



# Downtown Church

## Wedding and Reception Guidelines

Audio/Visual: Andrew Baker - Cell (501)281-0640

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**We want your wedding and reception to be everything you hope it to be. We are committed to ensuring that it runs as smoothly as possible. We ask that you adhere to the following list:**

- Current members of the Downtown congregation may reserve the building 1 year in advance of the wedding date. In like manner, only current members of the Downtown congregation may reserve the building for December weddings or weddings that occur on Sundays.
- Those not a current member of Downtown may reserve the building 6 months in advance of the wedding date.
- A reservation can be placed on the calendar as **tentative** for *up to one week from date of request*. By that time a completed reservation form and deposit must be on file at the church or the reservation will be removed from the calendar to free up the date for other requests.
- A complete time schedule must be given to the office staff to coordinate with the custodian and audio/visual specialist. **Saturday weddings must begin by 2 pm if the Family Life Center (FLC) is reserved or 5 pm without an FLC reservation.** In order that the building may be set up for Sunday services, the FLC must be cleaned and vacated no later than 5:00 pm on Saturday. For all other building use, the event must conclude and building vacated by 8:30 pm.
- A staff approved A/V specialist must be used to run all audio/visual equipment. His/her fee will be paid separately. (see attached fee schedule) *As a courtesy, please begin the rehearsal on time.*
- Downtown church does not provide live-streaming services for weddings.
- All music and/or PowerPoint presentations to be used during the wedding or reception must be submitted to the church office no later than **1 week before the wedding for approval**. All music (a cappella or instrumental) must be appropriate to a church setting. *Please submit music on a cd or usb drive* as we will not attach personal devices to our systems. **Playlists from Spotify, YouTube, Pandora, etc. are not accepted due to internet issues.**
- The Bride's Room and Room 108 may be used as dressing rooms without an additional fee. Please check with the office staff if you need to use other areas of the building.
- You may begin decorating for the wedding and reception the day before the event.
- Tables and chairs are available for your wedding and/or reception. A setup fee will be charged if church staff is needed (only as available). Current members may use Downtown linens and wedding decorations. A cleaning fee will be charged for linens.
- You are **responsible for set-up, clean-up and putting away or removing** of any items used for the wedding. The custodial fee is applied to cover the custodian's time to check all used areas and conduct any touch up as needed so that the building is prepared for Sunday morning worship. This custodial check is conducted **after the wedding party has removed all of their items.**

- **Only dripless candles** may be used *with* a **drop fabric under them**. LCD candles are recommended.
- Due to damage that has occurred, please **do not pin, nail or tape** anything to the walls, ceilings or doors.
- Please **do not use ribbon, fabric, or any items with glitter** inside the building.
- The use of rice, birdseed, bubbles, sparklers, etc. is not allowed ***inside*** the building.
- **Use of tobacco, alcoholic beverages, or drugs is prohibited in any part of the building and on the adjoining property.**
- If you have reserved the FLC kitchen or downstairs kitchen as part of your agreement, you may use the appliances and ice maker. Items may be put in the refrigerator & freezer **the day before** the wedding reception. Be sure to **label your items clearly**. All food/drinks **MUST** be removed and all items used are to be **cleaned and put away** before departing the building.
- It is your responsibility to **turn off any lights** that the wedding party turned on.
- **Lock any doors** you unlocked after putting borrowed items away and after removing any personal possessions. Place all keys in the “Key Drop” box outside the church office door before leaving the building.
- *Your deposit refund will be based upon evaluation of the used facilities, the timeliness of departure, any damages incurred and the return of any keys. Please see attached fee sheet for the replacement cost of any items damaged or lost.*