

# East Hills & The Grove Wedding Guidelines

The church facilities may be opened for use by parties previously unknown to the church upon the completion of a Church Use Form and approval of the church leadership in accordance with church bylaws.

Pastoral staff or a designated Wedding/Facility coordinator will meet with the interested parties to answer questions about the facility and areas of use, and will be present at the time of decorating, rehearsal, and wedding.

All Audio/Visual equipment is only available for use by trained personnel. If you indicate a need for Audio/Visual on the Building Use Form, a representative of the church will contact you for more information regarding availability. See "Arranged Separately" below for more information.

No alcohol consumption is allowed on church property.

## Facilities use fees:

### **Wedding & Rehearsal: \$150**

Includes use of the Main Hall, bathrooms, changing rooms, and on site decorations as requested. *This payment required to reserve date.*

### **Rehearsal Dinner or Reception: Additional \$125**

Includes all the above amenities, plus use of the Community Room and Kitchen

### *To be arranged separately:*

**Wedding/Facility Coordinator:** \$125 for up to 8 hours. Required for all wedding events.

**Audio/Visual Technician(s):** \$75 each for up to 4 hours.

**Pastoral Services**, including premarital counseling, to be arranged with the Pastoral Staff. We do not offer musician services. If needed, please arrange those independently.

Use of East Hills & The Grove cleaning services (for example, removing carpet stains or cleaning damaged property), if required, could incur additional charges.

\*Please note: Weddings and receptions held on Saturday at the East Hills Campus must be completely vacated by 4:30pm.