



# Downtown Church

## Wedding and Reception Guidelines

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

Office: Eva Gibbs (501) 268-5383 or Email: egibbs@downtownchurch.org

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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.
- Those not a current member of Downtown may reserve the building 6 months in advance of the wedding date.
- A complete time schedule must be given to the office staff to coordinate with the custodian. **Saturday weddings must begin by 2 pm.** Clean-up and departure must be completed **by 5 pm.** So the building may be set up for Sunday services, the building must be vacated no later than 5:30 pm on Saturday.
- 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 rehearsal on time.
- All music and/or PowerPoint presentations to be used during the wedding or reception must be submitted to the church office 3 weeks before the wedding for approval. All music (a cappella or instrumental) must be appropriate to a church setting.
- The Bride's Room and Room 108 may be used as dressing rooms for 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, linens and chairs are available for your wedding and/or reception. A setup fee will be charged if church staff is needed. A cleaning fee will be charged for linens.
- You are **responsible for set-up, clean-up and putting away** of any items used for the wedding. The custodian will vacuum carpets, mop floors and clean the bathrooms **after the wedding party has removed all of their items.**
- **Only dripless candles** may be used *with* a **drop fabric under them.**
- 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 are to be removed and all items used are to be **cleaned and put away** before leaving.
- 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.