



Weddings Fee Schedule

Fellowship Greenville provides their facilities for weddings to members and children of members of the church. A member of Fellowship Greenville is defined by the following:

- Has completed the Connecting Class
- Has been interviewed by an elder or pastor
- Has signed the Membership Covenant

Fellowship Greenville provides our facility for weddings with a cost-sharing fee in order to defray the estimated cost of the facility use only. No fees are charged with the intent to provide a profit for the church. These fees take into account the use of certain parts of the facility (including setup and tear down), the cost of necessary security personnel as well as the cost of qualified individuals to operate the audiovisual equipment needed for the event.

A refundable security deposit will be required to secure your date on the church wedding calendar. Additional fees may be charged based on the following:

- If damage occurs or clean-up is excessive, additional charges may be assessed based on time and cost for clean-up and repairs.
- Fellowship Greenville policies are not followed and the wedding events (including the rehearsal and ceremony) does not take place entirely within the block of time agreed to previously.

I. Security Deposit (due at time of booking)

This fee **must be paid before a date can be reserved** on the church calendar. The security deposit is refundable. **\$300**

II. Facility Usage and Fees

Due 60 Days Prior to Wedding

A. For Weddings- Auditorium 2

\$600

(Approx. 600 seats with standard set-up which includes center aisle)

(Includes use of Auditorium 2 for wedding rehearsal night before for 90 minutes)

Fee includes the following:

- Worship Center
- Dressing Rooms for wedding party
- 1 Facilities' employee
- 1 AV employee
- *Custodial (Worship Center)

- Misc. standard preparations at weddings include: clearing stage, removing front row of chairs, removing camera table, preset light options, providing steps and useage of piano if requested

*Please note: You are responsible to remove your wedding decorations and rental items immediately in Auditorium 2 following the ceremony to allow appropriate cleaning and stage re-set time for Sunday. It is often helpful to designate someone to do this in advance, so the wedding party and family can enjoy the day. Items must be cleared with 2 hours of start of ceremony or 1 hour following ceremony.

Not included in \$600 fee:

- Musician(s)
- Additional AV support (slides and screens)
- Pastor
- Stage/Worship Center Decorations

B. For Receptions/Rehearsal Dinner – Café/ Central Commons ONLY \$300

This fee includes the following:

- Café/ Central Commons
- Kitchen (Serving Kitchen Only)
- Set-up, tear down church furniture within central area
- Up to 10 round tables & chairs
- 1 Facilities' employee
- *Custodial (Café/Commons)

C. For Receptions/Rehearsal Dinner – Café/ East, Central & West Commons \$600

This fee includes the following:

- Café/Commons
- Kitchen (Serving Kitchen Only)
- Set-up, tear down church furniture within all commons' areas
- Up to 20 round tables & chairs
- 1 Facilities' employee
- *Custodial (Café/Commons)

FG has the following additional furniture for usage:

- 5 high top round tables (Often used for standing Reception)(44" tall, 30" diameter)
- 4 Granite Top rolling counters
- 10 Short Square Tables
- 2 Short Small Round Tables

D. Optional Areas for Rehearsal Dinner – Room 232 or 264 \$150

This fee includes the following:

- Kitchen (Serving Kitchen Only)
- Set-up, tear down church furniture within central area
- Up to 10 round tables & chairs
- 1 Facilities' employee
- *Custodial (Café/Commons)

*Please note: Again, you are responsible to remove your wedding decorations and rental items immediately following the reception/rehearsal to allow appropriate cleaning and re-set time. It is often helpful to designate someone to do this in advance, so the wedding party and family can enjoy the day.

Not included in fees:

- AV support- Cost would be \$35/hour

III. Reservation Times Available:

- Friday AM: 8:30 am - 12:00 pm (Standard decorating time)
- Friday PM: 5:00 pm - 9:00 pm
- Saturday: 9:00 am - 6:00 pm

IV. Wedding Venue Coordinator

The Wedding Venue Coordinator is employed by the church and is paid by the church. She does not direct the wedding, but oversees church policies and is available during rehearsal and wedding day. It is recommended to hire/designate a Wedding Director of your choosing.

Signature

Date