



**EMMANUELCHURCH**  
OF OUR LORD JESUS CHRIST

## **WEDDING POLICY AND PROCEDURES**



*"Therefore shall a man leave his father and his mother, and shall cleave unto his wife: and they shall be one flesh." Genesis 2:24*

**SPECIAL EVENTS DEPARTMENT . PHONE: 803-708-9937 . EMAIL: [EVENTS@EMMANUELCOLUMBIA.COM](mailto:EVENTS@EMMANUELCOLUMBIA.COM)  
1723 BLUE RIDGE TERRACE, COLUMBIA, SC 29203**

## Emmanuel Church Wedding/Rehearsal Policy & Procedures

- 1) We respect, honor and worship the Lord in this house, therefore it is expected to be regarded in like manner. No profane language is to be used, no alcohol, no smoking or tobacco products are allowed on the property, which includes but is not limited to the church ground and inside the sanctuary and Family Life Center (FLC). No horseplay is allowed on the church property; safety of all parties is a priority.
- 2) Eating and drinking of any kind are not allowed inside of the sanctuary at any time with the exception of communion sacraments during communion services.
- 3) The wedding party should be mindful of their dress attire at the wedding rehearsal.
- 4) Designated personnel from the special events department must be present at all times while all activities are in progress.
- 5) Please no staples or nails are to be used on any property of the sanctuary and FLC for decoration. (i.e. pew, columns, walls and doors) Decorations are to be furniture safe, leaving no damaging effects.
- 6) Aisle runners are allowed but the church is not responsible for misuse or any accidents that may occur. Candles must be enclosed in metal casings to prevent dripping and damage to the carpet.
- 7) Facility and equipment must be restored to their original location and condition before leaving the facility unless prior arrangements are made. The podium in the sanctuary cannot be moved.
- 8) Only approved church technicians may operate audio/visual equipment in both the sanctuary and FLC. Our musical equipment is available for use upon approval.
- 9) All floral arrangements and plant matter brought into the facilities must be clean and pest free.
- 10) All wedding décor and materials brought into the sanctuary and the FLC are required to be taken out after the scheduled event. The church is not responsible for any items including gifts and/or property brought into the sanctuary or FLC during the rehearsal or the day of the wedding.
- 11) Arrangements must be made by renter in advance for an appointed person responsible for basic cleanup needs, including removal of all plant materials, wedding accessories, programs, misc. paper and trash. A church appointee will be responsible for vacuuming and mopping.
- 12) All food should be cooked prior to the rehearsal dinner and/or reception. The kitchen including all equipment is available for heating and serving purposes only. The kitchen must be thoroughly cleaned, and any remaining items properly disposed of or removed. The refrigerator is only to be used for maintaining food items at proper temperature.
- 13) The table setup will remain "as is" unless alternative arrangements are agreed upon at least two weeks prior to the event along with a provided diagram. Table covers and decorations may be used.
- 14) Renter will be responsible for reimbursing the church for any damages to the facilities or equipment beyond normal wear.

Initials \_\_\_\_\_

- 15) If Pastor Rickie Jackson is needed to officiate the wedding, a counseling session is required within 30 days of signing the contract.
- 16) The cost of the wedding includes the following time allotments unless suitable advance notices are given and may require additional fees:

**Rehearsal**

- 2 hours on the day or evening before the wedding or  
4 hours maximum if rehearsal dinner is held on site
- The church and FLC will open at 5:30 pm and all activity **must** be concluded and premises vacated by 10:00pm.

**Wedding Day**

- 4 hours on the day or evening of the wedding or  
6 hours maximum if reception is held on site
  - The church will open (1) hour before the scheduled ceremony and the FLC will open two (2) hours before the scheduled ceremony. All activity **must** be concluded and premises vacated by 11:00pm.
- 17) The Rental Waiver and Release of Liability form must be completed at signing of contract. Failure to complete will automatically result in immediate termination of contract.

