

## Central Presbyterian Church - Frequently Asked Questions About Weddings

### **Do I have to be a member of Central Presbyterian Church to have my wedding at the church?**

No.

### **What is the capacity of the Sanctuary? of the Chapel?**

The Sanctuary will fit 250-275 people comfortably. There is additional seating in the balcony of the sanctuary (but the balcony is not air-conditioned). The Chapel will seat approximately 100 people.

### **What is the length of the aisle in the Sanctuary? in the Chapel?**

The aisle of the Sanctuary is 55 feet long. The Chapel seating can be configured either long-wise or length-wise in the room. The aisle can either be approximately 48 feet long or 37 feet long.

### **How many pews are on each side of the Sanctuary? in the Chapel?**

There are 15 pews on each side of the aisle in the Sanctuary. The Chapel has individual chairs that can be arranged in any configuration.

### **Is there an organ or piano?**

The sanctuary has a 40-rank 1930 E.M. Skinner pipe organ and a Steinway grand piano. The chapel has a piano. You are welcome to use either the pipe organ and/or piano. Be sure and see the information in the License Agreement about protocol for the piano and organ. The Licensee is responsible for obtaining all musicians. Organ/piano practice must be completed within the allotted time set forth in the License Agreement.

### **What are the capabilities of the sound system?**

In the sanctuary, we provide four microphones for your use: a lapel microphone for your minister, a soloist microphone, a fixed microphone at the lectern and fixed microphone at the pulpit. In the chapel, we provide two microphones: a microphone at the pulpit and a microphone on a stand that can be used on the floor or the chancel.

If you wish to use taped music or CDs you must provide your own sound system. Equipment supplied by the Licensee or their service personnel may not be plugged into the Church's sound system. The Church representative on site is the only individual allowed to access our sound controls. If the lectern or pulpit furniture in the sanctuary are moved, it will render the microphones at those locations inoperable.

### **Who can officiate?**

Choosing who performs your ceremony and making arrangements with that person is the couple's responsibility. If you do not have a pastor to officiate your ceremony, you may contact the Church for a list of pastors who officiate at weddings.

### **Rental Hours?**

The rental period consists of 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 late session.

### **When are rehearsals scheduled?**

Rehearsals are usually scheduled the night before the event date between the hours of 5:00 p.m. - 6:00 p.m. or 6:00 p.m. - 7:00 p.m.

### **What time may my florist, photographer, organist and minister arrive?**

All deliveries, setup, decorating, takedown, and cleanup must be completed within the allotted time set forth in the License Agreement.

**Can we arrive before the Scheduled Rental Time?**

The building will not be open and accessible until your designated setup time is scheduled to begin as set forth in the License Agreement.

**Can we go over our Allotted Rental Time?**

Please keep in mind that you will be billed the hourly rate of \$100.00 per hour for any additional time over your allotted five hours. Additional rental time must be arranged in advance.

**Do you provide Dressing Rooms for the wedding party?**

Yes. Two rooms, each with a full-length mirror, will be available for the wedding party to use for dressing.

**Do you provide Candles or Candelabras?**

No. Couples are responsible for obtaining all rental equipment necessary for the event.

**May we relocate the furniture on the Chancel area?**

Furniture may not be removed from the Chancel area, however, it may be rearranged. Upon completion of the event, furniture must be returned to its original location. Be aware that the sanctuary pulpit and lectern microphones can only be used if the lectern and pulpit remain in their current position on the Chancel.

**May we remove or re-arrange Church decorations in the Sanctuary or Chapel?**

Decorations already in the Sanctuary or Chapel may be removed or re-arranged for the event provided they are returned to their original location and in their original condition. Consult with the Church Representative to find out what decorations will be in place at the time of your wedding.

The exception to moving or re-arranging Church decorations is from December 1 through January 7 when the Christmas decorations in the Sanctuary may not be altered or removed.

**Can we hold our reception at the Church?**

Our facility is available only for the wedding service itself. There are many locations that are close to the Church that can be rented for your reception. We would be glad to give you recommendations on nearby reception venues if you are unfamiliar with the area.

**Can we toss Birdseed/Rice/Rose Petals?**

Birdseed can be tossed at the departing couple. The tossing of birdseed is to be done outside the church building. No tossing of rice or rose petals is permitted during or after the ceremony.

**Can we provide food or drink in the sanctuary or chapel?**

Food, drink, use of alcohol and smoking are not permitted in the sanctuary or chapel.

**Does the Church provide a Wedding Coordinator?**

No. A Chapel Representative will be on duty to unlock and lock the building, unlock and lock the organ, handle lighting, turn on the sound system and oversee setup and cleanup after the event.

**Is there off street parking?**

Yes. There is off street parking directly behind the church on the weekends and after 5:30 p.m. Monday through Friday. There is additional off street parking at all times in the two lots directly across the alley from the Church Facility. If you need additional off street parking, the Church Representative has information about additional parking in the area. It is the couple's responsibility to obtain permission to use other off street parking areas.

**Who is responsible for Cleanup after the Wedding?**

The Licensee is responsible for making arrangements to have all decorations removed immediately following the event. All rental equipment must be moved to a designated location for pickup within 48 hours after the Event. Central Presbyterian Church assumes no responsibility for rental equipment stored in the building for later pickup. Any cleanup not done by the Licensee will be done at the Licensee's expense and the cost deducted from the

Damage Deposit. If the Licensee wishes not to cleanup, arrangements may be made for the Church's cleaning company to do the cleaning. The Licensee will pay the fee for the cleaning to the Church.

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