



## EBCOC Detailed Wedding Policy



9420 Belair Road, Baltimore, MD 21236 | Phone: 410-248-9080 | Fax: 410-248-9082

### Formal Booking Procedure

Call the church office to check on the availability for your wedding date. Call our wedding liaison, **Mrs. Minnie Cooper**, 410-248-9080, to schedule a tour and receive the contract. Return the signed contract to the wedding liaison with at least one half of the building deposit. Reservations will not be made over the phone or without the signed, completed contract and the building deposit. A deposit of 50% is due when the reservation is made.

The balance is due one Wednesday prior to the wedding. Only one wedding per weekend will be scheduled and no weddings will be booked on the following holidays/ weekends: New Years Eve or Day, Memorial Day, Labor Day, July 4th, Thanksgiving and Christmas, or, on days that would conflict with scheduled church events. No receptions will be held on Sundays.

### Formal Wedding Guidelines

Ministers are not automatically available to perform weddings. If you wish to use a minister or elder, arrangements must be made with them personally. The minister may require premarital counseling. Furthermore, if the Officiant is to be someone who is not a member of the EBCOC, he must be approved by the Leadership in order to conduct the ceremony in our building.

Use of the building does not mean access to the entire facility. Weddings and receptions are restricted to predetermined areas. Any or all parts of the building must be reserved through the church office. Unauthorized use of the building will result in additional charges. Those who use the building are responsible for it.

If damage has occurred, the person who signs the contract will be liable.

Any moving of furniture must be approved by the wedding liaison. This includes plants, podiums, benches, etc. Church staff will move the podium, monitors and small stage chairs in the auditorium. Please use masking tape on the right side of each item and write on the tape where it came from so that it can be returned to its correct location.

If you request approval to use other areas, please be advised that no big furniture will be moved and movement of smaller items will be kept to a minimum with permission from the wedding liaison.

Music is your responsibility. The use of recorded instrumental secular love songs or traditional wedding music is permitted. Recorded or live religious music must be a cappella for the wedding. Appropriate recorded or live instrumental music is permitted for the reception, held outside of the sanctuary, provided the above guidelines are followed. Requests for any music

other than a cappella must be submitted to the wedding liaison for approval **one week** before the wedding.

Weddings must begin no later than 4:00 p.m. The wedding party should plan to be completely finished, cleaned up, and out of the building no later than 11 p.m. However, Saturday weddings must begin no later than 4 p.m. and must be completely finished, including cleaning, by no later than 8p.m. to allow time to prepare for Sunday. A \$75 per hour late fee will be deducted from your security deposit if you go past the allotted times.

For security reasons, please do not leave anything of value unattended. This includes dressing rooms, foyers, wedding gifts and the reception area. **EBCOC is not responsible for lost, stolen or damaged items.** The East Baltimore building opens at 9:00 a.m. and closes at 9:00 p.m. unless prior arrangements have been made.

Smoking and drinking of alcoholic beverages is **not** permitted anywhere in the building or on the parking lot.

Clean up is the responsibility of the wedding party this includes removal of decorations, sweeping, vacuuming, dishwashing, mopping, carrying out trash, etc. There will be a charge of \$150 for clean –up charges if necessary.

Please keep food and drinks in the kitchen and fellowship hall areas only.

Red, purple, or dark colored beverages are strongly discouraged because of staining.

Plastic should be put under all areas where the cake is to be cut and served to prevent possible damage to the carpet.

Birdseed, glitter, confetti, bubbles, real flower petals, etcetera are not to be used in the building. If you use them outside, please clean up the outside area. Rice should not be used under any circumstances.

Candles are not allowed in high traffic areas. Discuss candle usage with the wedding liaison. Only dripless/smokeless candles are to be used. Plastic must be placed under any candles not enclosed in glass.

No tacks, nails, staples, tape or any other item that might deface the building, are permitted. If in doubt, please ask the wedding liaison so you will not be charged for damages.

All multimedia must be compiled and presented to the wedding liaison **one week before the wedding for review.** You will need to arrange for two people. One person to run the video/PowerPoint and one person to run the sound/lighting equipment. The following people are authorized for this work:

Charles Taylor; Terrence Small; Donta Tyson

Each person you select should be paid for his time. You are asking them to give up two nights of their time. A suggested gratuity is \$50 for each person.

## Fee Schedule

	<b>MEMBER</b>	<b>NON MEMBERS</b>
Auditorium Wedding	\$0	\$250
Non Auditorium Wedding	\$0	\$200
Reception only (Off-site Wedding)	\$0	\$100
Security Deposit	\$250	\$250

Payment Schedule:

Half of fees due at time of reservation.

