

## GUIDELINES FOR WEDDINGS

COMMUNITY CONGREGATIONAL CHURCH OF TIBURON

415.435.9108

### Capacities for the Wedding Ceremony

Indoor Sanctuary: 150 people

Outdoor Area Sanctuary: 150 people

Seminar Room: 60 people

**Fee Schedule** (You will have exclusive use of the contracted space – Outdoor Area Sanctuary, Seminar Room or Sanctuary)

|   |        |
|---|--------|
| Reservation fee, non-refundable, but applied toward the wedding fee:                                    | \$500  |
| Wedding fee, for 2.5 hours including set-up and clean-up and 1 hour for the rehearsal on a separate day | \$1800 |
| Overtime per hour   | \$100  |
| Security Deposit, refundable if all conditions are met  | \$500  |

### Fees include the services of the following:

- Wedding Coordinator – Our professional wedding planner will meet with you beforehand to review all the details of this special day. The wedding coordinator conducts the rehearsal and will be with you every step of the way on the day of the wedding. Additionally, we will provide a list of preferred vendors who are familiar with our space and deliver consistently superior service. Alternative vendors may be used, but will require an additional security deposit.
- Office/Event Manager – The Event Manager will handle all aspects of set-up and sound equipment use, and will oversee parking. These services will be coordinated through the Wedding Coordinator.

### Officiant

CCC can suggest services of experienced ministers to officiate at your wedding. The fee is determined by the officiant and paid to him or her directly. Guest ministers are also welcome.

## **Parking Capacity and Shuttle Service**

Our parking lot and nearby street parking can accommodate 32 cars. Please encourage carpooling. If you expect more than 75 participants, you must arrange carpooling, valet or a shuttle service to nearby parking areas. Parking arrangements should be discussed in advance with our wedding coordinator. No buses are allowed.

## **Reservations**

The non-refundable reservation fee guarantees and secures the date/time of your wedding. If for any reason you need to cancel the date, the reservation fee may be considered a tax-deductible donation to CCC. Submit the signed contract, application information, and reservation fee to the CCC office Manager. The remainder of the wedding fee is payable to CCC thirty days before the wedding date.

## **Security Deposit**

The security deposit will be returned shortly after the wedding if no damage has occurred and if all other conditions are met. Please be advised that you will be held financially responsible for any damage to the buildings, grounds or contents, or theft of church property. We are not responsible for lost items. Additionally, all renters are required to purchase one-day event liability insurance in the amount of one million dollars. The Office Manager can provide a list of companies that offer this service.

## **Hours of Use**

1) Weddings are usually on Saturdays or Sundays. Unless specifically arranged otherwise, we anticipate 1 hour for a rehearsal, 1 hour for wedding set-up, 1 hour for the wedding ceremony and ½ hour for clean-up. A fee of \$100/hour will be added for additional time beyond the 3 ½ hours. On Sundays, the building is available for set-up no earlier than 1:00 pm. The ceremony may start no earlier than 2:00 pm. All events must conclude by 9:15 p.m. so that clean-up can be finished by 9:45 pm. Sunday afternoon ceremonies must be arranged to fit our worship and special church activities schedule.

2) The wedding rehearsal will generally take place on the Friday before your wedding. There is no additional fee unless it goes beyond one hour, in which case a \$100 per hour will be charged.

## **Smoking**

As this is a sacred space, smoking is not permitted on CCC's property.

## **Alcohol**

CCC has a Wine, Beer and Champagne (WBC) only policy. No hard liquor may be served on CCC's property. Beer bottles may not be distributed; all alcohol must be poured into a glass. No persons under the legal age of 21 shall be served, and only members of the wait staff or a licensed bartender may pour or serve alcohol.

## **Blessing the Couple on Their Way**

As the couple leaves, blowing bubbles is suggested. Confetti and rice are not permitted.

## **Phone Emergencies**

No one is in the CCC office on weekends to answer the phones. We suggest that someone in your party bring a cell phone if you need to be reached for last minute emergencies.

## **Decorations**

Please consult the Wedding Coordinator about floral arrangements and decoration recommendations. For ecological reasons, the church requests no releasing of balloons. Please plan to bring your own decorating supplies to the church (e.g., scissors, tacks, staplers, etc.). At most times, art will be exhibited on the walls of the sanctuary and possibly elsewhere in the facility. Please respect our exhibitors. The displayed items are formal art exhibits and should not be moved or touched in any way.

## **Music**

Music for the ceremony is to be arranged in advance with the musicians of your choice. If the wedding ceremony is held in the outdoor sanctuary, piano, harp, flute, violin, and/or guitar accompaniment is acceptable. Amplified music is allowed during the ceremony only and we need to be sensitive to our neighbors with regard to the sound level of music. A portable PA system is included in the rental fee for use by any speakers during your ceremony. Amplified music is permitted in the indoor sanctuary only.

## **How to Proceed**

If interested, please contact Joanne at the CCC office (415) 435-9108. She will send you a complete Wedding Applicant Package. Submit the completed forms with your Reservation fee to: CCC Office Manager, Community Congregational Church, 145 Rock Hill Drive, Tiburon, CA 94920. Please remember your tentative date will not be secured until your reservation fee and signed contract have been received.

*We hope to be a small part in helping your dreams come true and wish you a wonderful future together.*