

# Wedding Information Packet



## College Wesleyan Church

Thank you for your interest in using College Wesleyan Church facilities, hereafter referred as CWC. These facilities are a God-given resource that we trust can be a blessing as you plan and implement your wedding/reception. Please find listed below the terms of agreement for use of CWC facilities:

- College Wesleyan Church, 200 East 38<sup>th</sup> Street, Marion, Indiana, was formed for the purpose of operating a church to offer regular worship services and related ministries.
- CWC may determine to allow its facilities for use from time to time in fulfillment of its tax-exempt purposes or for uses which are not contrary to the Church's religious beliefs.
- CWC is protected by the United States Constitution and all other applicable State and local laws.
- CWC reserves the right to restrict the use of its facilities to activities which are consistent with the Church's religious beliefs and the Discipline of The Wesleyan Church, and to persons who agree to abide by the terms of this agreement and for uses that do not jeopardize the Church's tax-exempt status and other protections.
- CWC ask that those who use the facilities treat them as sacred space. We maintain the right to refuse certain activities.

We understand your wedding is a significant event in your life and trust that our involvement can help make it even more memorable, beautiful, and meaningful. The following steps will help you as you make plans to secure the building and our services for your wedding.

May God bless you as you prepare for a lifetime together!

# Wedding Application Checklist

1. Receive and read Wedding Information Packet.
2. **Before** you fill out an application, the Wedding Coordinator will confirm available dates for your wedding that you have chosen. Contact information is [jennmandura@gmail.com](mailto:jennmandura@gmail.com) or 513 375-0627.
3. Be sure to have the names of the Officiant/Pastor and Pre-Marital Counselor confirmed before turning in your application, you may contact our Congregation Care Pastor here at CWC for help/guidance.
4. The building is not officially reserved until your application is completed and confirmed by our Facilities Director.
5. CWC Wedding Coordinator will contact you to set up an appointment to go over our facility use policy, wedding ceremony set-up/decoration policy, and go through a wedding check list and sign the wedding contract including the submission of your payment of an \$100 damage deposit.

*(The Damage Deposit will be returned no sooner than 1 month after wedding or reception if there is no damage done to the facilities by participants, caterer, florist, musicians, or guests. Any damage exceeding the deposit will be billed to the signer(s) of the wedding application).*

6. Pay ½ of fees 3 months prior to wedding date (Damage Deposit is paid with submission of Application).
7. Pay remaining balance due 30 days before wedding date.

## Helpful Information Regarding Weddings and/or Receptions at CWC

**Saturday weddings and/or receptions must conclude, and cleanup done by 6:00 pm. No reception may start after 3:00 pm on a Saturday.**

**Weddings or receptions will not be scheduled on the following Saturdays:**

- Saturday prior to Easter Sunday**
- Saturday after Thanksgiving**
- Saturday prior to Christ The King Sunday**
- Saturday if the next day is Christmas Day**

**The following weddings require CWC Executive Team approval:**

- ❖ Dates requested during the season of Lent or Advent
  - ❖ When the couple does not attend CWC
  - ❖ If this would be a second marriage for one or both individuals
  - ❖ When the officiating minister is not on staff at CWC
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- The wedding date may be requested and placed on CWC calendar up to one year prior to requested date.
  - The Sanctuary or Chapel rooms are available for weddings.  
(Hospitality Room-105 for Groom's party to use, Conference Room-117 for Bride's party to use)
  - The Great Room (seating for 120 people maximum) and Main Kitchen are for receptions.  
(The Atrium is a common area and is not allowed for Reception decorating or use.)
  - Technical needs and instructions (music, video(s), lighting effects) must be submitted **one week** before the wedding or reception to the CWC Wedding Coordinator.

# Wedding, Rehearsal Dinner, and Reception Fees

\$100 damage deposit is required with the Wedding Application.

**Wedding Services** - Includes set up, technician, specified rooms for bride and groom, and CWC Wedding Coordinator for planning, rehearsal day, wedding day and reception (if reception is at CWC).

