

# **Grace Covenant Community Church Facility Use Fee Schedule/Guidelines Wedding Packages**

## **Fee Schedule**

- 1. Reception Only-(Banquet Hall & Kitchen Use)-\*\$475.00---15 hour rental**
  - \*Price includes \$60.00 janitorial fee, which covers disposal of trash and clean-up of floors and bathrooms.
  - \*Fifteen hours includes total time in the building: set-up, decorating and tear-down time.
  - \*Each additional hour is \$35.00.
  
- 2. Wedding Only-(Auditorium Use)-\*350.00---8 hour rental**
  - \*Price includes \$60.00 janitorial fee, which covers disposal of trash and clean-up of floors and bathrooms.
  - \*Eight hours includes total time in the building: set-up, decorating and tear-down time.
  - \*Each additional hour is \$35.00.
  
- 3. Wedding & Reception-(Use of Banquet Hall, Kitchen & Auditorium)-\*600.00---20 hour rental**
  - \*Price includes \$60.00 janitorial fee, which covers disposal of trash and clean-up of floors and bathrooms.
  - \*Twenty hours includes total time in the building: set-up, decorating and tear-down time.
  - \*Each additional hour is \$35.00.

**\*Pricing does not include sound technician fees or pastoral fees. Please see below.**

## **Sound Technician Fees/Guidelines**

In order for us to serve your needs and to ensure- to the best of our ability- that we help your event run smoothly, the following guidelines for GCCC sound services are set forth. Any sound/video/computer needs MUST be made known to us when you are reserving the date/time!!! (Examples: Microphone, Cordless Microphone, CD Player, IPOD/MP3 Player hook-up, Projector, Screen). A flat fee of \$25 will be charged for the set-up of any or all of these items in our banquet hall area. Renters requesting the use of GCCC sound equipment or services are required to contact us no less than two weeks prior to the event to discuss in detail all aspects of equipment/services needed. It is highly recommended that any and all personal electronic equipment (laptops, projectors, etc.) be checked for proper connections no less than two weeks prior to the event in order for us to ensure compatibility. (Please note: If you are using an Apple computer, you will need to provide a serial port adaptor). The use of our auditorium requires the presence of a GCCC sound technician. Therefore, all events requiring a sound technician will be staffed first before the rental date is agreed upon. The fee for the sound technician is \$100.00. (This flat fee goes directly to the sound technician to reimburse them for their time. They are responsible for the tear-down and set-up of our musical equipment, the set-up of your needed equipment, and the running of the sound board during your wedding rehearsal and ceremony).

## **Pastoral Fee**

Those desiring the services of one of GCCC's pastors for their wedding ceremony must inform us at the time of the rental so we can make sure the date is coordinated. There will be a \$200.00 flat fee for his services for your event.

## **Facility Use Guidelines**

- No smoking allowed within the building. No alcohol allowed on property.
- It is the renter's responsibility to set up, tear down, and clean tables and chairs before and after the event.
- All tables, chairs, and other items moved should be returned to their original locations.
- Renters must furnish their own supplies---table coverings and paper ware, etc.
- Please have constant ADULT supervision of minors.
- It is the renter's responsibility to replace any broken items.
- No adhesive glue/tape may be used to secure items to the painted portions of walls or floors, as they are damaging to the surfaces. Non-residue fasteners such as Handi Tak may be used.
- The church is not liable for any injuries incurred while renter is using the facility.
- Deposit of half of rental fee (not including sound or pastoral fees) is required to reserve the date.
- Balance is due on or before the day of the event. Any additional hours will be billed after the event.
- The renter should consider renter's insurance to cover personal property during event.

**Please call Shanda at 570-975-5709 with any questions, or email: g3crentals@gmail.com.**

**Facility Use Agreement  
Of Grace Covenant Community Church  
99 Café Lane, Middleburg, PA 17842 (570) 837-5809**

Name: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Date of event: \_\_\_\_\_ Time of event: \_\_\_\_\_ -to- \_\_\_\_\_

What time would you like to come to set-up? \_\_\_\_\_

Approx. when will you be finished? \_\_\_\_\_

Please choose one: Wedding Package

#1 \_\_\_\_\_ Reception Only (Banquet Hall & Kitchen Use, 15 Hours)-\$475.00

#2 \_\_\_\_\_ Wedding Only (Auditorium Use, 8 Hours)-\$350.00

#3 \_\_\_\_\_ Wedding & Reception (Banquet Hall, Kitchen & Auditorium Use, 20 Hours)-\$600.00

Please note your sound system and computer needs: \_\_\_\_\_

Total Amount Due: (See fee schedule. Please include all sound and/or janitorial fees in this amount).

\$ \_\_\_\_\_

**• Deposit of half of rental fee is required to reserve the date (\$237.50 for reception; \$175.00 for wedding; \$300.00 for wedding and reception. \$50.00 of this deposit is non-refundable in event of cancellation). Remaining balance (including all fees for sound or pastoral services) is due on or before the day of the event. Any money owed for additional hours will be billed after the event.**

I / We agree to the guidelines and fee schedule as set forth by GCCC.

Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Signature: \_\_\_\_\_

Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Signature: \_\_\_\_\_