



Mar-Lu-Ridge Camp and Retreat Center
3200 Mar-Lu-Ridge Rd
Jefferson, MD 21755
(800) 238-9974
mlr@mar-lu-ridge.org

Wedding Informational Packet

Congratulations on your engagement, and thank you for choosing Mar-Lu-Ridge Salem on the Mountain chapel for your ceremony. The following information will prove useful as you plan.

Arranging the Ceremony

A date should be set as soon as possible. A minister/pastor is not provided by MLR. The bride or groom is responsible for making all contacts with the minister and these arrangements should be made as soon as possible. We ask that the presiding official be an ordained minister, although they need not be Lutheran. The minister or pastor who will perform the ceremony will need to contact MLR to set the firm date and time of the wedding. Your wedding date is not officially on the MLR calendar until the minister/pastor has talked to the MLR office and all fees have been paid. Since the chapel is heated, it is available any time of the year.

Seating

The chapel has bench seating for 200. Padded chairs are also available for those guests requiring back support. A kneeling bench is available for the couple to use at the altar.

Rehearsals

Rehearsals are normally held the day or night before the wedding. Normally an hour is set aside for your rehearsal. Your party must be on time because the Chapel is scheduled during the weekends for other activities and/or services.

License

Acquiring the proper licenses is the responsibility of the bride and groom.

Flowers

Flower arrangements are the responsibility of the couple. Decorating time can be arranged through the MLR office. Decorations and flowers left behind will be disposed of on Monday after the weekend groups who may be using the Chapel have left. Florists may deliver and set up during office hours but need to make these arrangements through the MLR office. MLR will not be responsible for any flowers, decorations, etc. left in the Chapel. This is due to the volume of usage of the Chapel by many groups.

Music

The organ in the Chapel can be used. Any other instruments provided by the couple are welcome. Your organist may practice the organ during office hours after making arrangements with the MLR office. Electrical outlets are located in the rear of the chapel, one outlet on each side.

Candles

Two large white altar candles are located on the altar for you to use. Any other candles used should be of the non-drip variety. A candle snuffer is located in the side room in the Chapel.

Cleanup

All personal items which you do not want MLR staff to dispose of should be removed immediately after the wedding. Garbage bags are located in the side room; clean-up is appreciated.

Other Details

Throwing of confetti or rice is not permitted in the building or on the grounds. Flower petals or bird seed can be thrown outside of the Chapel.

Photographs & Video

Taping and photographs are permitted with the approval of the minister/pastor who will be performing the ceremony.

Bathrooms

Bathroom facilities are provided in the nearest available cabin or lodge. If available (depending on the weekend groups), a cabin may be rented for the day, and would be located next to or across from the Chapel. Two of our cabins are air conditioned and are accessible.

Altar cloths, and vestments not provided by Mar-Lu-Ridge.

NO SMOKING OR ALCOHOLIC BEVERAGES ARE ALLOWED ON THE PREMISES

Application follows:



Wedding Application

Date of Application: _____

Name of Bride: _____

Name of Groom: _____

Address: _____

Address: _____

Telephone: _____

Telephone: _____

Home Church: _____

Home Church: _____

Officiating Pastor: _____ Church: _____

Address: _____

Telephone: _____

Date and Time of Wedding: _____

Will you be using the chapel for rehearsal? _____

Date and Time of Rehearsal: _____

Contact person regarding arrangements: _____

Address: _____

Telephone: _____