

# Weddings at PEEC!

PLANNING FOR THE BIG DAY!  
WEDDING PACKAGE



**PEEC**  
Pocono Environmental  
Education Center

**Ponoco Environmental Education Center**

538 Emery Road, Dingmans Ferry, PA 18328

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# Welcome to PEEC!

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

**Please contact** PEEC's Group Coordinator (570-828-2319, x. 227) to begin the process.





# YOUR WEEKEND WEDDING AT PEEC

Our Wedding Package, for a maximum of 150 people, is \$11,700, plus a \$1,000 refundable security deposit.

## THE FOLLOWING IS INCLUDED IN OUR WEDDING PACKAGE:

- Exclusive Use\* of PEEC's award-winning Dining Hall
- Use of our lower campus fields and pavilion
- A PEEC host and supervisory kitchen liaisons
- 15 cabins for Friday and Saturday nights with a limit of 4 people/cabin
- Use of tables and chairs in the Dining Hall
- Use by certified caterers of the cooking appliances in the Dining Hall Kitchen
- An on-call staff member for Friday and Saturday nights.

\* Exclusive Use of the Dining Hall means that no other group on campus will be using the Dining Hall during the time you are here. However, other visitors may be on our campus, specifically in our Main Building and on our hiking trails. No "single day" wedding options are available.







# PAYMENT SCHEDULE

- Non-refundable 50% deposit and signed contract necessary to hold reservation.
- Full balance, plus \$1,000 security deposit, due 30 days prior to event.
- Security deposit will be returned dependent upon final inspection, 30 days after event



# ADDITIONAL SERVICES

THE FOLLOWING MAY BE ADDED  
FOR AN ADDITIONAL FEE:

- Catering by PEEC (must be contracted at least one month prior). Contact the Group Coordinator to discuss this option.
- Linens: \$17/person
- Continental breakfast (Sunday): \$6.00/person
- Additional cabins can be rented for \$200/cabin







## SET UP & CLEAN UP

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

- Arranging tables and chairs
- Providing all decorations, including table cloths, center pieces, flowers, and dinnerware. Battery-operated candles may be used, but open flames are not permitted.
- Sweeping floors 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 serving line.

Your PEEC Host and Dining Hall Liaison 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.



# THE DINING HALL

The Dining Hall can accommodate a party of up to 150 people.



## EXCLUSIVE USE WILL BE DURING THE FOLLOWING HOURS:

- Friday: 3:00pm-10:00pm (decorating time)
- Saturday: 12 consecutive hours to be determined based on the time of the reception, not to extend past 11:00pm
- Sunday: 7:00am-12:00pm (clean up)

## IF ALCOHOL IS TO BE SERVED, IT MUST BE SERVED EITHER BY

- A. A bartender with liquor liability insurance
- B. A caterer whose catering license covers the liability

Caterers will have access to the kitchen equipment for one meal.

Outside caterers must have ServSafe certification and liability insurance.







## CABINS

AS A PART OF YOUR CONTRACT, YOU WILL SELECT 15 CABINS.

- Cabins do not come with linens, with the exception of Cabin 0.
- If linens are desired, they must be ordered 3-weeks in advance. Pillows are not included.
- No smoking, food, or pets are allowed in the cabins.
- **Check-In** will begin at 3:00pm Friday;  
**Check-Out** is 10:30am Sunday.
- The bridal party is responsible for assigning guests to cabins. Please provide a copy of the cabin assignments to your PEEC host.
- Cabins are expected to be left in the same condition in which they are found. Damages and extra cleaning will affect the status of the security deposit.







# Planning Checklist

DATE PEEC CONTACTED: \_\_\_\_\_

WEDDING DATE: \_\_\_\_\_

RECEPTION TIME: \_\_\_\_\_

- ☐ Contact PEEC to create contract
- ☐ Non-refundable 50% deposit and signed contract due to secure booking.
- ☐ **2 months prior to event:**  
Walkthrough at PEEC
- ☐ **30 days prior to event:**  
Full balance, plus security deposit, due.
- ☐ Receipt of copies of Caterer's (and Bartender's if applicable) certificate, license, and insurance
- ☐ **3 weeks prior to event:**  
Order linens
- ☐ **2 weeks prior to event:**  
Re-confirm details—Conference call with bride and/or groom, parent(s), caterer, PEEC Program Planner, PEEC Dining Hall Manager
- ☐ **30 days after event:**  
Security deposit returned subject to inspection

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