

# Wedding Policy and Information



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**First Congregational United Church of Christ**

**20 Oak Street Asheville, NC 28801**

**[www.uccasheville.org](http://www.uccasheville.org) 828-252-8729**

## **Congratulations and best wishes for your upcoming wedding!**

First Congregational United Church of Christ of Asheville is a community of faith that values stewardship of our shared resources. In thanksgiving and celebration of our facilities, we invite straight and gay couples to pledge their commitment to each other in the ceremony of marriage. We ask that you understand and respect the Vision and Mission Statement of our congregation:

1. We are a progressive Christian faith community.
2. We are a spiritual community that follows the way of Jesus as the Christ.
3. We are welcome, open, and affirming to all.
4. We strive to engage the wider world with acts of mercy, peace, grace, and justice.

Our facilities will be made available without regard to race, ethnic heritage, gender, age, status, physical restriction, or sexual orientation.

## **Our Facilities**

Our sanctuary is a beautiful and historic space and seats up to 300 people for your wedding. In addition to the sanctuary, the choir room is offered for the groomsmen and a lounge is located in the adjoining building for the bride and bridesmaids to use.

For an additional fee, you may rent our Friendship Hall for your reception or other wedding events. This includes the use of the commercial kitchen.

## **Planning Your Wedding**

Please be sure to read this booklet thoroughly before your initial meetings.

**Appointments:** Please contact the church Wedding Coordinator (Minister Gary Mitchell, 828-231-5856, cantorucc@aol.com) to determine if the desired date is available on the calendar.

You must set up a meeting (in person or a phone consultation) with the church Wedding Coordinator, Gary Mitchell. Gary will schedule a walk-through of the facilities with you and help you determine your needs for the ceremony and rehearsal and optional reception.

It is important to arrange your appointments with the officiating pastor and organist as soon as possible, preferably a minimum of three to four months before the wedding. You are responsible for finding your own officiant and musicians, but we have suggestions if needed. Our organist is often available to play- and he's also the Wedding Coordinator!

**Sanctuary and Friendship Hall Rental Reservations:** Your signed contract and \$100 deposit reserves your date on our calendar. All contracts should be filled out and returned to the Wedding Coordinator as soon as possible to ensure reservation of the Sanctuary and/or Friendship Hall. All fees must be paid in full 2 weeks before ceremony. The church reserves the right to cancel your ceremony for non-payment.

**Rehearsal:** The rehearsal is usually held the day before the wedding. The rehearsal should begin promptly and take approximately 30 minutes. Our Wedding Coordinator conducts all wedding rehearsals.

**Child Care:** We have a nursery that you may use if you are expecting guests with small children. You are required to use one of our nursery workers who is an employee of the church and has had a background check. The cost is \$15.00 an hour with a minimum of 2 hours.

**Marriage License:** The marriage license must be purchased within a month of the wedding from the Register of Deeds in Asheville. Please bring your marriage license to the rehearsal.

**Reception:** We offer use of our Friendship Hall and commercial kitchen for your reception for an additional fee. More information about this can be found in the Fee section of this packet.

**Decorations:** Although we respect all religious traditions, we are a Christian church. You will find symbols of our faith adorning our sanctuary including: crosses, banners, baptismal font, and communion table. We ask that these symbols of faith not be moved or removed from our worship space. All decorations must be pre-approved by our Wedding Coordinator.

## **Policies**

**Liability:** The renter assumes all liability for their guests while on church property.

**Weapons:** Weapons, including concealed handguns, are prohibited on the premises.

**Smoking:** The church is a non-smoking campus. Smoking is not allowed in any of the buildings, doorways, porches, lawns, gardens, sidewalks, or parking lot.

**Alcohol:** Wine and beer may be served in the kitchen and Friendship Hall only. No mixed drinks or spirits of any kind are allowed. No alcohol is to be served to minors. You are responsible to monitor drinking and provide transportation for your guests if needed. Bartenders are available for hire through Blue Ridge Staffing.

**Use of tape, tacks, etc.:** Nothing may be attached to or removed from any fixture such as pews or walls without prior approval of the church's Wedding Coordinator.

**Candles:** Candles may be used only with prior authorization of the Wedding Coordinator. NO candles are permitted on the floor in the aisle. Wax candles may only be used in the Unity Ceremony.

**Heating and Air Conditioning:** The wedding coordinator will adjust the temperature as needed. He appreciates feedback as to the comfort of attendees, so that adjustments may be made for future events if necessary.

**Kitchen:** If you have contracted to use the Friendship Hall and Kitchen, use of gas range, refrigerator, warming oven, convection oven, microwave, commercial dishwasher, and coffee maker are included in rental of the kitchen. Our kitchen is a professional caterer's kitchen complete with dishes, flat and glassware, pots and pans, and a warming box. All food and cooking supplies should be removed from the kitchen at the end of your event. All items used MUST be cleaned and returned to their proper storage place. Failure to do so will render your deposit void.

**Condition of Premises:** Applicants signing the contract must leave the premises as they found them. This includes returning equipment to the place where it was found. The applicants accept all responsibility for any damage incurred to the property and/or belongings of any area used including restrooms, halls, and windows.

**Cleanup and Trash:** Please make prior arrangements with the Wedding Coordinator for removing decorations and flowers from the sanctuary and Friendship Hall. Please remove all personal articles from the dressing rooms, and clean up Friendship Hall and Kitchen if applicable.

Trash must be collected in plastic bags and removed from the premises. Trash bags must be taken to the dumpsters directly behind the church in the alley. Recycling bins are provided for your use which the church custodian will take care of.

