and Campfire Circle are handicap accessible with the appropriate restroom facilities.

MUSIC & ENTERTAINMENT: YMCA Camp Ocoee provides a sound system in the Ellis Dining Hall. It is the responsibility of the client and their hired vendors to assure that the equipment is used as it was intended. Any damage to the sound system will be billed to the client.

PARKING: Guests are expected to park in designated parking areas around camp.

PETS: YMCA Camp Ocoee does not allow animals of any kind, unless a registered service animal.

RESPECT NATURE: We would greatly appreciate it if people did not disturb plants, rocks, trees or other natural gifts. Please do not nail anything to trees or hang any ropes, swings or hammocks from tree limbs. Please do not walk or step in flower beds and use walking paths.

SMOKING: YMCA Camp Ocoee is a non-smoking facility.

SPEED LIMIT: The speed limit on YMCA Camp Ocoee property is nine (9) mph and vehicles must stay on established roads.

TABLES & CHAIRS: YMCA Camp Ocoee will provide tables and chairs as part of our rental package in the dining hall. We have around 200 chairs, eight (8) 6ft rectangular tables and 25 round tables that are 6ft in diameter.

QUIET HOURS: Camp-wide quiet hours are between 11:00pm and 7:00am



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Wedding Agreement

Client Name: _____

Phone: _____

Email: _____

Event Date: _____ **Time:** _____

A **\$500 damage/excessive clean up deposit** is due with this agreement to secure your reservation. The total deposit shall be considered a damage deposit until a final walk-through is made at the end of the group's stay. At that time, if no damages are a result of the group, the deposit shall be refunded to the client. Event pricing shall be outlined in the Rental Agreement. 50% of the rental balance is due **six (6) months** prior to your group's arrival and final payment is due **30 days** prior. By signing this agreement, I acknowledge that I have read and understand the expectations of YMCA Camp Ocoee found in this packet; that I will share with all group members involved; and I am the person duly authorized to bind the organization or group to this agreement.

Client Authorized Signature: _____

Date: _____