

Your Caterer

1. Any caterer you contract with to do your reception at Crossings will need to make an appointment with the wedding reception coordinator to discuss policies and procedures with regard to the kitchen and Crossings Community Church as well as to plan the format of the reception over which the wedding reception coordinator will be the ultimate authority even if a private caterer has been hired to provide food services at the wedding. The reception coordinator will coordinate all efforts.
2. The wedding caterer may have access to the reception facility three hours in advance of the wedding hour unless other provisions have been made. Extra time must be scheduled through the reception coordinator.
Catering services are to be completed and dismissed by three hours after the scheduled beginning hour of the wedding ceremony. If your caterer (decorator or rental agency) needs extra time for clean up (or pick up), the time must be prearranged through the reception coordinator.
3. The caterer is responsible for all clean up, including trash removal. The kitchen is not to be used for food preparation, but only to warm food, wash dishes and to provide a staging point for serving.
4. The church may provide tables for use by the caterer: round tables (60' diameter), rectangular tables (6' x 30"), and chairs. Arrangements for tables and other set-ups should be made through the reception coordinator. She will help you complete a wedding worksheet for equipment and room arrangement. Furnishings or plants in the building must not be moved without prior knowledge and permission.
5. Since the premises are considered to be God's house, we request that there be no smoking, alcohol, or dancing.
6. The CCC custodial staff will take down tables, chairs, and church-owned wedding equipment, vacuum carpets, and remove trash containers.
7. If a couple plans to have a reception without the services of a caterer, very careful planning is important. ***It is suggested that someone other than the bride, groom, or immediate family members be in charge of decorating, mixing the punch, instructing the house party concerning serving duties, picking up cups and plates from guests, post-reception cleaning, etc.*** Please work closely with your reception coordinator to make sure they are aware of all details concerning your reception.

8. CCC is not in the catering business. However, we do have personnel on staff who cater professionally apart from their employment at CCC. We would be happy to furnish their names. It would be your responsibility to negotiate a contract with them privately as you would with any caterer. CCC is not responsible for the quality of work performed by any caterer.

NOTE: Any caterer who handles a reception at Crossings Community Church must have a signed statement on file with the wedding director which states he/she has read the above guidelines and agrees to abide by these stated policies. This form must also be signed by the bride. The form for your caterer may be found on page 59 of this manual.

If a family member or friend is responsible for the catering at your wedding, it is the responsibility of the bride to communicate these policies and have them sign the agreement.

Crossings Community Church, Oklahoma City

Wedding Policy Statement for Caterers

I have read the Crossings Community Church policies regarding Caterers and understand how the policies apply to my assignment at Crossings Community Church and agree to abide by these guidelines.

This agreement, once signed by both the caterer and the bride, will be considered binding for the above wedding only. A new form must be signed for each wedding reception the caterer is contracted to do at Crossings Community Church.

Name of Caterer _____ Date _____

Contact Person _____ Phone _____

Address _____
Street City State Zip

Signature of Bride _____

Signature of Caterer _____

Bride _____ Groom _____

Date of Wedding _____ Time _____

Location: Atrium Pavilion

Please return this agreement signed by both the bride and the caterer *at least 14 days* before the wedding date to:

Wedding Director
Crossings Community Church
14600 N. Portland Avenue
Oklahoma City, OK 73134
(405) 755-2227

Date Received Back by Wedding Director _____