EWALU
Camp & Retreat Center

37776 Alpha Ave., Strawberry Point, IA 52076 | www.Ewalu.org/weddings | 563-933-4700 | office@ewalu.org

Wedding Policy & Rental Agreement

Ewalu Camp & Retreat Center is honored to be considered as the site for your wedding celebration. This document details our specific wedding policies, facility rules, and general rental terms to ensure your event runs smoothly.

I. Wedding Policies & Procedures

1. Availability & Scheduling

- **Summer Season Restriction:** Weddings are **not available** during the traditional summer camp season, which runs from Memorial Day through the weekend following the last week of summer camp (early to mid-August) unless specifically authorized by the Executive Director.

2. Point of contact:

- All wedding parties will designate a single point of contact for the Ewalu host. This point of contact may be a member of the wedding party, wedding planner, wedding coordinator, family member, etc.
- The point of contact is responsible for relaying information to Ewalu's Registrar and/or the camp host regarding numbers for overnight housing, changes to the wedding plans, or additions to the contract.

3. Exclusive Use vs. Non-Exclusive Use

- **Cedar Lodge Receptions (Exclusive Use):** All weddings that include a reception at Cedar Lodge are considered "exclusive use." This means that Ewalu will not allow other groups on the Main Site on the day of your wedding.
- Wedding parties with receptions on site may set up in their designated spaces from 8 a.m. the day prior to the wedding and they must have everything returned to existing standards by noon the day following the wedding.
    - If there is a conflict with the set-up timeframe, the Registrar will notify the wedding party prior to reserving the space.
    - *Note:* Other retreat groups may be using the site during the setup window the day *before* the wedding, but they will not be permitted entry into reception or ceremony spaces.
- **Ceremony-Only Events (Non-Exclusive Use):** Weddings that consist only of a ceremony are not considered "exclusive use." Only the specific facility reserved for the ceremony will be set aside for your group until otherwise requested.
    - Check with Registrar about other groups utilizing the Main Site if this is a concern.

- Ceremony-only weddings have access only from 6 p.m. the night before the wedding until midnight the day of the wedding unless otherwise arranged.
- Ceremony-only weddings must clean up the wedding area by midnight of the day of the wedding.

4. Venue Capacities

- **Cedar Lodge:** 250 guests
- **Creation Center Chapel:** 100 guests
- **Wadena Chapel:** 50 guests

5. Discounts & Staff Rates

- **Staff Discount:** A **50% discount** on wedding package fees is available if one or both of the marrying couple are former or current year-round staff, former or current summer staff, or current board members.
  - **Exclusions:** This discount applies *only* if the bride or groom is the eligible individual (it does not apply to family members of staff/board members). It also **does not apply to food service or housing**.

6. Overnight Lodging

- **Housing Assignments:** When staying overnight at the Main Site, **wedding parties will be responsible for assigning housing for their group.** Main site accommodations require guests to bring their own bedding, towels, and pillows with the exception of the two rooms in Hickory Lodge where bedding and pillows are provided.
- Ewalu will provide the full list of available housing arrangements on the Main Site, which includes Walnut Lodge, Walnut cabins, Barred Owl Lodge, Hickory Lodge, Cherry Lodge and the Cedar Lodge lower level. Ewalu will provide specifications on the number of guests, types of rooms, types of beds, and shower and restrooms for each space. Groups are responsible for arranging where their guests are staying in those spaces.
- **Report of housing number:** The point of contact will report to the Registrar or Camp Host the number of individuals staying overnight for the wedding. The host will check to confirm this number.
- **Main Site Lodging discount:** A per person fee of $30/night (or $15/night for children 3-12) will be assessed for all wedding guests spending the night on the Main Site. Children 0-2 are free. All additional facility use fees are waived for wedding parties.
- **Stone Center Lodging discount:** Wedding groups receive a **10% discount** on overnight stays at the Stone Center. The Registrar can provide a quote for additional pricing details.

7. Staffing & On-Site Assistance

- Ewalu will provide a **host on call** during your event for basic assistance. For larger weddings and/or weddings that utilize Ewalu food service, Ewalu will provide two hosts.
- **Scope of Host:** The host is present for facility needs and general support. They will coordinate with linen service, reception setup, and food service if Ewalu is providing and for all overnight stay needs.
  - Ewalu hosts are **not** responsible for wedding planning, coordination, or managing rehearsals. They also will not coordinate with outside caterers or vendors.

