

Collegedale Community Church is honored to participate in the events surrounding your wedding and welcomes the opportunity to be part of this important day in your lives. As a church, we place a great deal of value on the institution of marriage and want to affirm the positive aspects leading to the joining of two lives.

As Seventh-day Adventist Christians, the Collegedale Community Church believes in the sanctity of the marriage relationship and that marriage as outlined in the Bible according to the teachings of Jesus (Matthew 19:4, 5) is defined as union of one man and one woman. It is therefore our policy that any marriage ceremony conducted in the church or on the church property is a worship service, joining together a man and a woman. We do not conduct civil marriage ceremonies.

All couples preparing for marriage are required to go through premarital counseling. We believe this counseling establishes a strong foundation from the very beginning.

Fee Schedule	Non-Member	Member
“Secure the date” Deposit	\$150 (non refundable)	\$150 (non refundable)
Security Deposit	\$500 (30 days prior)	\$500 (30 days prior)
Wedding	\$1,000	\$650
Rehearsal dinner (optional)	\$150 (3 hrs. max)	\$100 (3 hrs. max)
Reception (optional)	\$450	\$250

All wedding fees are for a 12 hour period, that includes wedding, rehearsal, reception, storage and cleanup

Additional time (optional)	\$100 per hour	\$100 per hour
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WEDDING GUIDELINES

Reservation Process

1. All wedding date(s) and facility usage needs arranged and confirmed with CCC Event Coordinator (Rosa Ashley, CCC Administrative Assistant- 396-396-5464), by application and security deposit submitted to the CCC Event Coordinator for processing and approval.
2. Your Reservation is confirmed **ONLY** when the completed application and Security Deposit, 30 days prior to your wedding, is received by CCC Event Coordinator and approval given in writing for the date requested. We are unable to take verbal reservations and reserve all rights to scheduling.
3. A meeting with Bride/Groom/Wedding Coordinator and CCC Wedding Event Coordinator no later than (45) forty-five days prior to wedding day to confirm your plans.
4. Facility Usage Timetable Form must be finalized, signed and received by the CCC Event Coordinator **1 week** before the wedding date.

Church Personnel Provided

Our experience allows us to manage this event in a timely and professional manner as well as allowing you to have your own “personal touch.”

The CCC Wedding Event Coordinator will provide you with a time schedule of when our staff will be available to assist you.

CCC Wedding Coordinator is responsible for:

Meeting with the Bride/Groom/Wedding Coordinator to assess the needs and staff requirements for your special event and to insure your event runs as smoothly as possible.

- **Sound Technician** is available for a 1 hour sound check at rehearsal and for 2 hours, the day of the wedding. Total time- 3 hours. A fee of \$35 per hour is added if more time is required- (wedding party showing up late, etc.). A sound technician can be booked for the reception, when prior reservations have been made and paid for in advance.

- **Sexton** is required to oversee the interest of the church and to insure facilities, equipment and personnel are available to assist you for the time period booked. The Sexton will provide access to the building on the day of your event(s). If you would like to tour the facility and see what is available for your wedding, please call and make an appointment with your assigned Sexton to arrange a convenient time. All deliveries and meetings with your key wedding personnel need to be scheduled with the Sexton to insure the church is available.

Webcasting and Videography are available for additional fees- Ask Wedding Event Coordinator for details

General _____

1. Weddings are available to members and non-members. In order to be eligible for the member rates, either the bride or groom must be a member of the Collegedale Community Church. All transfers of membership (including baptisms) must be completed by the date of the wedding in order to receive the member rate. No same-sex marriages are permitted.
2. We are an alcohol and tobacco-free property.
3. The Collegedale Community Church is not responsible for items left, stolen or lost. Any articles left will be held for one week and then disposed of if not claimed. Check with the church office for lost and found items.
4. **Rice or confetti is not permitted inside or outside the church or anywhere on the property.** Birdseed and bubbles must be kept outside.
5. Disrespectful, abusive or rude behavior toward our personnel from anyone in the wedding party, caterer, photographer, etc. may forfeit the privilege of having your wedding at Collegedale Community Church.
6. We do not issue keys or key cards. Our staff is available to assist you with the preparation; presentation and follow up to insure your needs are met.
7. Storage space in the church is limited. Deliveries on Saturday should not be made before 5:30PM

without prior permission. Please schedule all deliveries through your assigned Sexton.

