



Wedding Planning Guide

**Thank you for choosing Camp Kiwanee for your special day.
We look forward to welcoming you!**

Following are some tips and reminders to help you in the final stretch of planning.

As always, please contact us if you have any questions.

The camp office is open Mon-Fri: 9:00am - 2:00pm or by appointment.

Office: 781-293-2333 | Email: ckoffice@hanson-ma.gov

Things to do 60 days before your event.

Please email Camp Kiwanee | ckoffice@hanson-ma.gov

Security Deposit

Must submit a \$1,000 security deposit in the form of a bank check payable to the Town of Hanson

Catering Details

Caterer Name, Phone #

Including Cake Bakery if different than caterer

Estimated time of arrival at Camp Kiwanee

3rd Party Rental Details | *Rentals of plates, linens, glassware, etc.*

Company Name & Phone #, Products

Deliveries must be scheduled in advance to ensure proper staffing is available. Deliveries before the event date are not guaranteed due to space limitations. Rentals not picked up may be moved outside - Camp Kiwanee is not responsible for Rentals.

Submit your Floor Plans

We have several popular floor plans to choose from.

Visit: <https://officialcampkiwanee.com/about/weddings/floor-plans> to see them all.

Print them out & use them to plan your layout.

Custom floor plans must be approved 30 days in advance to ensure that the spacing of tables & chairs will work.

Additional Needles Lodge Hours

Additional hours are available for an additional fee. We offer additional set-up hours or extra reception hours.

Please let us know 30 days in advance if you decide to extend your wedding. Please note: All functions must end by 11pm. We cannot accommodate additional Lodge Hours the day of your event.



Planning

The day of your event!

What to expect:

- The Needles Lodge will be clean and ready to go for you!
- Caretakers will have already set up your tables and chairs using the floor plan that you have provided.
- If you rented linens from Camp Kiwanee - they will already be on the tables.
- If you have requested the Library windows down, they will be down and ready.
- A caretaker is on site. Caretakers are representatives of the Camp and reserve the right to enforce the rules.
- Candles are not allowed at Camp Kiwanee. Please use battery-operated candles. No open flames.
- Confetti is also not allowed at Camp Kiwanee. Including balloons with confetti, glitter, floral petals and bird seed. Thank you!
- Outside alcohol is not allowed and is strictly enforced.

After your event:

- Caretakers are not responsible for decoration removal.
- All decorations, along with your special items, must be removed from the Lodge immediately following the event.
- All food must also be taken out of the Lodge immediately following your event.
- Caterer's must remove all of their items the day of the event.

Please plan accordingly.

Still have questions?
Call us at: 781-293-2333
Email us at: ckoffice@hanson-ma.gov
Office hours are M-F | 9a-2p



Camping

If you are staying with us - here are some things to know!

Bridal Cottage:

- Cottage will be ready for your arrival
- The Cottage includes a Double Bed, a Futon, and two beds that are outside on the beautiful screen porch overlooking Maquan Pond. Please bring your own linens.
- The Cottage includes a Full Bath. Please bring your own towels.
- The Cottage Kitchen includes a cook top and refrigerator.

Cabins:

- All Cabins will be ready for your arrival.
- Every Cabin will have Cots and Mattresses
- There is no electricity in the Cabins. Electricity is available in the Bathhouses on site.
- Bathhouses include showers

Pavilion

- The Pavilion will be ready for your arrival.
- The Pavilion does have electricity
- The Pavilion will include picnic tables inside
- The Pavilion includes a Fireplace.
- The most common use for the Pavilion is morning breakfast for your guests.

What to bring:

- Bug Spray
- Bedding and towels
- Lanterns and Flashlights
- Rain Ponchos (just in case!)

Campground Rules:

- Checkout is 11:00 am - Sharp
- Quiet time is 11:00 pm - 7:00 am
- Fires allowed in designated areas only
- Fires out by midnight
- No alcohol allowed
- No pets allowed
- No Littering
- No Swimming without a lifeguard on duty



FAQ's and Rules

Frequently Asked Questions

What is the Capacity of Needles Lodge?

We can accommodate up to 200 guests for a sit-down dinner, while still accommodating an excellent sized dance floor for your celebration.

Will someone from Camp Kiwanee be present for your event?

A Camp Kiwanee Caretaker will be on-site during your event to ensure that you, your caterer and your guests have everything they need.

Can we bring in decorations?

You are welcome to bring in flowers, photographs, favors, centerpieces, battery-operated candles, or other items in keeping with the theme of your wedding. All decorations must be removed at the end of the event.

Are candles allowed?

The Hanson Fire Department requires that open flames are NOT permitted inside Needles Lodge. Battery-operated candles are recommended to create candle light ambiance inside.

Can we bring our own alcohol and/or beverages?

The Bartending Service of New England has been Camp Kiwanee's exclusive vendor of non-alcoholic and alcoholic beverages for over 15 years. Any questions or concerns regarding our bartending service can be directed to the owner of the Bartending Service of New England, Mr. William Fuller: (508) 923-4744.

Can we consume alcohol outside?

The Bartending Service of New England offers options to set-up a satellite bar outside along with the bar service inside the lodge. Alcohol may be consumed outside only if a dedicated bartender is present outside. Otherwise, when a bar service is inside only, alcohol can only be consumed inside the Needles Lodge and on the deck.

Rules

- **No candles, no open flames of any kind inside any of the buildings.**
- **No Smoke Machines - these do set off our alarms**
- **No confetti of any kind, including confetti in balloons, glitter, rose petals & bird seed.**
- **No nails in the walls**
- **No alcohol is permitted unless purchased and consumed at the Lodge.**
- **No alcohol is to be consumed outside/off the deck without a satellite bar/bartender present outside.**
- **The Renter is responsible for taking any decorations they may want to keep after the Event and vacating the Lodge within 1/2 hour after the Event is over.**
- **All entertainment (DJ/Live Band) must stop 15 minutes before Event concludes.**
- **Functions at the Needles Lodge must end not later than 11PM.**

Failure to comply will result in forfeiture of \$1000 security deposit.