8. Food Service, Kitchen Use, & Alcohol

- Food service for weddings can be contracted with Ewalu, or outside caterers, or by the wedding party themselves.
- **Ewalu food service:** A contract for wedding food service will be handled separately with the Food Service Director. If utilizing Ewalu food service, all additional kitchen fees will be waived.
- **Outside caterers:** Outside caterers may be used. They can serve outside the kitchen space without any additional charges. If they have need of the kitchen for any purpose, such as food preparation, serving, or dishwashing, an added kitchen fee will be applied and charged to the wedding party.
    - The additional kitchen fee is waived for the Premier packages.
- **Wedding party kitchen use:** Wedding parties may use the commercial kitchen for a fee, provided that a member of the party has the necessary food service licensing.
- **Food license:** Use of Ewalu's commercial kitchen for any cooking or food preparation at Cedar Lodge requires a valid food service license (such as ServSafe) presented to the Ewalu Registrar ahead of the wedding.
- **Defining kitchen usage:** Wedding groups may utilize the walk-in refrigerator and/or freezer free of charge. However, usage of the kitchen for any food preparation, cooking, or use of the ice machine constitutes kitchen use and will incur a kitchen fee. Any food preparation of any kind requires food service licensing *(see above)*.
- **Alcohol Policy:** Alcohol consumption is **limited strictly to Cedar Lodge** and the adjoining outdoor space.
    - Alcohol may only be provided by the wedding party themselves. Any alcohol for sale or provided through an outside vendor is strictly prohibited.
    - Alcohol is strictly prohibited in all lodging areas and the Creation Center.

9. Clean-Up Policy

- Groups are required to leave all utilized facilities clean and restored to their original layout.
- All facilities must be picked up and returned to their original state according to the timeline specific to the wedding package.
- All tables must be cleared with tables and chairs returned to their original state.
- All decorations must be removed.

10. Decorations

- The reception and ceremony space may be decorated by the wedding party with the following stipulations:
    - Any wall hangings must be done with 3M Command™ strips, floral wire, or similar attachments that do not damage the wood or painted walls. Nails, tacks, and heavy-duty adhesives (such as duct tape) are strictly prohibited.
    - Open flames, including candles of all types, are strictly prohibited in all indoor spaces. LED-battery-operated lights are great alternatives.
    - Toss items are limited to outdoor use and must be fully organic (i.e. natural petals). All plastic toss items are strictly prohibited. No toss items are permitted indoors.
    - Glitter is prohibited as both a decorative and toss item.

- All decor, floral arrangements, and lighting brought in by the wedding party must be completely set up and taken down within the contracted time window.
- Ewalu décor and furnishings may NOT be moved without permission of the host.

11. Outside Vendors for Tents

- The wedding party may arrange tent setup with outside vendors for use with the Premier or Standard wedding packages—not available for reception-only packages without specific approval. For the ceremony-only package, there's a $250 fee plus the cost of renting the tent.
- Ewalu will assist the wedding party in determining the location for tent setup. However, all arrangements with vendors must be handled by the wedding party.
- Ewalu is not responsible for securing tents, paying contractors, or assuring delivery of tents or any other contracts for service.
- Ewalu may provide seating for up to 100 for a tent setup at the Main Site. The chairs will be taken from those used in the Creation Center Chapel. However, the wedding party is responsible for the set up and tear down of the chairs and they must return clean chairs to the Creation Center following use (host will show you supplies to wipe off mud/grass if needed).
- The wedding party is responsible for assuring takedown of tents is completed by noon the day following the wedding unless otherwise arranged with the Ewalu Registrar.

II. General Terms & Conditions

1. Arrival, Check-In, & Payment

- **Check-In & Orientation:** The wedding point of contact will check in with the Ewalu retreat host upon arrival for an orientation.
- **Deposit:** For all wedding packages, a $500 deposit is required.
- **Payment:** Full payment will be handled with the Camp Registrar and is due within fourteen (14) days following the wedding date.
- **Proof of insurance/licensing:** Ewalu will need a copy of proof of event insurance and food service licensing, if applicable, no less than 14 days prior to the wedding.
- **Cleaning:** Groups must meet all cleaning requirements. A cleaning fee of $50/hour per staff member will be charged if requirements are not met.

2. Insurance & Liability

- **Event Insurance:** All weddings are required to hold event insurance, which can be purchased through a secondary carrier. Special Markets Insurance coverage is our suggestion at https://smic.tulip.specialmarkets.com/.
- **Primary Health/Accident Coverage:** All guests/campers are the primary carriers of their own accident and health insurance. Ewalu assumes no responsibility for injury or damage to persons or personal belongings while at camp.
- **Facility Damage:** The wedding group is responsible for any damage to camp facilities resulting from misuse or neglect. Repair fees will be billed for damage beyond normal wear and tear.

3. Safety, Supervision, & Emergency Care

- **Supervision Ratios:** If youth are present, adult supervision is required at all times.
- **Guests' Behavior:** Groups are responsible for their guests' behavior and any damages resulting from it.

