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 BRC Event Coordinator.

Required steps for scheduling a wedding:
1. Read and sign the Wedding Request Form (see attachment)
2. Submit the completed form to the BRC Business Office.
3. Scheduling
    a. After you have received the wedding policy from the Event 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 Director of Marriage, Bob Donovan, at bdonovan@blackrock.org.
    c. A prerequisite for marriage at Black Rock is completion of BRC's Preparation for Marriage Class, or completing a similar session with BRC's officiating pastor. For more information, contact Bob Donovan at bdonovan@blackrock.org.
4. Fees listed are for BRC members only. Please contact rentals@blackrock.org if you do not attend Black Rock Church.
5. Facilities
    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 Worship Center, 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.

Wedding Fees & Deposit Schedule

Gathering Room (w/patio access):
> $100; includes $50 non-refundable deposit*

Woodruff Hall:
> $125; includes $50 non-refundable deposit*

Woodruff Hall w/Kitchen:
> $175; includes $75 non-refundable deposit*

Worship Center:
> $300; includes $50 non-refundable deposit*

Use of A/V (requires staff):
> $60/hour; with a $60 non-refundable deposit*

Event Coordinator:
> $300 total for Ceremony Only; $30/hour for Reception; $100 non-refundable deposit

Custodial Fee:
> For wedding only: $35/hour, minimum 6 hours (rehearsal-2 wedding-4); $100 non-refundable deposit*
> For reception: $35/hour, minimum 4 hours; $100 non-refundable deposit

*All deposits are due within 45 days of booking/approval of your wedding date. You will receive an invoice 2 weeks before your wedding. Final payment is due on or within a week after your wedding.

Event Coordinator

The BRC Event Coordinator is in place to help you plan and coordinate your wedding at Black Rock Church. Please contact her to schedule a meeting.
Included in your package ($300):

➢ Two to three meetings with your event 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
➢ Will be present at the rehearsal and assist throughout
➢ Separate spaces for male/female bridal party to get dressed or ready
➢ Will be present for the wedding day at Black Rock Church

(Optional) Wedding Reception at Black Rock ($25/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