8. **A Walk-through at the end of your event is required with your assigned Sexton for refund of your Security Deposit. We reserve the right to adjust any refund if necessary.**
9. Dressing rooms will be specified for the bride, groom and attendants. Care should be taken that the rooms are left in order.
10. Any damage to the property will be the responsibility of the signing person(s) on the reservation agreement.

Decorating _____

1. We provide a non-residue, easily removed tape when needed for marking positions on stage, etc. Ask your Sexton.
2. No taping, gluing, pinning, nailing or affixing items to the walls, furniture, piano or miscellaneous church property.
3. All decorations should be freestanding.
4. Artificial plants, trees and floral arrangements are not available without prior authorization. Most arrangements/decorations cannot be moved. Ask your Sexton.
5. The piano is to remain on the stage in the sanctuary. It can be moved on the stage with supervision. *The elliptical center stage is not to be moved.*
6. Enclosed candles only. Drip-less tapers and pillars are allowed.
7. All decorations, flowers, greenery and other equipment **MUST** be removed from the church building immediately following its use.
8. The wedding party is responsible for setup and take down (returning the space to normal configuration). A Sexton will be available to oversee this process.
9. All trashcans must be emptied and new bags put in the trash cans. Remove filled trash bags and deposit them in the bin outside the Fellowship Center door.

Chef's Corner/Kitchen/Catering _____

1. Should your menu include meat or seafood we suggest it be catered in and ready to serve. We are not equipped for this type of food preparation or cooking. Reheating meat or seafood is not a problem.
2. Only clear beverages are to be served to avoid carpet stains. No beverages or food permitted in the sanctuary.
3. Storage space in the Chef's Corner is limited. No food deliveries are received outside of your event's booked time. The caterer should schedule delivery times for the items needed for your event(s) with your assigned Sexton.

4. Kitchen (Chef's Corner) equipment such as dishes, utensils, etc., should be washed, dried and returned to their proper place. Nothing should be left in the sinks or on the counter tops.
5. All equipment belonging to the caterer is to be removed immediately following the reception.
6. The church does not provide candelabras, plates, or punch cups, etc. This is the responsibility of the bride and groom.
7. Gold plate chargers are available for a fee. They are to be wiped clean after use by the responsible party.
8. Ivory Linen Cloths are available for a fee. The rental fee includes laundering.
9. Food trash cans should be taken outside before removing the bags and depositing them in the bin outside the Fellowship Center door.
10. Commercial Kitchen Equipment

- (2)Warming Ovens
- (2)Refrigerators
- (1)Freezer
- (2)Large Gas Ovens
- (1)Four Burner Range with 24"Griddle
- (2)Large Convection Ovens
- (1)Steam serving table
- (1)Icemaker
- (1)Microwave

Tables (Included)

Quantity	Shape	Dimensions	Seats
38	Round	60" Dia/30"ht	7-8
6	Rectangle	6'X30"/30"ht	8-10

Fee Items: Table Clothes and Plates

30 round	120" Floor Length	Ivory/Linen	\$12 ea
6 rectangle	72" Floor Length	Ivory/Linen	\$12 ea

Porcelain Plates	10"		\$1 each
Plate Chargers	14"		\$1 each

Dishwasher \$20 (up to 25 wash cycles)