Balance due 1 week prior to wedding.

(Fee Schedule effective March 2011)

Minister	\$100.00
Media	\$50.00
Wedding Liaison	\$150.00
Kitchen Staff	\$100.00

If food is catered and served by the East Baltimore church kitchen staff it must be prepared in advance and delivered to the building. Kitchen staff \$50.00

If you decide to use your own caterer and servers two members of the East Baltimore church of Christ kitchen staff must be present.

We can provide table cloths, there is a \$15.00 per table cloth fee for cleaning or you can provide your own.

# Wedding Information

## Bride

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

## Groom

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

## Wedding Information

Date \_\_\_\_\_

Time \_\_\_\_\_

Sanctuary \_\_\_\_\_

Reception Area \_\_\_\_\_

Name of sound system person \_\_\_\_\_

Name of video/power point person \_\_\_\_\_

## Rehearsal Information

Date \_\_\_\_\_ Time \_\_\_\_\_

Rehearsal Dinner \_\_\_\_\_

Dining time \_\_\_\_\_

Place \_\_\_\_\_

I hereby acknowledge and agree to assume liability of payment for damages to the property or facilities as determined by the replacement made or repair required. I also agree to observe all building use policies of the East Baltimore Church of Christ. I understand that a non-refundable deposit is required at the time a date is reserved on the church calendar.

Signature \_\_\_\_\_

Date \_\_\_\_\_

Contact Number \_\_\_\_\_

Cell number \_\_\_\_\_

Deposit \_\_\_\_\_ Date \_\_\_\_\_ Balance \_\_\_\_\_ Check # \_\_\_\_\_

Payment \_\_\_\_\_ Date \_\_\_\_\_ Balance \_\_\_\_\_ Check # \_\_\_\_\_

Payment \_\_\_\_\_ Date \_\_\_\_\_ Balance \_\_\_\_\_ Check # \_\_\_\_\_

*Note: The minister and/or elders have the right to make any adjustments necessary in this policy to assure that all things are done in decency and in order.*

## Wedding Party Responsibilities

### Before

- \_\_\_\_\_ Consult with wedding liaison on decorations and the proper use of candles.
- \_\_\_\_\_ Secure a person (authorized by this policy) to run the sound and lighting and discuss needs. Name \_\_\_\_\_
- \_\_\_\_\_ Secure a second person (authorized by this policy) to run your PowerPoint or video and discuss equipment needs. Name \_\_\_\_\_
- \_\_\_\_\_ Provide your media to the office one week prior to the wedding to make sure it runs smoothly.
- \_\_\_\_\_ Provide wedding music to office one week prior for approval.
- \_\_\_\_\_ Pay the remaining balance and the \$250 security deposit (two separate checks) 1 week prior to wedding.
- \_\_\_\_\_ Check with wedding liaison to determine when you may begin decorating. \_\_\_\_\_ Secure keys if necessary from the wedding liaison.

### Wedding Day

- \_\_\_\_\_ Arrive at least 1/2 hour early.

### After

- \_\_\_\_\_ Remove and put away all decorations, flowers, candles, tulle, etc with supervision from the Wedding Liaison from any and all areas used by the wedding party. Any items used must be cleaned thoroughly.
- \_\_\_\_\_ Check all rooms used by the wedding party. Remove all items and clean up rooms used by wedding party. Empty all trash cans into the trash cans located in the kitchen.
- \_\_\_\_\_ Sweep and spot mop the kitchen floor if any spills occurred.
- \_\_\_\_\_ Return all church items to wedding liaison no later than 3 hours after wedding. Security deposit will be mailed to you one week after your wedding if no damage has been done and you have not exceeded the time allotment.
- \_\_\_\_\_ Arrange for any church items used to be cleaned and returned to the building by 5p.m. the next weekday.
- \_\_\_\_\_ Remove any signs you have placed on from doors.

## Wedding Liaison Responsibilities

### Before

- \_\_\_\_\_ Show the building, supplies and decorations available to the wedding party.
- \_\_\_\_\_ Provide and discuss the fee schedule.
- \_\_\_\_\_ Give advice and consultation regarding any and all aspects of the wedding. \_\_\_\_\_ Answer questions from the bridal party.
- \_\_\_\_\_ Discuss candle usage and wedding party responsibilities.
- \_\_\_\_\_ Provide plastic for any areas where candles will be used or food will be served.

- \_\_\_\_\_ Consult with wedding party two weeks prior to the date about their responsibilities.
- \_\_\_\_\_ Check with the party the day before the wedding to answer any last minute questions or compliance issues.

### ***Wedding Day***

- \_\_\_\_\_ Be available one hour before the wedding to make sure everything is in place.

