

**GUIDELINES FOR WEDDINGS AND RECEPTIONS  
COMMUNITY CONGREGATIONAL CHURCH OF TIBURON**

cccoffice145@gmail.com

415-435-9108

**Capacities for the Wedding Ceremony and (optional) Reception**

Small wedding (up to 45 people) – Deck with view of Mount Tamalpais

Small wedding (up to 50 people) – Labyrinth

Small wedding (up to 60 people) – Seminar Room\* with views of Bay and Mount Tamalpais

Large wedding (up to 100 people, or 150 if couple provides more chairs) – Outdoor Sanctuary overlooking the Bay

Large wedding (up to 150 people) – Indoor Sanctuary

Wedding Reception (up to 150 people) – Indoor Sanctuary plus kitchen

\* No food or drink is allowed in the Seminar Room

**Fee Schedule** (You will have exclusive use of the contracted space)

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:	\$ 1,800
Wedding reception:	\$ 5,200
Overtime per hour:	\$ 100
Security Deposit, refundable if all conditions are met:	\$ 500

**Fees include the following:**

- Use of designated space for wedding, including provided tables and chairs. Use of other tables and/or chairs may be contracted directly by the couple.
- For reception: 12 high-top tables or 10 tables to seat 8-10 each. If you require additional tables for the reception, you will need to provide them.
- Wedding Site Coordinator – Our Wedding Site Coordinator will meet with you beforehand to review all the details of this special day. The Wedding Site 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. Alternate vendors may be used, but will require an additional security deposit.
- Event Assistant – The Event Assistant will handle all aspects of set-up and sound equipment use, and will oversee parking. These services will be coordinated through the Wedding Site Coordinator.

**Wedding Officiant**

CCC can provide names 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, Shuttle Service, and Security**

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 Site Coordinator. No buses are allowed. A map and written directions to CCC are available on our website. Please include this information with your invitations. A Security Guard will be provided during the reception to monitor parking lot, noise level, and safety.

### **Technology and Tech Support**

CCC can provide use of the sound system including wireless microphones in our indoor Sanctuary, an amplified CD player in our Seminar Room, or wireless mics on our outdoor Sanctuary at no additional cost. Basic usage instructions will be provided by our Operations Manager or the Event Assistant.

CCC also has a large internet-enabled screen in our Indoor Sanctuary, should you wish to share your ceremony with remote family and friends. The screen can be available, but must be operated by our trained Event Assistant, and you will contract directly with him for all technical work related to use of the screen. If you wish to use the screen, our Operations Manager will put you in touch with him. You will want to secure his availability before you finalize your date.

### **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 Operations 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 Operations Manager can provide a list of companies that offer this service.

### **Hours of Use**

Weddings are usually on Saturday or Sunday afternoons. Unless specifically arranged otherwise, we anticipate 1 hour for a rehearsal on a different day, 1 hour for wedding set-up, 1 hour for the wedding ceremony and 1/2 hour for clean-up. A fee of \$100/hour will be added for additional time beyond the 3.5 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 8:00 pm so that your caterer can complete the clean-up and everyone is off the CCC property by 9:30 pm. Sunday afternoon ceremonies must be arranged to fit our worship and church activities schedule.

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 fee will be charged.

### **Fire Prevention**

No flares or other flammable celebratory material may be used on CCC's property. Smoking is not permitted on CCC's property.

**Alcohol** – Planned use of alcohol must be indicated on the wedding contract.

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

As the couple leaves, blowing bubbles is suggested. Release of balloons, confetti and rice are not permitted.

### **Phone Emergencies**

No one is in the CCC office on weekends to answer the phone. 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 Site Coordinator about floral arrangements and decoration recommendations. 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 indoor Sanctuary and the Seminar Room. 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 permitted in the Indoor Sanctuary only. A DJ is permissible during the reception, but the Sanctuary doors must remain closed out of respect for our neighbors.

### **How to Proceed**

If interested, please contact Sonia at the CCC office at [cccoffice145@gmail.com](mailto:cccoffice145@gmail.com) or 415-435-9108. She will send you a complete Wedding Applicant Package. Submit the completed forms with your reservation fee to: CCC Operations Manager, Community Congregational Church, 145 Rock Hill Road, Tiburon, CA 94920. Please remember that your tentative date will not be secured until your reservation fee and signed contract have been received.

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