

# Chestnut Mountain Church

## Church Wedding Policies & Procedures

Marriage is an institution of divine appointment, sanctioned and honored by Jesus Christ. This is the reason for a “Christian Wedding”. Christian marriage is monogamous (one man and one woman) and permanent (“till death do us part”). The solemnization of marriage in the facilities of the church, places the marriage relationship under the blessing and commandment of God. Therefore, a church wedding is to be a distinctly Christian ceremony. We want to do all we can to make it a meaningful, memorable, spiritual experience. Therefore, we have established the following guidelines, which we feel, will add to the enjoyment of this occasion by reducing unpleasant surprises. You are urged to read the following material carefully prior to making your final plans.

*All couples must complete pre-marriage counseling sessions with the pastor or his designee.*

### **MEMBERSHIP REQUIREMENT**

Weddings in the Main Worship Center will be performed only when either the bride or groom is a member in good standing at Chestnut Mountain Church. If neither the bride nor groom are members of CMC, but the parents of the bride or groom are members in good standing at CMC, the couple may receive approval from the pastor to proceed with the wedding at CMC. Members must be active at CMC for at least six months prior to wedding. (Member constitutes being a regular, tithing attender)

### **GENERAL**

**A.** Weddings will not be scheduled during the following holiday weekends: Christmas, Good Friday, through Easter, or on national holidays or holiday weekends. Those holidays include Memorial Day, Independence Day, Labor Day, Thanksgiving, and New Years. (Only applies to Main Auditorium)

**B.** We cannot schedule Saturday weddings after 3:00pm. All receptions must end by 4:00pm.

**C.** Rehearsal and wedding dates must be approved by the CMC office and placed on the church calendar as early as possible. Dates are reserved on “first come” basis. No dates will be made that conflict with regularly scheduled services or other reserved events or activities of CMC.

**D.** Receipt of your deposit for 50% of the basic wedding fee along with the signed Wedding Rental Agreement, will confirm your date on the church calendar. (See charges and fees)

**E.** Renters will be held responsible for all actions of the florist and any other contractors. It is your responsibility to inform the contractors of all CMC policies.

**F.** All areas of the building (nurseries, Connection Group rooms, etc.) are off limits to your wedding party. Only designated rooms as specified by the staff will be available for your use.

**G.** The pastor must approve any minister other than ordained CMC ministers.

**H.** The scoreboard or any sport related fixture in the gym will not be covered for any event.

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**I.** All changes and details for the event must be confirmed 10 business days prior to the event. No changes can be made after this time.

**J.** Access to the church building may be gained after 1:00pm the day of the rehearsal, and 9:00am the day of the wedding.

**K.** The use of alcoholic beverages, tobacco products, and perverse language are not permitted in the building or on the grounds of CMC. Proper dress is required at the rehearsal, wedding, and reception. It is the couple's responsibility to convey this policy, when applicable, to family and friends.

**L.** CMC reserves the right to restrict the use of the facilities by wedding consultants, florists, caterers, etc., who violate the church's wedding policy or CMC guidelines.

## WEDDING FEE CHART

Worship Center	\$500.00	CMC Members Only (includes custodial staff and audio technician)
Chapel	\$250.00	
Activity Center	\$200.00	
Café & Kitchen	\$200.00	
Pastor's Fee	Honorarium	\$200.00

**A.** The above fees cover the custodial staff moving/replacing tables, chairs, cleaning floors, removing garbage, etc in the Activity Center/Café/Kitchen for ½ day rate. Chairs cannot be moved in the Worship Center. A center aisle is not an option. Steps will be added to the stage by the CMC staff for the wedding. **CMC furnishings, tables, chairs etc. must be moved by our personnel only.**

**B.** The fee for the Worship Center includes Stage Lights and Sound with an approved CMC A/V technician. If additional audio visual or special lighting are required beyond what is provided, there will be an additional fee of \$75.00 per technician. These people may not be replaced with volunteers regardless of their qualifications.

**C.** A/V Equipment cannot be used without an approved CMC technician. He/she will be paid from the monies received in the Worship Center fee. If power point is used, it must be submitted to the a/v tech seven days prior to the wedding.

