

## Beaver Creek Cumberland Presbyterian Church

### **Wedding Policy and Guidelines**

The church facilities are available to members of the church and their immediate family for weddings. The church facilities may be made available to non-members for weddings when it does not conflict with any church activities and when those desiring the use comply with the guidelines contained in this policy. Certain fees will be charged to defray costs. Facility fees will be waived for members and their immediate family; however service fees apply to all. **All requests and reservations for weddings must be made through the church facilities director.**

#### **GUIDELINES REGARDING SERVICES**

Only Christian wedding services will be allowed. Ministers who are ordained in recognized denominations and churches must conduct services. Weddings should be of a traditional nature with appropriate music. The ministers of Beaver Creek Church may be available to conduct services but any such arrangements must be made directly with them.

It is suggested that a wedding director be retained for the wedding.

All weddings will require the services of a facilities coordinator and a sound technician. These will be persons trained and approved by the church. These persons will charge a fee that is separate from any other fees charged for facilities usage, as listed below.

Caterers may not use any of the supplies or food preparation equipment in the kitchen; they must furnish their own. Fixed

appliances such as ovens, sinks, and dishwasher may be used under the supervision of the kitchen coordinator. All weddings will require the services of a kitchen coordinator trained and approved by the church. The kitchen coordinator will charge a fee separate from any other fees charged for facilities usage, as listed below.

Other members of the church staff may be available for weddings but, as with the ministers, must be dealt with directly and fees negotiated with them.

### **FACILITY FEES**

Wedding and rehearsal,  
use of sanctuary (2 days)...\$450

Fellowship Hall for Reception.... \$100 for up to 3 hours,  
\$20 for each additional hour

Kitchen ..... \$100 fee

FLC Reception Room ..... \$50 for up to 2 hours,  
\$10 for each additional hour

### **SERVICE FEES**

Cleaning fees, Sanctuary..... \$100

Cleaning fee, Fellowship Hall..... \$50

Tables and chairs set up, take down

Fellowship Hall..... \$100

Facilities Coordinator ..... \$100 for up to 2 hours;  
\$25/hour thereafter

Sound Technician ..... \$100 for up to 2 hours;  
\$25/hour thereafter

Kitchen Coordinator.....\$150 flat fee

## **RESPONSIBILITY/LIABILITY**

The person(s) who are granted use of the facilities are responsible for the activities of all persons involved with the wedding. It is their responsibility to apprise all persons involved of the rules and guidelines for use.

**Damage deposit:** A refundable damage deposit of **\$250.00** is required prior to the event. This money will be refunded after the facility is inspected and it is determined that no damage occurred. In the event there is damage, the appropriate amount will be withheld to cover the actual cost of correcting/repairing the damage.