

## Weddings at Central Presbyterian Church Summary of Policies and Fees

Fees: A License Fee of \$850.00 plus a \$500.00 refundable Damage Deposit includes use of the sanctuary OR chapel, 2 dressing rooms, organ and/or piano, sound system and heating and cooling as required for a rental period of five hours. \$200 of the License Fee is paid directly to the church representative no later than two weeks before the wedding.

License Period: The license period is for five hours, which includes one hour for rehearsal, two hours for setup and two hours for the ceremony and cleanup. Saturday weddings are scheduled to begin no later than 2:00 p.m. for the early session and no earlier than 6:00 p.m. for the evening session. Additional hours may be purchased ahead of time for organ practice, decorating or photographs at the cost of \$100.00 per hour.

Decorating: Do not use nails, tacks, screws or other fasteners, or tape or other adhesives, on wood or plaster walls and surfaces. Candles for candelabras must be no-drip type or glass enclosed. If pew candles are to be fastened to the pew ends, candles must be glass enclosed and care must be taken to secure them with ribbon or other pliable material so that they will not damage the finish of the pews. No other type of open flame is permitted. Birdseed may be tossed at the couple upon departure from the building. Silk rose petals may be tossed during the ceremony. Rice may not be used inside or outside the building. Real rose petals may not be used inside the building.

Sound System: Central Presbyterian Church provides four microphones: a lapel microphone for your minister, a soloist microphone, a fixed lectern microphone and a fixed pulpit microphone. If you wish to use taped music or CDs you must provide your own sound system. Outside equipment brought into the church building may not be plugged into the Church's existing sound system.

Alcohol and Smoking: No alcoholic beverages of any kind may be served or consumed in, or on the grounds of, Central Presbyterian Church. Smoking is not permitted in any part of the building or near the entrances.

Setup/Takedown: All deliveries, setup, decorating, takedown, and cleanup must be completed within the allotted license time. A Central Presbyterian Church Representative will be on duty to unlock and lock the facility, unlock and lock organ, turn on lighting, turn on the sound system and oversee setup and cleanup after the event. The licensee is responsible for making arrangements to have all decorations removed immediately following the event. Any church furniture or church decorations that were taken down or moved for the wedding must be returned to its original location. All rental equipment must be moved to a designated location for pickup within 48 hours after the event.