

## **Trinity Hospers Wedding Fees & Guidelines**

### **Wedding - \$150**

Includes the use of the sanctuary. Bathrooms and classrooms will be available for bridal party preparations. This fee covers the cost of housekeeping, tech/sound volunteers, HVAC, electricity, general wear and tear.

Cost Breakdown: Housekeeper (\$50), Tech & Sound (\$50), HVAC/etc. (\$50)

### **Rehearsal Supper - \$50**

Includes the use of the fellowship hall. This covers all custodial fees.

### **Reception - \$50**

Includes the use of the fellowship hall. This covers all custodial fees.

### **Clergy**

An honorarium for the pastor is the responsibility of the wedding party. The suggested range is \$150-250, plus any travel expenses for off-site weddings.

### **Wedding Guidelines**

Trinity often decorates the sanctuary for special seasons and sermon series. The church must be used "as is". Decorations may not be removed or changed.

Pushpins, thumbtacks, and tape are not be used on painted or varnished surfaces. Duct tape cannot be used anywhere in the facility.

Candles are permitted only on the sanctuary stage area, and only behind glass covers, such as pillar hurricane lamps or lanterns. No candles are permitted down the sanctuary isle.

Trinity's nursery services are not provided for weddings.

Removal of wedding decorations must be done shortly after the ceremony. Those scheduling events on Saturday evenings should leave the facility ready for Sunday morning worship and activities.

Sanctuary seating must stay arranged as is.

Celebratory tosses of birdseed, bubbles, etc. are welcome outside of the building as a couple departs. Please have someone from the wedding party make sure the parking lot and canopy area are free of debris when you depart.

Equipment and furniture should be returned to its original location and configuration.

Dance receptions are not permitted at Trinity.

Tobacco and Alcohol are prohibited on the church property.

Communicate audio/technology needs for the wedding with the Worship Director.

All garbage must be placed in the bins provided. If the bins are full, garbage should be taken to the dumpster located out the north door of the kitchen.

The facility will be available for you to decorate after 10:00 am on the day prior to the wedding. An exception to this policy would be in the case of a funeral, which would take priority.

Any moved furniture must be reset, and all wedding items cleaned up and removed from the facility by 8:30 pm on Saturdays to allow for the building to be cleaned and prepared for Sunday morning worship and activities. On all other days of the week the property must be vacated by 10:00 pm.