**D.** A deposit of 50% of total fee is required with the return of the wedding application to confirm your date on the church calendar. The balance is due one month prior to the wedding date. All other fees are paid to the person performing the service for you.

**E.** Gratuities for professional services such as instrumentalists, soloists, ministers, etc. are your responsibility.

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## **DECORATIONS – FLORIST, CATERER, ETC.**

- A.** Mechanical candles should be used or any other type of candle used on tables, aisles, stage must be enclosed in glass.
- B.** No tacks, pins, or nails may be used.
- C.** No moving of furniture unless approved by staff.
- D.** Musical instruments such as drums, pianos, keyboards etc, will not be moved. CMC will strike the stage using draperies designed specifically for this purpose. Instruments can only be used with approval of Pastor of Worship.
- E.** For safety reason, the use of rice is not permitted. **Glitter or confetti are not allowed anywhere on campus.** Birdseed may be used, but only outside of the building and away from entrances.
- F.** The church is not responsible for any items left by the florist, caterer, guests, or renter.
- G.** Florists/caterers are responsible for arranging removal of all their rental equipment from the church immediately after the ceremony. There is no storage available for the equipment. CMC is not responsible for any items left behind by vendors or the wedding party.
- H.** Use of protective materials for decorations is required to prevent anything from dripping on the floors or carpet.
- I.** If flowers in containers holding water are used, the carpet beneath them is to be covered. No vessel containing water will be placed on any musical instrument. Fresh petals may not be strewn in the aisle unless an aisle runner is used. Silk petals are an alternative. Florist/caterer must leave area clean after setting up arrangements/food. Please notify your florist/caterer of all rules pertaining to the usage of church.
- J.** Any damage resulting from violations of these policies will be billed to the wedding couple.

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## **MUSIC**

Since your wedding is a sacred service, you should choose your music carefully. The CD's of the music for your wedding must be turned in to the Production Team no later than 7 business days prior to the ceremony.

Church staff musicians are usually available. We encourage you to contact them individually and far enough in advance to make the necessary arrangements.

## **REHEARSAL**

**A.** To insure that your wedding ceremony runs smoothly, a rehearsal is necessary. A competent director should be used. (*Not the pastor*)

**B.** Members of the wedding party are expected to be on time for the rehearsal and to follow the direction of the minister and director. Please make sure that all phases of the rehearsal, including music, are planned ahead of time so that the rehearsal does not last more than an hour and 15 minutes. The sound technician assigned to your wedding will be available during this time period only.

**C.** Audio Technician will not be available for rehearsal unless needed. Additional fees will apply.

## **DRESSING**

**A.** Rooms for the bride and her attendants, and the groom and his attendants will be designated by the church. Please see that these rooms are left clean. Only the rooms that have been prearranged by the church are to be used.

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## WEDDING RENTAL AGREEMENT

**Bride's Name:** \_\_\_\_\_ **CMC Member:** Yes No

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Best Contact Number: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Email: \_\_\_\_\_

**Groom's Name:** \_\_\_\_\_ **CMC Member:** Yes No

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Best Contact Number: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Email: \_\_\_\_\_

**Rehearsal Date:** \_\_\_\_\_ **Rehearsal Time:** \_\_\_\_\_

**Wedding Date:** \_\_\_\_\_ **Wedding Time:** \_\_\_\_\_

Requested Open Time: \_\_\_\_\_ (*Doors To Be Unlocked for Florist, Pictures, Etc.*)

Number of Expected Guests: \_\_\_\_\_

Pastor that will be performing ceremony: \_\_\_\_\_

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I have read the CMC Wedding & Church Rental Guidelines. I understand and agree to all terms and fees.

Signature of Bride or Groom: \_\_\_\_\_ Date \_\_\_\_\_

Signature of CMC Staff: \_\_\_\_\_ Date \_\_\_\_\_

Deposit: \_\_\_\_\_ Balance Due: \_\_\_\_\_ (Due one month prior to wedding)

Scheduled on CMC Pastor's calendar: Date: \_\_\_\_\_

**NOTES:**

Sound Technician Name: \_\_\_\_\_