

TATES CREEK CHRISTIAN CHURCH Wedding Reception Policy

The facilities of the Bates Creek Christian Church are available for the celebration of a wedding ceremony, wedding rehearsal dinner, wedding reception, or other wedding related event only for Biblical marriages of our members. For purposes of this policy, a member is defined as a member of Bates Creek Christian Church or an immediate family member of a member, extending to the child or grandchild of a member. Nieces, nephews, cousins, etc. will not be considered immediate family members for the purpose of determining membership with Bates Creek Christian Church. Members of other Independent Christian Churches may be married at Bates Creek Christian Church with the permission of the Elders.

A Biblical marriage is one that is in harmony with God's word to us and in accordance with our core value that specifically states, "We believe that marriage, an institution ordained by God, is between one genetic man and one genetic woman (Mark 10: 11-12)." To ensure compliance with this requirement, the bride and groom will be required to read, sign, and pledge that all wedding activities held at Bates Creek Christian Church will reflect Bates Creek Christian Church's Statement of Core Values. This must be accomplished before permission is granted for the use of the facilities for any wedding related event. This is in addition to any other agreement that may be required detailing the use of the facilities.

Bates Creek Christian Church is pleased to have wonderful facilities that are to be used as a tool in helping us accomplish our mission; to win people to Christ (**evangelism**), build up believers in faith, knowledge and service (**encouragement**), to help those in need (**benevolence**) and to stand up for Christian values in the community (**witness**). With this in mind, Bates Creek Christian Church does not seek to have the facilities serve as a 'reception hall' available for the public to utilize, however the church does desire to make the facilities available to its members and their families for use. Please note, no smoking or alcoholic beverages are allowed on the premises of Bates Creek Christian Church. Dancing is permitted during a Wedding Reception. Musical selections must be pre-arranged and approved through the Wedding Liaison.

TATES CREEK CHRISTIAN CHURCH

Wedding Reception Policy

Rehearsal Dinner

The spaces offered for a rehearsal dinner are the Multi Ministry Center (capacity of 300), Fellowship Hall (capacity of 150), and the Friendship Hall (capacity of 60). Food and beverages are not allowed in the other parts of the building. Each of these spaces has an adjacent kitchen. If the kitchen is used, it must be left clean and in its original condition. The fees below for each of the spaces include a three hour block of time, allowing for decoration prior to the meal, the meal, and activities following. One additional hour may be arranged with the Wedding Liaison for an additional fee. The fee also includes custodial service to ensure that the tables and chairs are set up and torn down as needed and the space is returned to the required cleanliness. In most cases, Saturday activities should be scheduled to end by 8 pm. In all cases, no Saturday activity should be scheduled to continue past 10:30 pm. An additional hourly custodial fee will be charged for any custodial work past 9 pm. If custodial work is required past 12 midnight (Saturday night to Sunday morning) an increased hourly fee will be charged. Please work with the Wedding Liaison to arrange the proper details for date, time, room choice, table and chair configuration, and payment.

<i>Rehearsal Dinner</i>	<i>Capacity</i>	<i>Non-Member</i>	<i>Member</i>
Multi Ministry Center	300	\$900	\$600
Fee for Stage Usage		\$100	\$100
Fellowship Hall	150	\$400	\$200
Friendship Hall	60	\$300	\$150
Additional Hour		\$ 50	\$ 50
Late Saturday Custodial Fee per Hour (after 9 pm on Saturday)		\$100	\$100
Custodial Fee per Hour – Early Sunday Morning (after 12 am on Sunday)		\$150	\$150

TATES CREEK CHRISTIAN CHURCH

Wedding Reception Policy

Reception

The spaces offered for wedding reception are the Multi Ministry Center (capacity of 300), Fellowship Hall (capacity of 150), and the Friendship Hall (capacity of 60). Food and beverages are not allowed in the other parts of the building. Each of these spaces has an adjacent kitchen. If the kitchen is used, it must be left clean and in its original condition. The fees below for each of the spaces include a one day decorating time on the day before the reception and a three hour block of time for the reception.

Additional hours may be arranged with the Wedding Liaison for an additional fee. The fee also includes custodial service to ensure that the tables and chairs are set up and torn down as needed and the space is returned to the required cleanliness. In most cases, Saturday activities should be scheduled to end by 8 pm. In all cases, no Saturday activity should be scheduled to continue past 10:30 pm. An additional hourly custodial fee will be charged for any custodial work past 9 pm. If custodial work is required past 12 midnight (Saturday night to Sunday morning) an increased hourly fee will be charged. Please work with the Wedding Liaison to arrange the proper details for date, time, room choice, table and chair configuration, and payment.

Decorating: In general, additional time to set up and decorate the chosen space is permitted and arranged, but in no case more than an additional day prior to the event. All decorating is to be done in a way that will not damage any part of the building. This generally means hanging items only with ‘painter’s tape’ or the equivalent. In the Multi Ministry Center, lights or decorations may be hung (by approved means) from the railing around the walking track, but no decorations are to be hung from the ceiling or anything higher than the railing around the walking track.

<i>Reception</i>	<i>Capacity</i>	<i>Non-Member</i>	<i>Member</i>
Multi Ministry Center	300	\$900	\$600
Fee for Stage Usage		\$100	\$100
Fellowship Hall	150	\$500	\$250
Friendship Hall	60	\$300	\$150
Fee per Additional Hour		\$ 50	\$ 50
Late Saturday Custodial Fee per Hour (after 9 pm on Saturday)		\$100	\$100
Custodial Fee per Hour – Early Sunday Morning (after 12 am on Sunday)		\$150	\$150

Deposit

A refundable security deposit of \$300 for each event will be required in addition to the above fees to assure compliance. Refunds will be provided within two weeks after the ceremony. Any overtime use will be deducted from the deposit at the rate of \$50 per hour (\$100 per hour if after 9 pm on Saturday, or \$150 per hour if after 12 am on Sunday), or any portion thereof. The payment of this deposit is the action that secures your date and time on the church calendar. All arrangements previous to this payment must be considered tentative.

Payment

In addition to the refundable security deposit (above), one-half of the total anticipated fee is to be paid at least six months in advance of the date of the wedding, or as soon as is practical. The balance shall be paid one month before the wedding date. All fees, except the honorarium for the minister(s), shall be paid to Tates Creek Christian Church, and shall be either mailed or personally delivered to the church office. Remuneration for the minister(s) should be taken care of personally.

TATES CREEK CHRISTIAN CHURCH Event Expectations

Holding an event in the facilities of Tates Creek Christian Church is a privilege that has been extended to you. In return we are asking that you keep the following items in mind:

- Smoking is not permitted in or on the property of Tates Creek Christian Church.
- Alcoholic beverages are not permitted in or on the property of Tates Creek Christian Church.
- Please refrain from any beverages in glass bottles or any glass in large quantities that will require disposal.
- Please refrain from the use of candles or other live flames during any dinner, reception, or other event, due to the potential risk of fire and disposal concerns.
- If utilizing sterno cans to provide heat for food service, please extinguish thoroughly with water and let cool before placing in any trash receptacle.
- Remember that the kitchens within Tates Creek Christian Church are only 'warming' kitchens and no cooking is to be done.
- Your event has been assigned to specific areas of the building and your party and all guests should be respectful of these limits, not using any other area of the building.