



Wedding Policy Handbook

This Wedding Policy is designed to answer many of the questions that arise during wedding planning and preparation. We believe that the following procedures and guidelines will help in your preparation for this very important day. If you have questions that are not covered in this policy, please contact the Black Rock Church (BRC) at info@blackrock.org.

Required steps for scheduling a wedding:

1. Must complete the Pre-Marriage Mentorship through BRC Marriage Ministry.
2. Meet with Black Rock's Wedding Coordinator to schedule wedding.
3. Scheduling
 - a. After you meet with Wedding Coordinator, you should meet with the pastor whom you desire to perform your ceremony to confirm his availability.
 - b. Should you want to use a non-BRC pastor, you must obtain approval to do so from BRC's Executive Director, Jeremy Taylor at jtaylor@blackrock.org.
 - c. Upon confirming the above, work with the Wedding Coordinator to submit the office building use request with all necessary information needed to book and construct the Wedding Contract.
4. Fees listed are for BRC members only. We do not perform weddings for those outside of our church. If you have any questions about this, please email info@blackrock.org.
5. Building Use Rules:
 - a. There is no smoking or alcohol on the BRC premises.
 - b. There is no dancing on the BRC premises.
 - c. No confetti is allowed inside or outside the building. Birdseed may only be used outside the building. An additional custodial fee will be charged if either of these items is found in the building or confetti outside the building.
 - d. No candles may be used in the building, except for mechanical/battery-powered candles.
 - e. No nails, staples, glue, tacks, or pins may be used to fasten decorations to the walls, seats, railings, or other furniture. Any damage caused by these or similar items will result in an additional charge for repairs.
 - f. All decorations, catering equipment, silverware/china, etc. must be removed on the day of the wedding.
 - g. There are no weddings on Sundays due to the lack of facility space/staff.
 - h. All wedding and reception activities must be completed by 9:00PM.

BLACK ROCK CHURCH



Wedding Fees & Deposit Schedule

**Deposit of \$200 is due with the signed contract
with church**

Chapel (w/patio access):

\$350 (additional custodial fees based on event size and special setup/cleanup to fees listed below)

Woodruff Hall:

\$350

Woodruff Hall w/Kitchen:

\$450

Worship Center/Full Day 4+ hours:

\$800

Worship Center/Half Day under 4 hours:

\$500

Use of A/V (requires staff):

\$65/hour; (Minimum of 4 hours)

Pastoral Honorarium:

\$200-\$400 suggested pastoral/licensed officiate fee (based on responsibilities and number of times met with the couple)

Wedding Coordinator:

\$520 total for Ceremony Only; \$40/hour (13 hours)

\$240 total for Vow Renewal Only; \$40/hour (6 hours)

Additional Hours for Reception or above hours listed; \$40/hour

Custodial Fee:

For wedding/vow renewal: \$35/hour, minimum 6 hours (rehearsal (2); wedding (4)).

For reception: \$35/hour, minimum 4 hours;

**Final payment is due 14 days prior to your wedding.



Wedding Coordinator

The BRC Wedding Coordinator is in place to help you plan and coordinate your wedding at Black Rock Church. Please contact the Wedding Coordinator to schedule a meeting. Email marriage@blackrock.org to start the process.

Included in your Wedding package (\$520) / 13 hours of work @ \$40 an hour:

- ▶ Two to three meetings with your Wedding Coordinator to discuss details of your wedding day at Black Rock Church
- ▶ Set up details for the room of the wedding as well as a point of contact for any vendors arriving at the church
- ▶ Provide the bride and groom access to the Wedding Policy Handbook
- ▶ Coordinating video/music/tech set up with our church staff
- ▶ Will be present at the rehearsal and assist throughout for no more than 2 hours
- ▶ Separate spaces for male/female bridal party to get dressed or ready
- ▶ Will be present for the wedding day at Black Rock Church for no more than 3 hours
- ▶ Additional hours beyond the 13 hours will be billed at \$50 an hour including additional hours for rehearsal (over 2 hours) and wedding day (over 3 hours).

Included in your Vow Renewal package (\$240) / 6 hours of work @ \$40 an hour:

- ▶ All the above within the Wedding Package, but 2 meetings with your Wedding Coordinator to discuss the details of your Vow Renewal Day at Black Rock Church
- ▶ Additional hours beyond the 6 hours will be billed at \$40 an hour including additional hours for rehearsal (over 1 hour) and Vow Renewal Day (over 2 hours).

(Optional) Wedding Reception at Black Rock (\$50/hour):

- ▶ Coordinating vendors from ceremony space to reception space for set-up
- ▶ Coordinating food set-up
- ▶ Guiding wedding guests from ceremony to reception
- ▶ Keeping on track with time and schedule
- ▶ Assisting in helping the reception run smoothly