### ***After***

- \_\_\_\_\_ Ensure that the wedding party follows the cleanup guidelines in all areas used.
- \_\_\_\_\_ Receive church items from the wedding party no later than 3 hours after the wedding begins.
- \_\_\_\_\_ Consult with building ministry leader to make sure all guidelines have been followed. If so, return the signed form to the office and instruct them to mail the security deposit to the bride.

## **Office Responsibilities**

### ***Before***

- \_\_\_\_\_ Receive and document the deposit.
- \_\_\_\_\_ Receive the balance and security deposit one week before the wedding.
- \_\_\_\_\_ Receive the wedding music and PowerPoint presentation at least one week before the wedding.

### ***After***

- \_\_\_\_\_ Return the security deposit to bride minus any monies due after approval from wedding liaison.

## **Custodian Responsibilities**

### ***Before***

- \_\_\_\_\_ Consult with building ministry leader to determine when the air conditioning needs to be turned on for the rehearsal and the wedding day.
- \_\_\_\_\_ Remove the podium, benches and monitors from the front of the auditorium.
- \_\_\_\_\_ Check that the facility looks nice for the wedding, including vacuuming the floors and inspecting bathrooms for cleanliness and supplies. This can be done after the rehearsal or before the wedding.

### ***After***

- \_\_\_\_\_ Vacuum auditorium and replace stage furniture.
- \_\_\_\_\_ Set up any rooms used by the wedding party for classes
- \_\_\_\_\_ Spot-check all areas used by the wedding party for compliance.
- \_\_\_\_\_ Use a leaf blower where the bride and groom left mess if necessary.

## **Sound and PowerPoint Responsibilities**

***Rehearsal***

- \_\_\_\_\_ Arrive 20 minutes before rehearsal and make sure all equipment is functioning properly.
- \_\_\_\_\_ Put a microphone on those who need it and make sure they are working properly. Wedding Day

***Wedding Day***

- \_\_\_\_\_ Arrive 30 minutes early.
- \_\_\_\_\_ Check to see that all equipment is functioning properly.
- \_\_\_\_\_ Collect and put microphones and other equipment away.

## **Tips for the Bride**

The best advice is to enlist lots of help. Preparing for your wedding ceremony and reception is a lot of work and the more people you have helping, the easier it will be for everyone. We would suggest multiple helpers in addition to your parents and the groom's parents. The wedding party is responsible for all setup and cleanup. Please ask all your help to stay until everything is finished.

You will need to have someone to run your rehearsal (line up wedding party, send them in, etc). The wedding liaison can do this but you will need to let her know ahead of time that you need her to fill this role.

It is a good idea to have one person who is around for everything and knows where and how things were set up and where items were borrowed. It is a good idea to have someone in charge of the reception. This person should know all the details. A separate person for both the bride's table and the groom's table is also a good idea. A team to take down the wedding decorations and a cleanup team for after the reception is recommended. All rooms used must be cleaned thoroughly and all items used must be cleaned and put away. Take care when decorating, as you will be charged for any damage to our facilities.

If you are renting any items that cannot be returned until Monday, please let the wedding liaison know. They can be left at the building (in a safe place) but the church is not responsible for any theft or damage.

Please know your plan before your rehearsal begins. All rehearsals will begin at 7 p.m. There is a two-hours timeframe allotted for rehearsal. Please make sure all the wedding party is here on time as additional rehearsal time will cost \$1 per minute from your security deposit.

You need someone to run the sound/lighting and the video/PowerPoint. This person should be paid for the two nights they are giving up and it would be nice to invite them to the rehearsal dinner. All your wedding music needs to be burned on one CD or tape in the order you are having it in your ceremony. The pre wedding music can be on a different CD or tape.

Put a trusted friend in charge of the bride's room. She will be responsible for keeping the room secure and cleaning it up when the wedding is over. Likewise for the groom's room. Weddings are prime targets for thieves. Do not leave valuables unattended. During the wedding it is a good idea to have someone in the reception and kitchen areas.

If you are not taking all your pictures before the wedding, go directly to the reception following the ceremony. Take your cake and punch pictures, then return to the ceremony site for the rest of your "together" pictures. This allows your guests to enjoy the reception and ensures that the crowd won't leave because they have waited too long to partake of the refreshments. As you plan your schedule, remember: pictures always take longer than you expect!

Give your program to the wedding liaison, the sound person and the video/PowerPoint person at the rehearsal so they can make notes of the order and songs.

The wedding liaison is on duty one hour before the wedding and sees you through the ceremony. The bride and groom plan the wedding; the wedding liaison executes those plans according to East Baltimore Church of Christ policy.

Plan on having a blessed occasion and a great day!