

# Introduction

The Lord has provided us with a facility that we are happy to share. We want to be generous with what He has supplied, while at the same time, being good stewards of it. Please read through the provided information to familiarize yourselves with our policies regarding the use of the building. Our hope is that you can understand our vision with regard to any events that take place here at ACCF. All couples interested in holding their wedding at ACCF will be required to sign the Facility Use Policy.

## Schedule Guidelines

Due to other events that take place from week to week, Saturdays are the only days we host weddings in the building. Preparation and cleanup must take place within the allotted windows. We have worked out an option that allows you the maximum time for decorating, cleaning up and the ceremony itself. Please note that weddings and rehearsals will be arranged around other building uses already scheduled during the week of your wedding.

### **Saturday Wedding Schedule Options:**

- Ceremony at 10:00 am, 11:00 am or noon
- Dress Rehearsal at 6:00 pm Thursday for one hour
- Decorating time after rehearsal until 8:30 pm
- Open doors Saturday three hours prior to ceremony
- Bridal couple exits by 2:15 pm
- Final cleanup finished by 3:30 pm

# Cost & Reservation

Use of ACCF facilities is subject to a maintenance fee of:

- \$250 for Wedding Ceremony
- \$300 for Wedding Reception

Total of \$550 for both wedding and reception to be held at ACCF. A security deposit of \$250 is required to reserve your date. This can be applied to the total fee and given to the Lead Wedding Coordinator upon signing the Facility Use Wedding Policy.

# Decor

Items Available For Wedding Use

- Sound system – operated by an ACCF staff member
- 1000 upholstered chairs
- 6' folding tables when available
- 8' folding tables when available

Items to be provided by couple

- Candles, candelabras and vases
- Beverage containers
- Table linens
- Guest book
- Guest book/gift table attendants
- Communion table for stage
- Aisle runner (if desired)
- All man power for setup, decorating and cleanup afterward

# Receptions

## Food

Receptions may be held at ACCF. However, if the reception will entail anything more than cake and beverages, we recommend you explain to your caterer that we are not able to accommodate food preparation or storage. Also, please ensure that all leftover food is taken home with a designated family member or volunteer.

## Music/Dancing

We have no desire to micromanage anyone's wedding. To that end, we simply ask that you endeavor to make every part of your wedding and reception glorifying to the Lord. From the words of the songs to the behavior of your guests, we trust that you will do everything in your power to make it a celebration of what the Lord has done, an event that Jesus will be happy to attend. The ACCF sound system is only to be operated by an Athey Creek staff member. Outside DJs are not permitted.

## Alcohol/Tobacco

You, as the bride & groom, are responsible for the conduct of your wedding party and your guests. Alcohol and tobacco are not allowed on the ACCF premises. If this request is not honored, your wedding and/or reception will come to an abrupt end. This guideline is in place to honor the significance of the vows you are taking.

## Other

- We ask that only bubbles are used inside. Please avoid using sprinkles, confetti or sparklers indoors. You are more than welcome to use bubbles, sparklers, lavender or bird seed outside.
- If you plan to use real flower petals, we ask that you provide a runner to protect the carpet. Silk petals are permitted.

- With the exception of the unity candles, all open flames must be enclosed in a glass hurricane. Carpet remnants (available at ACCF) must be placed under all candles on the stage.
- Please keep children off the stage before and after your ceremony. Sound equipment and/ or candles can be easily knocked over.

## Cleaning Up

- Any rooms used for the wedding party, the ceremony and the reception must be tidied up by the time your event is to be concluded. We strongly encourage you to have a crew of volunteers who will look after this for you, so that you have fewer things to think about on your special day.
- Our custodian will take care of vacuuming and emptying trash.
- Please note that if any plants, furniture, etc... are moved, they must be returned to their original place once your event has concluded. It may be helpful to take digital photos before moving anything in order to guarantee that things are replaced correctly. Your assistance with the cleanup process is a great help to us.

## FAQs

**When is my deposit due?** You need to bring your deposit with you to your first meeting with the Lead Wedding Coordinator. Please designate on the check that this is your deposit. This will lock in your reservation date.

**What rooms can we use?** In addition to the sanctuary and the foyer, several other rooms will be provided for the bridal party to use for the duration of your time.

**What kind of decorating can I do in the sanctuary?** We want you to have as many decorating options as possible to have the wedding that you desire. There are some limitations to decorating in the church sanctuary. We cannot attach anything to the walls or ceiling.

**Can I move the chairs around in the sanctuary?** The center section of chairs cannot be moved. If you have reception tables that you would like to set up, the two side sections can be moved to accommodate these. Your wedding coordinator can give you more guidance on this if you have questions.

**Can I use candles?** Yes, if they are NOT on the floor and are contained in a votive holder or hurricane of some kind. Flameless candles can be used anywhere. If candelabras are used on the stage a provided carpet square should be placed underneath.

**I love the lights that are hanging in the sanctuary at Christmas time and other special occasions. Are those available for my wedding?** Unfortunately, those lights won't be available for weddings and we are not permitted to hang anything from the ceiling.

**Does the church have any vases or linens that we could use?** No. At present, the church does not have any decorative items that can be loaned out.

**What are my responsibilities for clean-up? Will there be church staff to help?** The church is to be left as you found it prior to your dress rehearsal. This includes all tables and chairs to be put away and floors to be vacuumed where necessary. If you brought in rental items, we can arrange to store those until the rental company can pick them up. Please keep in mind that the church office is closed Mondays. Anything that you brought in for your wedding needs to be taken down by your volunteers. Your wedding coordinator and a custodian will be there, but they are available primarily for guidance and for trash disposal.

**What are my options for Audio/Visual for our ceremony?** We are happy to provide any sound requirements that you have for your wedding and reception. An Athey sound technician will run all music and sound needs. Please provide your iPod or mp3 player to the sound tech at your dress rehearsal. You are responsible for providing an MC for your reception. If you have live musicians, just let us know what their sound requirements are and we will set up a sound check time for them as well. The projector

can be made available if you are interested in using it. Please have your slideshow ready to go on a thumb drive in mov format and give to the Athey sound tech at your dress rehearsal.