



# Grace Church

## Wedding Policy

Welcome to Grace Church Downtown, located at 101 West McBee Avenue in Downtown Greenville. Thank you for considering our beautiful, historic building for your special day. We ask that you thoroughly read over all of the following policies for use of the Grace Church Downtown (Downtown Baptist) building. To begin the process of scheduling your wedding, please complete the online Wedding Application. Upon receipt of your application, the Grace Church Event Coordinator will contact you to confirm available dates and answer any further questions you may have. Please keep in mind that weddings will not be scheduled on the day or weekend of Easter or Christmas. All Saturday evening weddings must be completed no later than 8:00 pm to allow preparation time for Grace Church's worship service the following morning.

## Grace Members

Grace Church members receive a \$500 discount for use of the Downtown location. In addition, a Grace Church Pastor can be available to perform your wedding ceremony. Every Grace Church couple is required to participate in a pre-marital consultation with one of the Grace Church pastors followed by the church's mentoring process with an assigned Grace Church couple. Guest pastors are welcome to participate and officiate; however, all requests must be made during the application process.

Grace Church's Pelham Road campus is also available to members for wedding ceremonies. Please contact the Grace Church Event Coordinator for details.

## Scheduling Your Wedding

### ***Facilities***

- Grace Church Downtown offers a traditional sanctuary that seats up to 450 on the main floor, and an additional 150 when the balcony is utilized.
- The facility is opened to both members and non-members.
- Grace Church members and families may schedule weddings 18 months in advance. Non-members may schedule weddings up to 12 months in advance.
- Your wedding ceremony is given a four-hour block of time. Saturday weddings may be scheduled for one of two four-hour blocks of time on. All time blocks also include a corresponding 90-minute rehearsal time during the preceding day. It is imperative that all wedding party members arrive on time as the rehearsal will begin and end promptly. You must select one four-hour block with its corresponding rehearsal time. Because two weddings may use the sanctuary on a Saturday, these time periods are fixed. If additional time is desired, you may rent both blocks of time, if available, at the full standard rate. You may choose from the following time blocks:
  - Saturday: 10am-2pm Wedding Block (Rehearsal: preceding Friday 5-6:30pm)
  - Saturday: 7-8:30pm Wedding Block (Rehearsal: preceding Friday 7-8:30pm)

## ***Facilities, cont.***

- Use of the Grace Church Downtown facilities are limited to a maximum of four hours per time block rented on the date of your ceremony. Your arrival and departure times will be agreed to in advance of your wedding date; these times apply to vendors (florists, photographers, etc.) as well as members of the wedding party. Your vendors may also use your rehearsal time as an opportunity to view the space prior to the wedding.
- Your sanctuary fee includes:
  1. Rental of the facility the day of the ceremony for set-up, arrival of guests, ceremony, post-ceremony photographs and cleanup
  2. Rental of the facility for the corresponding 90-minute rehearsal
  3. Personnel to open and close the building and provide facilities services during both the rehearsal and ceremony
  4. Regular custodial fees
  5. Sound Technician for the rehearsal and wedding ceremony
- Grace Church Downtown provides ample room and privacy for the bride and her bridesmaids. A separate room may also be reserved for the groom and groomsmen.
- Grace Church does not have the facilities or personnel to provide childcare during weddings.

## ***Wedding Director***

Once your wedding date is confirmed on the church's calendar, a list of approved wedding directors will be provided to you. You will be responsible for contacting and securing an approved Wedding Director from this list. **Fees are set by each director, and are not dictated by Grace Church.** Please be sure to discuss fee scale, services provided and expectations with the directors as you speak with them. We recommend that you contact several, if not all, of the directors on our approved list. The director will:

1. Guide you through the wedding process as it pertains specifically to Grace Church and your needs
2. Provide answers and guidance concerning best use of the church facilities, procedures, rehearsals, decorations, custodial services and scheduling
3. Direct the rehearsal, wedding and reception
4. Make final decisions necessary in the case of any discrepancy between the wedding party, vendors or any other member associated with the wedding

# Ceremony

Your wedding is one of life's most sacred experiences and your entire ceremony should reflect this. All ceremonies held at Grace Church Downtown need to be consistent with the church's christian values and biblical beliefs. Only that which is appropriate for a worship service should be included in your wedding ceremony. Grace Church reserves the right to approve or alter any aspect of the ceremony based on these beliefs.

## ***Music***

All music selected must be given to Grace Church's Worship Pastor for review and is subject to his final approval.

Grace Church does not provide pianists, vocalists, or instrumentalists for your wedding, however, your wedding director can give you recommendations. These arrangements are the responsibility of the wedding party. The worship team's drum set must remain on the stage during the ceremony but can be hidden with decorative screens if desired.