Miscellaneous Information

Sanctuary Aisle 67 1/2' long

Seating Capacities

Sanctuary 930 people

Fellowship Center 300 people

Financial

- 1 Requested reservation approval is subject to church usage needs and will be considered on a first come, first served basis. The Collegedale Community Church reserves the right to refuse any application.
- 2 The Security Deposit shall reserve the Collegedale Community Church when said deposit is paid in full with receipt of Reservation Agreement by the CCC Wedding Event Coordinator and date is confirmed in writing to you.
- 3 The Security Deposit is payable to Collegedale Community Church by check or money order and is due with Reservation Agreement.
- 4 The Rental Fee for the event must be paid within 45 days of scheduled event and is required at the meeting with the Wedding Event Coordinator.
- 5 The Security Deposit is forfeited when:
 - Any damages are incurred to property, furniture or kitchen equipment
 - Any tampering with or moving of lighting or AV equipment
 - If there is use of open candles
 - Failure to adhere to guidelines and completed checklist
- 6 The entire Security Deposit will be reimbursed unless additional fees are required (i.e. staff, cleaning, repair, replacement costs) at which time those fees will be deducted from the Security Deposit and the remaining deposit will be refunded within 7 days of the event.
- 7 Should you elect to cancel, the Reservation Agreement for any reason with Collegedale Community Church on or before 45 days of said event date, 50% of the "Secure the date" will be refunded. All cancellations <45 days of the event date will result in you forfeiting the entire "Secure the date" deposit.

Hourly Overtime:

1. Always rounded up in whole numbers. (overtime is charged in ½ hour increments). There are no exceptions
2. Collegedale Community Church assumes no medical responsibility for injuries/accidents that may occur during the time period of this event.

WEDDING RENTAL AGREEMENT

Collegedale Community Church
9305 Four Corners Place; P.O. Box 627
Collegedale, TN 37315
423-396-5464

Bride's name: _____

Address: _____

Phone: _____ Email: _____

Groom's name: _____

Address: _____

Phone: _____ Email: _____

Contact name (if different from Bride): _____

Address: _____

Phone: _____ Email: _____

Officiant: _____

Phone: _____ Email: _____

Wedding date: _____ Time(s): _____

Rehearsal date: _____ Time(s): _____

Rehearsal Dinner Date (If here at CCC): _____ Time: _____

(Check one): Wedding only ____ or Wedding & Reception ____

Number of guests: _____

I have a received a copy of the Wedding Rental Agreement and agree to the terms and conditions contained therein.

SIGNED: _____ Date: _____

----- for Church Office -----

"Secure the date" Dep. rec'd \$ _____ by: _____ Date: _____

Security Deposit received \$ _____ by: _____ Date: _____

Wedding Fee received \$ _____ by: _____ Date: _____

Additional Fees received \$ _____ by: _____ Date: _____

Security Deposit returned \$ _____ by: _____ Date: _____

Release and Indemnity Agreement

Now therefore, in consideration of CCC permitting _____ (identified in this agreement as “Wedding Party”) to use the Collegedale Community Church facilities for the event described above, _____ agrees as follows:

The Wedding Party hereby releases, discharges, and covenants not to sue the church or its administrators, directors, agents, officers, members, volunteers, and employees, from any and all liability, claims, demands, losses, or damages arising out of the Wedding Party’s use of CCC. If any member, guest, invitee, or participant of Wedding Party makes any claim against the church or its administrators, directors, agents, officers, members, volunteers, or employees, in connection with Wedding Party’s use of CCC, the Wedding Party will indemnify, defend and hold the church and its administrators, directors, agents, officers, members, volunteers, or employees harmless from any and all litigation expenses, attorney fees, losses, liability, damages, and costs arising out of such claim.

Acceptance of Responsibility

I agree to be responsible for the conduct of those coming to, or participating in, the activity for which this application is being made, and for any damage beyond normal wear and tear that may occur as a result of this activity. I will remove all signs posted by my group after the meeting has ended. I further agree that the church property will be used in accordance with the Rules and Regulations of the Board of Trustees, and I hereby consent to the Release and Indemnity Agreement.

Signature: _____

Print name: _____

Title: _____

Date: _____

CCC Facility Usage Timetable

(To be completed and signed by rental party)

Days-			
6am			
7am			
8am			
9am			
10am			
11am			
Noon			
1pm			
2pm			
3pm			
4pm			
5pm			
6pm			
7pm			
8pm			
9pm			
10pm			
11pm			
12pm			
Totals			

Total church usage hours per wedding-12 hours

Extra hours of scheduled usage _____ (\$100 per hour)

Wedding Party

Event Coordinator