

16/33 Center

Wedding

Handbook



BETHLEHEM
URBAN
INITIATIVES

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Wedding Contact

To express your interest in using the 16/33 Center for your wedding, please contact our Property Manager through our website, BethlehemUrban.org.

Eligibility: members and regular attenders of Jubilee Community Church, Bethlehem Baptist Church, or a church planted by either church.

Logistical Information for the 16/33 Center

- The Worship Center can comfortably seat up to **350** people for the wedding ceremony.
- The Fellowship hall can accommodate up to **168** people for a reception
- Both the north and south lots are available for parking during the event. There are 36 spots on the property, with a great deal of street parking options available as well.
- There are 21 six foot rectangular tables, 3 five foot circle tables, and 168 folding chairs available for your event
- The Address of the venue is **3245 16th Ave S, Minneapolis, MN, 55407**.

Sound and Light Technicians

Bethlehem Urban Initiatives does not have sound and light technicians on staff and therefore is not able to directly provide those services. However, you may hire your own technician for the event, or the Property Manager can provide a list of local technicians who may be available. \$12-16 dollars per hour is a standard rate for many technicians (or you might consider negotiating a flat rate). Please keep in mind that the technician is required to be at the wedding rehearsal.

Rehearsals

If you are requesting to use the 16/33 Center for your rehearsal dinner, please plan your rehearsal dinner to follow immediately after the rehearsal.

Rehearsals are usually scheduled for 6:00PM the day prior to the wedding.

The Officiating Pastor usually directs your rehearsal, which usually lasts one hour.

Attendance at Rehearsal

All of the wedding party

All musicians

The Sound and Light Technician If you wish for the technician to remain after the rehearsal to enable your musicians to practice you must make these arrangements prior to the rehearsal.

Items to bring to your rehearsal:

1. Your programs
2. Unity candle (if using)
3. Payment envelopes for each wedding service (i.e. Pastor's honorarium, musicians fee, sound and light technicians, etc)
4. Any pre-recorded music (CDs) that you wish to use in the ceremony.

Please do not bring any bridal or bridesmaids dresses or any tuxedos the evening of rehearsal.

They cannot be stored at the 16/33 Center.

Ceremony

Decorations

Decorating Times are outlined below, unless otherwise indicated by the Property Manager.

Thursday Rehearsals:

Worship Center is available 6 hours prior to wedding rehearsal

The Fellowship Hall (basement) is not available to be decorated on Thursday

Friday Rehearsals:

Worship Center and Foyer are available 8:00 AM on day of rehearsal

The Fellowship Hall (basement) is available at 4:30pm.

The Worship Center is sometimes decorated seasonally, i.e. Easter and Christmas. Quite often, the decorating scheme is not decided upon until shortly before the event. As your wedding date approaches, please be in contact with the Property Manager.

Worship Center: Any flower arrangements that are attached to a vertical wood surface, such as a pew end or a pillar, must be secured with padded clamps. Nails or any other type of mechanical fastener may never be used to attach decorations to any surface. A special removable tape manufactured by 3M is an approved substance to use for attaching light weight decorations to walls or ceilings in the Commons Area.

Flower Petals: If you choose to have a flower girl drop live flower petals, you are required to use an aisle runner.

Candles: For both fire safety and clean-up purposes, the only type of taper candles we can allow in the sanctuary are mechanical candles.

You will need to provide your own unity candle.

Ceremony

Arrival Time:

The wedding party may arrive up to six hours prior to the wedding ceremony. The dressing rooms will be available for your use at this time. The exception to this is Saturday morning when you may not arrive any earlier than 7:30 AM regardless of the start time of the wedding.

Dressing Rooms:

We provide dressing rooms for men and women. The women's dressing room is equipped with a bathroom with a mirror.

Eating in Dressing Rooms

Since the primary use of the dressing rooms is a nursery for the children at Jubilee Community Church, **we cannot allow eating of/or the presence of peanuts in the dressing room**, as some children who use these rooms may have life-threatening allergies.

Child Care:

We are not able to provide childcare facilities or open up a nursery for the use of any children present, as these rooms will be utilized as dressing rooms

Snacks:

We suggest that families consider providing a light snack for the wedding party prior to the ceremony such as crackers and cheese or fruit and a clear beverage (sorry, no red dye products are permitted). Counter space for serving and chairs for the wedding party and family members will be set up in the area outside of the dressing rooms. You will need to provide paper plates, napkins etc. and be will responsible for **cleaning up this area prior to the ceremony**.

Ceremony Times:

Fridays or Sundays: 6:00, 6:30, or 7:00 PM; all guests and wedding party must depart the building by 10:00 PM

Saturday: 10:00 AM - 7:00 PM; all guest and wedding party must depart the building by 10:00 PM

Ceremony

Photographer & Photos

We strongly encourage you to have your pictures taken prior to the wedding ceremony. You should plan to have the photo session **end 45 minutes prior to the ceremony**. (This will allow you to be finished and out of sight before your guests arrive and will give you an opportunity to have a few calm moments.) Please do not forget to inform your guests and family what time to arrive for pictures.

