

Wedding Policy at CCBC

Premarital counseling:

The building of Chambers Creek is available to couples who wish their marriage ceremony to be an act of Worship as they establish a Christian home. Since marriage is one of the most important steps you will ever take, our desire is that you be well prepared for this lifelong commitment. The CCBC Pastor will schedule premarital counseling sessions. This involves significant work on behalf of the couple and must be completed prior to confirming the building reservation. This must be scheduled a minimum of 2 months prior to wedding date.

Making the reservation:

After completing marriage counseling - You must return the wedding application with the required deposit to the church office before the date will be confirmed. Please note that there will NO weddings or receptions on Sundays, any holiday weekend, or Saturday after 6pm.

Facility Fees:

The Facility Fee provides compensation for our sound technician, the wedding manager and our facility team. It also covers the cost to operate our facility during the wedding/reception & rehearsal. No honorarium for pastor is required, however you are welcome to give toward our ministries if desired.

Please note that you must coordinate the rehearsal & set up times directly with our wedding manager. All decorations must be removed one hour after the completion of the reception/ceremony – and must conclude no later than 4 hours from the time the ceremony begins. A late fee of \$100 per hour will be charged if the deadline is not met.

A deposit of \$300 must be made (check payable to CCBC with 'wedding + date' in the memo) before the building will be considered reserved. After the event, \$100 will be returned back to you if all guidelines are met.

Guidelines:

1. The wedding party will be held monetarily responsible if the church or any of the furnishings are damaged or destroyed.
2. The church must be kept locked at all times unless a church member is present.
3. There are to be no alcoholic beverages or tobacco products on the church property at any time.
4. There is to be no confetti, glitter, or bird seed thrown. Please use bubbles, fresh flower petals or bells for your special departure.
5. Only dripless, votive or mechanical candles are permitted in sanctuary. Any candles used at your reception must be glass enclosed (votive or hurricane, etc)
6. No food or drink of any kind are to be taken outside the kitchen/fellowship hall.
7. The wedding party is responsible for supervising guests and children at all times, including exterior yard, porch and playground areas as well as restricting access to the stage, balcony area and Sunday school rooms.
8. Please note that the instruments will be concealed by the curtains on stage, but will NOT be removed.

Music:

Your wedding is a Christian ceremony of worship and celebration. Accordingly, you should select music appropriate for a worship facility. You must submit your music selections to CCBC at least one month prior to your ceremony for approval.

If you plan to use any pre-recorded music, video's or PowerPoint presentations during your ceremony or reception, we must have these in our church office no later than two weeks prior to your wedding. Please make sure they are marked with your name and wedding date on them. This gives our technical team the opportunity to make sure that it will all play correctly.

Facility Clean Up:

All chairs & tables should be cleaned and returned back to the original position. All floors swept. All trash containers emptied and taken to the dumpster. All kitchen equipment cleaned and put in proper location. All counters, sinks, etc should be properly cleaned. Failing to do so may result in loss of your deposit.

Cancellation Policy:

1. One month prior to ceremony = full deposit
2. One week prior to ceremony = ½ deposit
3. Within one week = no refund

Policy Agreement

We have read and understand all policies concerning weddings held at Chambers Creek Baptist Church. We agree to follow all policies as stated herein and will ensure that the members of the wedding party understand and also follow all policies.

By our signatures, we understand that failure to comply with any of the stated policies, could mean forfeiture of the deposit and our wedding date. We also understand that we are liable for any damages that total more than the required deposit. The deposit will be refunded one week after the wedding if all policies are honored, and facilities and furnishings are not damaged.

Bride _____ Groom _____

Person reserving the church _____

Mailing address _____

Daytime Phone _____ Night-time Phone _____

E-mail address _____

Wedding Date _____ Time _____

Rehearsal Date _____ Time _____

Dinner at the church? Yes _____ No _____ Reception at the church? Yes _____ No _____

Wedding Coordinators Name _____

Reception catered by _____

Flowers/Decorations by _____

Minister performing the ceremony _____

Ministers Phone number _____

Signed (Bride)

Date

Signed (Groom)

Date