

## **WEDDING FEES AND GUIDELINES OF EASTWOOD CHRISTIAN CHURCH**

We have developed the following price list that will help in your planning to ensure the satisfaction of all parties.

### **The following is a complete list of fees:**

**Use of Sanctuary - \$700** (includes 1 hour rehearsal time, 4 hours day of wedding, 5 hours for Church Wedding host.)

**Use of Fellowship Hall (Rehearsal Dinner) - \$200** (for 2 hours, \$50 for each additional hour)

**Use of Fellowship Hall (Wedding Reception) - \$400** (for 2 hours, \$50 for each additional hour)

**Refundable Security Deposit - \$200**

**ECC Organist/Pianist - \$200**

**Sound System - \$100**

**Extra Hours Fee - \$50** per hour of overtime

**Church Wedding Coordinator - \$400**

**Pastor - \$300** (You have our blessing to invite you own clergy person to perform your ceremony)

### **Below are package options and service combinations:**

**Option A - Rehearsal & Ceremony \$700** (includes Use of Sanctuary and Dressing Areas only)

**Option B - Rehearsal, Rehearsal Dinner, & Ceremony \$900** (includes Use of Fellowship Hall for 2 hours and Use of Sanctuary and Dressing Areas)

**Option C - Rehearsal, Ceremony, & Reception \$900** (includes Use of Sanctuary and Dressing Areas and Use of Fellowship Hall for 2 hours)

**Option D - Rehearsal, Rehearsal Dinner, Ceremony, & Reception \$1,300** (includes Use of Fellowship Hall – rehearsal dinner [2 hours] and reception [2 hours], Use of Sanctuary and Dressing Areas)

## **Items to Note:**

### **Payments**

- A deposit of \$200.00 will be due when the application form is submitted. The security deposit will be refunded, within 30 days of your wedding, provided no cleanup is required or no damage is done to the facility. This deposit will not be refunded if the wedding is cancelled less than 30 days prior to the wedding date (extenuating circumstances will be considered.) Total fees must be paid no later than two (2) weeks prior to the wedding.
- Checks should be made payable to Eastwood Christian Church.
- The wedding date is entered into the church calendar when the completed application form and deposit are received.

### **Church Property and Grounds**

- The sanctity of our church should be respected at all times.
- The Sanctuary seats approximately 200 people and has a 70-foot long center aisle. It is equipped with central heat and air conditioning.
- Church buildings are kept locked when not in use and the Host provides access to them.
- Smoking is not allowed in the church buildings. There is a designated smoking area near the glass door behind the Sanctuary.
- Alcohol is not permitted on the church property. Please caution those participating in rehearsals or decorating the premises that this applies to everyone.
- Food and beverages are not permitted in the Sanctuary. Cleanup of food and beverages served outside the buildings is the responsibility of the wedding party.
- No articles of furniture (i.e. pews, communion table) shall be moved from their accustomed places unless given permission to do so. If furniture is moved, it is to be returned to its original placement before leaving for your reception.
- Piano may not be moved nor used as a prop for decorations.
- No tacks, nails, pins, etc. shall be driven into the walls, pews, doors, or furnishings. No adhesives, such as duct tape, shall be used on walls or furnishings, with the exception of Gaffers Tape.
- No confetti, rice, artificial flowers, glitter or birdseed may be thrown either inside or outside of the buildings. Sparklers, bubbles and other similar items may be used outside the buildings, with the approval of the Church Wedding Host. Cleanup is required.
- Care must be taken that no moisture from flowers is allowed to damage carpeting or wood finishes.
- If candles are used, care must be taken that no damage is done by open flame or wax. Candles should be enclosed in glass containers or placed on appropriate bases to prevent dripping of wax. Candles ARE NOT to be placed on the piano at any time.
- Any damage incurred must be repaired to the satisfaction of the Church Wedding Host. We recommend that a representative of the wedding party accompany the Church Wedding Host in a final walk-through of the buildings after the ceremony.

- All personal belongings must be removed from the premises before your 4 hour time allotment is finished. ECC is not responsible for items left in the buildings.
- The church's Fellowship Hall on the second floor of the Education Building is available for receptions (see fee above.) It will accommodate 100 people. Prepared food may be brought in, but no cooking is to be done in the adjacent kitchen.
- No vehicles are permitted to remain on the church grounds overnight. All vehicles must be removed before midnight on the day of your wedding.

### **Church Wedding Host**

- ECC will designate a Church Wedding Host to act as a liaison to the wedding party. The Host may be contacted at the church office, 615-227-2285, Monday through Friday 9am-2pm or via email, [office\\_ecc@bellsouth.net](mailto:office_ecc@bellsouth.net) (unless otherwise noted). The Host will be responsible for approving the application, scheduling a walk-through of the grounds, and being there for the weekend of the wedding to open/lock doors & provide direction to where items are located in the church.

### **Church Wedding Coordinator** (see above for fee)

- If you choose to have one, will be assigned to you the day your application is approved. They will be responsible for assisting you with everything from decorations and flowers to ceremony details and reception musicians. The Wedding Coordinator will be there with you the month leading up to the wedding date to finalize orders, guest counts, and be your day-of contact person for anything you or your family needs.

### **Ceremony Music**

- If organ music is desired, the organist must be approved by ECC. The church's organist may be available (see above for fee).
- The sound system is available for use by the wedding party at an additional fee (see above.) The sound system must be operated by an ECC technician (this is not negotiable). The wedding party should advise ECC of its audio needs well in advance of the wedding. In its usual configuration, the following features are available: 2 choir microphones, 2 wireless microphones, 1 handheld wireless microphone, 2 wired microphones, a CD player, and an iPod/iPhone connector. The system is flexible and can accommodate virtually any configuration.

### **Dressing Rooms**

- Adequate dressing space is available for both wedding parties in the building adjacent to the sanctuary.