## **Sound Technician**

Due to the complex nature of the sound system, all weddings require one of Grace Church's trained Sound Technicians to operate the equipment at every ceremony. The Technician will be scheduled through the Grace Church Event Coordinator and is included in your fee to use the church facility.

## ***Photographers/Videographers***

Photographers and videographers are not provided by Grace Church. Vendors unfamiliar with the logistics of the church may want to attend the rehearsal to be better prepared on your wedding day.

Photographers and videographers are asked to be as inconspicuous as possible so as not to distract from the ceremony. All specific questions regarding this should be directed to your chosen Wedding Director prior to your wedding day. Any final decisions or changes the day of your wedding will be at the authority of the wedding director.

## ***Receptions***

Currently Grace Church is not equipped to allow receptions at the Downtown location.

# Decorations

The following are guidelines; please discuss all decorating questions with your wedding director.

- No nails, tacks, tape, pins, staples, gum or anything that will mar woodwork or furniture may be used
- All potted plants must be in drip trays
- Only dripless candles may be used and should be carefully arranged when used with greenery to prevent the possibility of fire
- Pillar candles must be put into saucers to catch any drips. Plastic sheeting should also be put under candle stands
- Candle stands are not permitted in the aisle
- All materials used in connection with the decorations must be removed from the building immediately after the ceremony. All set-up and clean-up is the responsibility of the wedding party. Failure to arrange for removal may result in forfeiture of Security/Damages deposit
- All service equipment must be furnished by the wedding party (e.g. kneeler, candelabra) and must be delivered and picked up during the four hour time block given for your wedding
- No furniture or equipment can be moved without prior permission
- Any cost associated with the removal of candle wax from carpets or furnishings will be the responsibility of the wedding couple

# Guidelines

Please review the following restrictions. To avoid possible embarrassment, it is suggested that these be brought to the attention of all members of the wedding party. Any questions should be discussed with your wedding director.

- No confetti, rice, sparklers, or non-biodegradable items may be used during the wedding couple's departure. Balloons, bubbles or birdseed are an acceptable alternative.
- Alcoholic beverages and tobacco products are not permitted anywhere on church property.
- Breakage of and/or damage to any church equipment or property must be reimbursed at replacement value and will first be deducted from your deposit. Any remaining cost will be invoiced following the wedding.
- Grace Church is not responsible for lost or stolen property. Please do not bring valuables. Grace Church is not responsible for property left at the church before, during or after a wedding.
- No childcare facilities or personnel will be provided.
- Excessive clean up will result in a forfeiture of your deposit.

# Fee Schedule

## **Security/Damages Deposit**

\$500.00

**The security deposit is due at the time you book your wedding date.** This deposit secures your date on the church wedding calendar will be refunded within 30 days following your wedding *only* if:

- No damage occurs
- Cleanup by the wedding party (and any vendors) is satisfactory
- All Grace Church policies are followed and the wedding events (including the rehearsal and ceremony) take place *entirely* within the block(s) of time agreed to by Grace Church and paid for in advance (90 minutes for rehearsal, four hours for ceremony – including setup, ceremony, photos and take-down/cleanup).

Charges for damage, delay and cleanup are not assessed on a sliding scale; a deposit is either retained or refunded in whole. Damage, delay and extra cleanup required will result in Grace Church’s retention of your deposit, plus charges for any additional time used and for cleanup and repair costs.

## **Sanctuary Fee\***

<i>Grace Member</i>	<i>\$ 750.00</i>	<i>Due 60 days prior to your wedding date</i>
<i>Non- Member</i>	<i>\$1,250.00</i>	<i>\$750 due 60 days prior to wedding \$500 due 30 days prior to wedding</i>

**Please make checks out to “Grace Church” with “wedding fee” and your scheduled date in the memo line.**

Checks can be dropped off at or mailed to:

Grace Church  
Attn: Wedding Coordinator  
2801 Pelham Road  
Greenville, SC 29615

\*As stated earlier in the policy, your fee includes facilities and custodial personnel, building usage and one Sound Technician.

## **Pastor’s Honorarium**

\$250.00

This is the minimum suggested amount, if using a Grace Church Pastor. **Please make payment to Grace Church with your final facilities payment with “Pastor’s Honorarium” and your scheduled date in the memo line.**

## **Slide and Screen usage**

\$150.00

Additional Technician needed

## **Wedding Director**

*\$ Varies*

You must secure a Wedding Director from the provided list of Grace Church's preferred Wedding Directors. This fee will vary depending on the Director you choose, and the level of services provided. ***This fee is paid directly to the Director and not Grace Church.***

## **Cancellation Policy:**

If a reservation is cancelled within 30 days of submission of your contract, a full refund including the deposit will be given. After 30 days, you forfeit your \$500.00 deposit. ***No refunds are given within 60 days of your scheduled wedding date.***