

First Congregational Church Wedding Policies

We are honored to be able to host your wedding in our beautiful space. We know that wedding planning and your wedding day can be stressful at times. At those times of high stress, it can be hard to communicate.

We want to communicate early and often. We also want to be up front and transparent about the best ways to use our space within respectful and reasonable boundaries. These policies help foster positive, helpful communication. Feel free to contact the Wedding Coordinator with questions.

Deposits and Final Payments

A \$150 non-refundable security deposit will be collected to secure your date. Destruction of property will void your deposit. The bride(s) and/or groom(s) will be responsible for any damages that exceed the security deposit amount. Final payment is due at the final check in, one week before the wedding date.

Wedding Coordinator

Purpose

All non-members are required to use a church provided Wedding Coordinator. The purpose of the Wedding Coordinator is to come alongside you and your families to ensure your experience is enjoyable and that you have access to anything you need in our building.

- The Wedding Coordinator will be a resource for any questions that may arise with regards to building usage.
- The Wedding Coordinator will schedule any additional meetings that may be needed to discuss overall concepts and rental options as well as schedule your final walk through before the wedding day.
- The Wedding Coordinator will also be on site for your rehearsal and ceremony to handle any building/rental issues that may come up.
- You may also have your own Wedding Coordinator for planning purposes and support. However, the Church Wedding Coordinator will still need to be on site in case of emergency or in case your wedding party has questions.

Wedding Coordinator Hours

The Wedding Coordinator can offer 4 hours of planning time prior to your wedding day and no more than 6 hours total on your wedding day. These hours cover:

- 1 hour initial consultation
- 1 hour check in the week prior to your wedding date
- 2 hours for rehearsal/setup
- 2-6 hours of support and communication the day of the wedding

Planning and support that exceeds 10 hours will be billed after your event.

A/C Technician

The Sanctuary has a sophisticated sound system. As such, we require that a member of our A/V crew be present during the rehearsal and wedding. The Chapel does not require an A/V technician.

Building Staff Support

Our building staff will be available the day of your wedding to handle setup, clean up if needed and will clear the space after your party has left. They will be available two hours prior to your wedding and will stay for the completion of the event. They will also work with the Wedding Coordinator to make sure the space is set.

Please do not show up at the Church to meet with our building staff or to ask questions as this pulls them away from other duties. Reach out to the Wedding Coordinator who will make time to meet with our building staff to coordinate details. Setup needs that exceed 2 hours of building staff support prior to the wedding day will result in additional fees.

Reception

Caterers are welcome to use the church kitchen and appliances, but should supply their own linens, flatware, dishes, pots, pans and paper products. A sound system with microphone is available for your use.

At the conclusion of the dinner or reception, the caterer is responsible for removing all items brought into the church for the event, as well as leftover food and drinks. The kitchen counters and any equipment used should be thoroughly cleaned. The building staff will remove kitchen garbage and mop the floor.

Beer and wine may be served. However, we respectfully ask that you not serve liquor at your reception without the help of a licensed bartender for the health and safety of your guests. Proof of licensure must be on file with the Church Office the week before your wedding date.