- **Pool:** The pool is not available for wedding groups.
- **Smoking Policy:** There is no smoking allowed in any building on site, including any of the sleeping areas. Guests who smoke must do so at least 50 feet from any building, and all cigarette butts must be disposed of safely. Any cigarette litter is strictly prohibited and may result in additional charges.
- **First Aid & Emergencies:**
    - Groups are advised to bring CPR/First Aid-certified adults to provide emergency care if needed.
    - Groups are responsible for their own first aid supplies and emergency transportation.
    - Any incidents or injuries occurring on camp property must be reported immediately to the Ewalu host.
- **Guest Information & Medical Forms:** Groups are advised to collect guest names, addresses, emergency contacts, and health conditions, allergies, or restrictions.
    - In case of any emergency involving wedding guests, the wedding party is responsible for making emergency contacts.

4. General Camp Rules

- **Pets Policy:** Pets are **not allowed** on camp property, except for certified service animals.
- **Food Service Set-Up:** Food service for weddings will be arranged with the Ewalu Food Service Director.
- **Minors in kitchen:** No individuals under 14 years of age are permitted in the kitchen.

5. Cancellations & Deposits

- **Non-Refundable Deposits:** Booking deposits are non-refundable and non-transferable to other groups.
- **Emergencies/Severe Weather:** In the event of severe weather or an emergency (provided contact is made with staff prior to cancellation), half of the deposit may be refunded, or the entire deposit may be applied toward a rescheduled event taking place within six months.

Policy last updated: November 2026

Signed: _____ Package selected: _____

Name of wedding couple: _____ Date of wedding: _____

Address of signee: _____

Email: _____ Phone: _____

Interested in Ewalu lodging for this event? **Yes / No** Do you qualify for the discount? **Yes / No**

Contact & Mailing Information
Please return a signed copy of this agreement along with your $500 deposit to:
Ewalu Camp and Retreat Center
37776 Alpha Ave.
Strawberry Point, IA 52076

- **Phone:** 563-933-4700 | **Registrar Email:** office@ewalu.org

Wedding Rate Overview

Wedding and Reception Premier Package: $4,500
Wedding and Reception Standard Package: $2,750
Reception-only: Premier at $4,250 -- or Standard at $2,500
Ceremony-only: Cost varies depending on venue

- **Cedar Lodge:** $750
- **Creation Center** (100 capacity): $500
- **Wadena Chapel** (50 capacity): $200
- **Outdoor Chapel** (150 capacity): Free-will donation
- **Outdoor space with tent:** $250 *(plus cost of renting tent from outside vendor)*

Services, facilities and amenities you'll receive at each level:

Premier Package ($4,500): *Includes Creation Center Chapel and Cedar Lodge with full settings, linens, and kitchen use*

- Exclusive use of Camp Ewalu on wedding day (no other Ewalu guests on site).
- Access to decorating from 8 a.m. the day prior
- Facility cleanup by noon the day after the wedding.
- Use of Creation Center Chapel (or preferred alternative wedding location on site, such as Wadena Chapel or Outdoor Chapel). Seating for up to 100 provided.
- Use of Cedar Lodge reception space including chairs and tables seating up to 250.
- Sound system provided. Systems vary from space to space. Check with registrar for sound specifics for indoor/outdoor locations.
- Cedar Lodge reception settings: Tablecloths, Cedar circular table centers, vases, cloth linen napkins (white or dark green), and wood-black metal stand table centers.
- Plates and utensils provided.
- Tents allowed for ceremony or reception (contracted by wedding party with outside vendor). Outside seating under the tent provided by Ewalu for up to 100, utilizing Creation Center Chapel chairs.
- Bridal prep rooms / dressing areas provided.
- Rehearsal space available the day prior to wedding.
- Discounted lodging available for guests to stay on Main Site or Stone Center.
- Additional decorations by group permitted within contract stipulations.
- Use of Ewalu's commercial kitchen (option). Any food prep requires a food service license.
- Food storage in walk-in cooler/freezer
- Ice machine access
- Alcohol by group / Ewalu cannot provide. Insurance required. Allowed only in Cedar Lodge.
- Two on-call Ewalu hosts provided.

- Family restrooms at Cedar Lodge. Restrooms also available at Creation Center.
- Trash removal and basic housekeeping by Ewalu.
- Campfire rings available, stocked with wood as requested.

