

15th Ave Christian Church

Policy and Facility Guidelines for Weddings

Eligibility

15th Ave Christian Church has opened its doors to marry members and non-members. All wedding dates must be calendared through the church secretary by calling the church office at 309.786.6925. It is suggested that weddings be scheduled up to 12 months in advance.

Schedule the Wedding

- Check with the church secretary to make sure the date you are interested in is available and pick up a wedding packet.
- Complete the wedding application and all appropriate paperwork. Send completed paperwork to the church office with any necessary deposits due.
- Once the non-refundable \$50.00 deposit is collected, your date is confirmed. Facilities are available on a first come, first serve basis.
- Schedule an appointment with the minister to discuss your wedding ceremony.

Facilities

- The Sanctuary seats 225 guests and the Chapel seats 25 guests.
- Rooms are available for wedding party members to dress in.
- Animals are not allowed in our buildings—unless they are therapy animals.
- You are responsible for damage of any church property and necessary repairs are your responsibility.
- No alcohol, illegal drugs, or tobacco products are allowed in the church building or on the church property.

Equipment

- Four brass candelabras that hold seven candles each
- One unity candle holder
- Plant stands are available

Wedding Hosts

Wedding hosts are required. The number of hosts will correlate to the size of your wedding party. Wedding hosts are members of the congregation whose purpose is to assist with the needs of the wedding party and families, and to ensure that the ceremony moves in a smooth and timely manner. A wedding host will contact the bride 1 to 2 weeks prior to the wedding to discuss details.

Rehearsal

The rehearsal occurs the day before the wedding. The officiating minister will be in charge of the rehearsal. All members of the wedding party and the musicians are expected to attend the rehearsal. Wedding hosts will also be present at your rehearsal to fine tune all details.

Music

The music you choose is an important part of your ceremony. The musician you hire from 15th Ave Christian Church will gladly assist in choosing the appropriate music. Our Organist/Pianist will have first right of refusal.

Decorations

All decorations should be removed from the church facilities following the ceremony. Any items left on the premises will be disposed of by our custodial staff. Decorations must not damage the church property in any way. No flowers or plants should be placed on any wood finished surfaces.

Furniture and Fixtures

We will be unable to accommodate the rearrangement or removal of furniture, fixtures, promotional materials, or signs. Please respect the primary purpose of the facility.

Decorum

15th Ave Christian Church is a place of worship. Actions and activities should always be conducted with proper respect for the church and should be uplifting to the Lord. This includes weddings. As such, the use of alcoholic beverages and tobacco products is not allowed in the church building or on church property.

WEDDING FEES

REQUIRED

Facility Rental Charges

Sanctuary	(seats 225)	\$300.00
Chapel	(seats 25)	\$100.00

Deposit to Reserve Facility \$100.00

(Non-refundable deposit that will be applied to facility usage charge)

15th Ave Christian Church Clergy Honorarium * \$200.00

(Includes meeting with the pastor, the rehearsal, and the wedding)

Organist/Pianist Fee * \$175.00

Sound Technician * \$ 75.00

Custodial Fee* \$150.00

Additional \$150.00 if Fellowship Hall is rented

Additional \$ 50.00 for Holiday Weekends

Wedding Host(s) *	1-4 in wedding party	\$ 50.00
	5-8 in wedding party	\$ 75.00
	9 or more	\$100.00

OPTIONAL

Wedding Programs * *(Not to exceed 150)* \$ 50.00

Fellowship Hall Rental (3 hours max) * \$275.00

- Price includes labor for serving cake, punch, mints and nuts
- An additional **\$50.00** will be added for serving ready to serve foods
- Christian Women's Fellowship (CWF) must serve at reception
- Renters are responsible for furnishing all food and beverages
- Seating capacity is 100

**Indicates that the fee applies to members as well as non-members*

- All fees are due **1 week** before the wedding or earlier
- Fees must be paid **directly** to the individual performing the service
- Wedding Host Fees are to be paid to 15th Avenue Christian Church
- Facility Rental Fees are to be paid to 15th Avenue Christian Church