We recommend that left over food be donated to Beloved House of Asheville or the WNC Rescue Mission. Your event MUST end by 11:00pm in order for our staff to have adequate breakdown time.

**Parking:** Because the church has very little parking, rental of the church facilities does not come with parking. Renters are advised to explore on-street parking and nearby parking garages.

**Building Access:** The Wedding Coordinator will arrange for opening and closing of the church for the rehearsal and the ceremony.

**Use of Wedding Coordinator:** The use of the church's Wedding Coordinator, Gary Mitchell, is required for all non-member weddings. All questions concerning your ceremony will be handled by the Wedding Coordinator. The Wedding Coordinator is required to be on site for both the rehearsal and ceremony. He will clean (before the event), unlock and lock the facility, and

handle any needs that may arise. The Wedding Coordinator will direct your rehearsal and ceremony.

**Officiant:** You are responsible for securing an appropriate officiant for your wedding. Ask our Wedding Coordinator if you need suggestions.

## **Wedding Fees**

### ***For Members of First Congregational UCC***

*Definition of Member: someone who has been an active and participating individual (or their children over age 18) for at least three months prior to the request for the wedding.*

- **Use of Sanctuary for Wedding Ceremony:** \$150
- **Custodial Fee:** \$100
- **Wedding Coordinator (optional):** \$300
- **Damage Deposit:** \$100
- **Piano Use (optional):** \$75 tuning fee
- **Childcare (optional):** \$15 per hour, 2-hour minimum
- **Use of Candelabras and Kneelers:** \$100

### ***For Non-Members of First Congregational UCC***

- **Use of Sanctuary for Wedding Ceremony:** \$900
- **Custodial Fee:** \$100
- **Wedding Coordinator Fee (required):** \$300
- **Damage Deposit:** \$100
- **Piano Use (optional):** \$75 tuning fee
- **Childcare (optional):** \$15 per hour, 2-hour minimum
- **Use of Candelabras and Kneelers:** \$100

## **Reception Fees for the Friendship Hall and Commercial Kitchen of FCUCC for non-members**

**Our rental package is comprehensive and includes optional use of the following:**

1. Round tables (14 eight tops and 3 ten tops) and padded chairs providing seating for 140 guests in buffet style and 150 in plated dinner style.
2. 8' rectangle buffet tables
3. Place settings including: dinner, salad, and bread/dessert plate, coffee cup, water glass, and flatware.
4. Floor length table linens (white) and napkins
5. Rectangle linens for the serving tables
6. 6 chaffing dishes for buffet serving.
7. 2 employed workers to do your table set-up and tear down.
8. Full use of our professional kitchen and its equipment.
9. Use of the sound system and video projector, which is compatible with laptop, ipod and cell phone. 2 wireless microphones.
10. A Site Manager from the church on site during your event. (required)

**Rental fee: \$2,500.00 plus a \$200.00 refundable cleaning deposit.**

## **Reception Fees for the Friendship Hall and Commercial Kitchen of FCUCC for Church Members**

**Friendship Hall and Professional Kitchen: \$100.00 (to help pay utilities)**

*Includes use of everything listed above except linens. Additional fees:*

An FCUCC Event Coordinator fee (required): \$22.00 per hour.

\$12.00 per tablecloth (if you choose to use our linens)

\$200.00 refundable cleaning deposit

### **For all Friendship Hall and Kitchen Rentals**

#### **Payment Schedule:**

50% deposit on the day of booking

Balance 30 days prior to the event

#### **Cancellation policy:**

14 days prior to the event– 50% returned

10 days or less – 10% refund

If event is rescheduled 90% of your payment is transferrable

*If your caterer does not provide servers, bartenders and cleanup, we have arranged a partnership with Blue Ridge Staffing. Please ask the Wedding Coordinator for more info.*

*Contract for Friendship Hall and Kitchen Rental is not include in this document. Please see Wedding Coordinator for more information.*

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20 Oak Street Asheville, NC 28801, 828-252-8729, [www.uccasheville.org](http://www.uccasheville.org)  
Please send mail to: PO Box 3211 Asheville, NC 28802

## Wedding Contract – Sanctuary Rental

The undersigned hereby applies for use of the church facilities as indicated below, at such time and for such fees as specified:

Persons being married:	#1 #2	Phone #	#1 #2
Email address (s):	#1  #2		
Mailing address:			
Additional contact person (s): Name/phone/email (wedding planner or parent)			

Wedding Rehearsal Date and Time: \_\_\_\_\_

Wedding Ceremony Date and Time: \_\_\_\_\_

Contract continues on next page...

## Wedding Fee Worksheet

Possible Fees	Amount Applied
<b>Child care</b> <b>\$15 per hour, 2 hour min.</b>	
<b>Damage Deposit \$100</b>	\$100
<b>Sanctuary Rental \$900</b> <i>non-members</i>	
<b>Sanctuary Rental \$150</b> <i>members</i>	
<b>Piano Tuning - \$75.00</b> <b>Candles /kneeling benches</b> \$100.000	
<b><u>Total Fees</u></b>	
	\$

The undersigned hereby agrees that he/she has read, understands, and shall abide by all policies outlined in this packet. The undersigned certifies that he/she is authorized to act as a representative of his/her group, and accepts all responsibility on behalf of said group for any damage incurred to property and/or belongings of any First Congregational United Church of Christ building during rental use. You will be invoiced for any fees by Wedding Coordinator.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date