*A six (6) hour block of time for a wedding is allowed from arrival time to exiting the building. This includes preparation, dressing, pictures, ceremony, send-off and removal of decorations and personal items. Decorating may be done the day of rehearsal starting at noon.*

**Any additional time must be pre-approved by the Wedding Coordinator and will be billed at \$25 per hour.**

**Wedding in Sanctuary (capacity 1000)      \$600**

**Wedding in Chapel (capacity 85)      \$400**

**Rehearsal Dinner Services at CWC** – Includes set-up, kitchen use, and CWC Wedding Coordinator. You must reserve space for the rehearsal dinner with the Wedding Coordinator.

**Great Room \$200**

## **Wedding Reception Services**

Includes set-up, kitchen use, technician and CWC Wedding Coordinator for reception.

*A three (3) hour block of time for a reception is allowed following the wedding ceremony. This includes cleanup, removal of decorations and any personal items. Decorating may be done the day of rehearsal starting at noon. No reception may start after 4:00 pm on a Saturday.*

**Any additional time must be pre-approved by the Wedding Coordinator and will be billed at \$25 per hour.**

**Maximum seating for a Reception is 120 (Reception guest and wedding party)**

**Receptions are in the Great Room only \$600 plus \$100 cleaning fee = Total \$700**

# Facility Use Policies for Weddings and/or Receptions

- ✓ **Saturday weddings and/or receptions must conclude, and cleanup done by 6:00 pm.**
- ✓ Families are responsible for obtaining their own pastor, organist, pianist, musicians, caterers, florist, photographer, etc.
- ✓ Honorariums may be made directly to the pastor, organist, pianist, musicians, caterers, florist, photographer, etc.
- ✓ No smoking, alcohol consumption, illegal drug use, or fireworks are allowed on the campus of CWC, this means the interior and exterior of all buildings.
- ✓ CWC leadership allows only these three traditional dances at receptions: father/bride, mother/groom, and bride/groom dance(s).
- ✓ Those signing the contract are the responsible parties. Anyone helping with the wedding rehearsal, wedding, or reception should be made aware of these policies.
- ✓ A CWC Wedding Coordinator and/or CWC Facilities Director must be present for entire wedding and/or reception.
- ✓ Weddings approved during the season of Advent or Lent:
  - the building décor will remain as is with any decorations, sets, props, etc. being used by the church not moved or removed.
- ✓ **Receptions are reserved for CWC members and/or those having weddings at CWC**

## Weddings

*A six (6) hour block of time for a wedding is allowed from arrival time to exiting the building. This includes preparation, dressing, pictures, ceremony, send-off and removal of decorations and personal items. Decorating may be done the day of rehearsal starting at noon – additional time needed is billed at \$25 per hour.*

- Any décor or furniture requested to be moved will be moved by CWC staff only. Please prearrange requests through the Wedding Coordinator.
- Decorations may not be hung from walls or ceilings and decorations attached to the pews must be approved by the Wedding Coordinator.
- All candles must be contained to prevent any wax spills and must be driplless. No open flames.
- No rice, glitter, candy sprinkles, or confetti is to be used on the campus of CWC including the exterior area.

**Sanctuary wedding** – The following items may not be moved: drums or drum cage, altar rails, or any décor for a worship service. The pulpit and communion table may be moved by CWC personnel only.

**Chapel wedding** – The piano, organ, and communion table may be moved by CWC personnel only. All items must remain in the Chapel.

## Receptions

*A three (3) hour block of time for a reception is allowed following the wedding ceremony. This includes cleanup, removal of decorations and any personal items. Decorating may be done the day of rehearsal starting at noon – additional time needed is billed at \$25 per hour. No reception may start after 4:00 pm on a Saturday.*

- Decorations may not be hung from walls or ceilings.
- No red colored beverages, rice, glitter, candy sprinkles, or confetti may be used in the campus of CWC.
- All candles must be contained to prevent any wax spills and must be driplless. No open flames.
- Coffee, plates, cups, napkins, and cutlery are not provided by CWC.
- Café tables and chairs may be moved by CWC personnel only with pre-approval from the CWC Facilities Director.