Standard package ($2,750): *Includes Creation Center Chapel and Cedar Lodge Reception space. Wedding party is responsible for your own table decor, plates, utensils, and linens. Kitchen use is available for a fee.*

- Exclusive use of Camp Ewalu on wedding day (no other Ewalu guests on site).
- Access to decorating from 8 a.m. the day prior
- Facility cleanup by noon the day after the wedding.
- Use of Creation Center Chapel (or preferred alternative wedding location on site, such as Wadena Chapel or Outdoor Chapel). Seating for up to 100 provided.
- Use of Cedar Lodge reception space including chairs and tables seating up to 250.
- Sound system provided. Systems vary from space to space. Check with registrar for sound specifics for indoor/outdoor locations.
- Tents allowed for ceremony or reception (contracted by wedding party with outside vendor). Outside seating under the tent provided by Ewalu for up to 100, utilizing Creation Center Chapel chairs.
- Bridal prep rooms / dressing areas provided.
- Rehearsal space available the day prior to wedding.
- Discounted lodging available for guests to stay on Main Site or Stone Center.
- Additional decorations by group permitted within contract stipulations.
- Alcohol by group / Ewalu cannot provide. Insurance required. Allowed only in Cedar Lodge.
- One on-call Ewalu host provided.
- Family restrooms at Cedar Lodge.
- Trash removal and basic housekeeping by Ewalu.
- Campfire rings available, stocked with wood as requested.

Additional kitchen use fee ($500) includes:

- Use of Ewalu's commercial kitchen. Any food prep requires a food service license.
- Ice machine access

Reception-only Premier Cedar Lodge Package ($4,250): *Includes Cedar Lodge Reception space with full settings, linens, and kitchen use.*

- Exclusive use of Camp Ewalu on wedding day (no other Ewalu guests on site).
- Access to decorating from 8 a.m. the day prior
- Facility cleanup by noon the day after the wedding.
- Use of Cedar Lodge reception space including chairs and tables seating up to 250.
- Sound system provided for Cedar Lodge
- Cedar reception settings: Tablecloths, Cedar circular table centers, vases, cloth linen napkins (white or dark green), and wood-black metal stand table centers.

- Plates and utensils provided.
- Discounted lodging available for guests to stay on Main Site or Stone Center.
- Additional decorations by group permitted within contract stipulations.
- Use of Ewalu's commercial kitchen (option). Any food prep requires a food service license.
- Food storage in walk-in cooler/freezer
- Ice machine access
- Alcohol by group / Ewalu cannot provide. Insurance required. Allowed only in Cedar Lodge.
- Two on-call Ewalu hosts provided.
- Family restrooms at Cedar Lodge.
- Trash removal and basic housekeeping by Ewalu.
- Campfire rings available, stocked with wood as requested.

Reception-only Standard package ($2,500): *Includes Cedar Lodge Reception space. Wedding party is responsible for your own table decor, plates, utensils, and linens. Kitchen use is available for a fee.*

- Exclusive use of Camp Ewalu on wedding day (no other Ewalu guests on site).
- Access to decorating from 8 a.m. the day prior
- Facility cleanup by noon the day after the wedding.
- Use of Cedar Lodge reception space including chairs and tables seating up to 250.
- Sound system provided for Cedar Lodge
- Discounted lodging available for guests to stay on Main Site or Stone Center.
- Additional decorations by group permitted within contract stipulations.
- Alcohol by group / Ewalu cannot provide. Insurance required. Allowed only in Cedar Lodge.
- One on-call Ewalu host provided.
- Family restrooms at Cedar Lodge.
- Trash removal and basic housekeeping by Ewalu.
- Campfire rings available, stocked with wood as requested.

Additional kitchen use fee ($500) includes:

- Use of Ewalu's commercial kitchen. Any food prep requires a food service license.
- Ice machine access

Ceremony-only (ranges from $750 to free-will donation, depending on location): Includes non-exclusive use of facilities for a wedding ceremony.

- Access to decorating from 6 p.m. the day prior unless otherwise arranged with Registrar
- Facility cleanup by midnight the day of the wedding.

- Use of Creation Center Chapel (or preferred alternative wedding location on site, such as Wadena Chapel or Outdoor Chapel). Seating for up to 100 provided in Creation Center.
- Sound system provided for Creation Center Chapel or Cedar Lodge (not available for outside ceremony locations)
- Tents allowed for ceremony (contracted by wedding party with outside vendor). Outside seating under the tent provided by Ewalu for up to 100, utilizing Creation Center Chapel chairs.
- Bridal prep rooms / dressing areas may be arranged with Registrar. Use of cabins or lodges will incur an additional building fee.
- Rehearsal space available starting at 6 p.m. the day prior to the wedding.
- Discounted lodging available for guests to stay on Main Site or Stone Center.
- Additional decorations by group permitted within contract stipulations.
- One on-call Ewalu host provided.
- Family restrooms at Cedar Lodge.
- Trash removal and basic housekeeping by Ewalu.

Ceremony-only rental fees:

- Cedar Lodge: $750
- Creation Center (capacity: 100 people): $500
- Outside space w/tent: $250 *(plus cost of renting tent from outside vendor)*
- Wadena Chapel (capacity: 50 people): $200
- Outdoor Chapel (capacity: 150 people): Free-will donation