Plan at least one hour for photos. If you have a large extended family or a number of children, you should allow more time for these photographs. A schedule of times for family groups, wedding party, etc. should be communicated to those involved.

The Worship Center balcony provides a great frontal vantage point for both a video camera and photographs during the ceremony. If your photographer has not previously photographed a wedding at the 16/33 Center, you may wish to set up a time for him/her to visit so the two of you may consider angles and backgrounds you may wish to use.

Ceremony

Music and Musicians

Please keep in mind that the Worship Center is used by Jubilee Community Church as house of worship. Although we do not forbid secular music, all music should in some way have God and His plan for marriage as its theme.

It is important to remember that any musicians that you might ask to provide musical numbers for your wedding are not compensated by the 16/33 Center and an honorarium would be in order.

We are equipped to play recorded music (CDs) of your choice, either instrumental music or accompaniment. Please bring this music to the rehearsal if you will be using it.

Ceremony

Items for your use at no charge:

Plants: You are welcome to use the silk plants within the room in which they are located. At certain times of the year, the Worship Center is decorated with living plants. These are considered part of the church decorations and may not be moved. The Property Manager will be able to advise you on this as your wedding date approaches.

Optional items to be rented or purchased from another organization

Aisle Candelabras:

On the north side of the center aisle there are 8 rows of pews, and on the south side of the center aisle there are 10 rows of pews.

Aisle Runner:

The center aisle is 40' feet long and 5'3" feet wide. Your aisle runner should be a fiberglass material as opposed to plastic. If you choose to have a flower girl drop flower petals, you are required to use an aisle runner.

Ceremony

Clean-up - Dressing Rooms

All dressing rooms must have all personal items removed prior to exiting the building.

Care should be taken to dispose of all pins in proper receptacles.

Clean Up - Worship Center and Foyer

It is the responsibility of the wedding party to remove all decorations you or your florist have put in place. Anything remaining after the ceremony will be disposed of by the custodial staff.

All rental items must be returned to the rental company or arrangements made for pick-up by the company immediately after the wedding ceremony. They may not remain at the 16/33 Center beyond the day of the wedding.

It is the responsibility of the custodial staff to put away tables, chairs, etc. in the Worship Center, Foyer, and parking lot (if used).

Other Events on Day of Wedding

There may be other events scheduled in another part of the building on the day of your wedding. We will make every effort to see that events are finished in advance of the wedding to ensure that you will have parking available for your guests. The wedding party and guests will have sole use of the parking lots. Off-site parking will be encouraged for any other events occurring at the same time as your wedding.

We have spaces for 15 cars in the North lot and 21 cars in the South lot immediately adjacent to the 16/33 Center. There is also parking available on the streets around the 16/33 Center. Please keep in mind that no overnight parking is allowed in the 16/33 Center parking lot.

Ceremony – Miscellaneous

Alcoholic Beverages:

The serving of alcoholic beverages is not permitted on the 16/33 Center property under any circumstances.

Smoking:

Smoking is not permitted in the building.

Tossed Items:

Rice, birdseed, confetti, glitter, petals or any other similar substances are not permitted to be thrown in or out of the building.

Reception and Rehearsal Dinner

The Fellowship Hall will accommodate 168 people at a sit-down meal. Any type of reception (cake, punch, hors d'oeuvres or sit down meal) following a wedding is permitted. Saturday receptions must end by 9:30 PM and all removal of decorations must be completed by 10:00 P.M. to enable the custodial staff to clean up in preparation for the Sunday morning gathering of Jubilee Community Church.

Plates

Bethlehem Urban Initiatives has 166 decorated plates (9" diameter) available to be used for dinners and receptions held at the 16/33 Center. However, the 16/33 Center is not equipped with a commercial dishwasher, so these plates must be washed and dried by hand, and this task must be completed by the end of the wedding reception.



We have 166 ruby red ornate plates

16/33 Center Building Rate Schedule

Service Fees

Included in these fees are the charges for custodians, use of all rooms in the 16/33 Center assigned by the Property Manager.

Wedding Ceremony & Rehearsal - \$125

Reception (Building use only, not catering) - \$125

Clean Up Fees: Additional clean up fees will be assessed if rooms are not left in reasonably the same condition they were found, including the removal of all personal items and decorations.

Honorariums

Pastors and musicians are not compensated by Bethlehem Urban Initiatives. Their involvement in this monumental event in your lives (attendance at rehearsal and wedding, sermon preparation, consultations with bride and groom and other key players) requires that they forego other obligations, commitments and family time. A generous gift from you is in order.