Initials \_\_\_\_\_

## Wedding Fee Schedule & Terms

		Amount Due
Sanctuary (Rehearsal & Wedding Day) <i>(floor seating capacity: 375)</i>	\$600.00	_____
Special Events Personnel	\$100.00	_____
Audio/Visual Technician	\$50.00	_____
<b><u>Family Life Center</u></b> <i>(seating capacity: 200)</i>		
• Rehearsal Dinner	\$200.00	_____
• Wedding Reception	\$350.00	_____
 <b><u>Optional/additional fees</u></b>		
Balcony Project Screen Imaging <i>(seating capacity: 125)</i>	\$50.00	_____
Officiant/Pastor Jackson <i>(by request)</i> or	\$200.00	_____
Officiant/Pastor Jackson <i>(rehearsal attendance requested)</i>	\$300.00	_____
Additional hours beyond allotted time	\$50.00/hr	_____
Holiday weekend rental	\$150.00	_____
Musicians/Professional Catering Assistance <i>(Available upon request –fees vary)</i>		
<b>Total Amount Due</b>		<b>\$ _____</b>

\*\*Upon the signing of the contract a \$100 **non-refundable** security deposit is due to reserve the date along with a 25% deposit of the total contract fee. The remaining balance will be due in full 30 days prior to the wedding date. **Deposit will be refunded only if the wedding is cancelled within seven (7) days of the scheduled wedding day.**

All monies must be paid either by cash, money order, or cashier's check made payable to the Emmanuel Church. No personal checks are accepted.

**Late Fees** (incurred beyond scheduled start and end time)  
 \$50.00 after the first hour  
 \$25.00 each hour thereafter

The late fee will be deducted from your deposit and the balance is due immediately following the ceremony.

Initials \_\_\_\_\_

## Emmanuel Church Wedding Contract

Wedding Date: \_\_\_\_\_

Time: \_\_\_\_\_

Rehearsal Date: \_\_\_\_\_

Time: \_\_\_\_\_

**Bride/Groom Contact Information:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Primary Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Upon the signing of the contract a \$100 **non-refundable** security deposit is due to reserve the date along with a 25% deposit of the total contract fee. The remaining balance will be due in full 30 days prior to the wedding date. Deposit will be refunded only if the wedding is cancelled within seven (7) days of the scheduled wedding day.

The general rules of use and rental procedures and policies which are enclosed hereto this contract are incorporated into this contract. By signing this contract Renter agrees to be bound by aforesaid terms and fees.

By signing below, I certify that I have read and understood the Emmanuel Church Wedding Policy and Procedures in its entirety and have received a completed authorized copy.

**Bride and/or Groom Signature**

\_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_ Date: \_\_\_\_\_

**Emmanuel Church Special Events Coordinator Signature**

\_\_\_\_\_ Date: \_\_\_\_\_

Total Amount Due: \$ \_\_\_\_\_ (based on fee schedule)

Amount Paid: \$ \_\_\_\_\_ Date: \_\_\_\_\_

Cash \_\_\_\_\_ Money order \_\_\_\_\_ Cashier's check \_\_\_\_\_

Remaining Balance: \$ \_\_\_\_\_ Due Date: \_\_\_\_\_

**Emmanuel Church of Lord Jesus Christ**  
**Rental Waiver and Release of Liability**

This Waiver and Release, effective as of \_\_\_\_\_ is made and entered into by and between:

Renter Name: \_\_\_\_\_

Renter Address: \_\_\_\_\_  
\_\_\_\_\_

Property Owner: **Emmanuel Church of Our Lord Jesus Christ**

Property Address: **1723 Blue Ridge Terrace Columbia SC 29203**

By the execution of this Release, the Renter agrees that Emmanuel Church shall not be liable for any damages arising from personal injuries sustained by Renter or anyone under the Renter's custody, care and control, as a result of any and all activities related to the rental and occupation of the premises (grounds, Sanctuary, Family Life Center) and operation or use of equipment provided by Emmanuel Church. The Renter assumes full responsibility for any such damages which may occur, and further agrees that Emmanuel Church shall not be liable for any loss or theft of personal property. Renter agrees to comply with all applicable governing ordinances and laws.

The Renter also agrees to abide by all rules and regulations that are attached and made part of the contract. In the event Emmanuel Church shall learn that Renter intends to violate said rules, it reserves the right to cancel this contract and return all payments excluding the non-refundable security deposit which is non-refundable to the Renter without further liability.

Renter Printed Name: \_\_\_\_\_

Renter Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Emmanuel Church of Our Lord Jesus Christ**

Emmanuel Church Authorized Signer: \_\_\_\_\_

Date: \_\_\_\_\_