

FCCBURBANK

Wedding Information Packet

All ethnicities. All ages. All sexual orientations. All gender identities. All abilities. All economic statuses.

ALL PEOPLE.

First Christian Church, Burbank California

GENERAL INFORMATION FOR WEDDINGS AND RENEWAL OF VOWS

The First Christian Church, Burbank, (FCCB) welcomes the opportunity to offer the use of its facilities for marriage ceremonies, renewal of vows, and related receptions. Whether performed in the Sanctuary or Chapel, the marriage or renewal ceremony is considered a service of worship and will be conducted accordingly.

The ministerial staff of FCCB is available to officiate at the ceremonies. Non-FCCB officiants may be used. FCCB staff will assist the couple in planning and carrying out each event held in the church facilities. Planning should allow for an adequate period of pre-marital counseling with the minister as well as preparation of the church facilities.

FCCB is an open and affirming congregation. Marriage ceremonies, renewal of vows and similar ceremonies bonding two people in love are a ministry of FCCB

Selecting your Facilities

The fully air-conditioned church sanctuary seats 300 guests. The sanctuary features warm wood tones with a neutral teal color palette, stained glass windows and prayer garden. For more intimate events the chapel seats 25 guests. The chapel has pastel tones and features stained glass windows. Bride's and groom's preparation rooms with mirrors are provided with the facilities. Both the sanctuary and chapel are accessible for persons with disabilities.

Facilities for receptions and combination dinner/ceremonies are also available. The upper fellowship hall will accommodate dining for 135 guests and has an adjoining serving kitchen. Offsite catering is required for meal service in the Upper Hall. Pendarvis Hall on the lower level will accommodate dining set up for 200 guests and has an adjoining catering kitchen, which can be rented for meal preparation. Pendarvis Hall is not accessible for persons with ambulatory disabilities.

Reserving Use of the Church Facilities

The Church's Office Manager will reserve the desired date and facilities for your event. The wedding date is reserved upon receipt of your non-refundable reservation fee. The reservation fee will not be returned upon event cancellation, but may be transferred to another date of your choosing. The reservation fee is credited to your total event fees.

If your reservation is made less than three weeks before the date of your event, the reservation fee must be paid by cash or money order. The balance of all wedding fees must be paid no less than two weeks in advance of your event.

Spiritual Preparation for Your Event

Time should be set aside for spiritual as well as event preparation. Couples along with their families and friends are invited to join with us in worship on any Sunday. The church

encourages you to take this opportunity to get to know the minister and parishioners as well as view the sanctuary and reception facilities in use.

If the FCCB pastoral staff will be officiating, the Office Manager or Pastor will set up a time for your pre-marital counseling with the Pastor early in the planning process. The pre-marital counseling is recommended but not mandatory and is usually involves two to four sessions. A fee for materials is collected at the first session.

Event Planning

The Office Manager will assist you in determining the amount of time needed to conduct your rehearsal, ceremony, and reception events, depending on how elaborate your ceremony will be. These times will be included in the agreement that you will sign. Once confirmed, time schedules must be strictly adhered to so as

- 1) Not to disrupt any other scheduled activities in the church facilities, and
 - 2) To respect the time commitment given to you by your guests, wedding party and officiants.
- Failure to adhere to time allotments will result in additional fees and or forfeiture of any deposits.

Planning the Ceremony

Once your dates and time commitments have been confirmed, FCCB will assign a Wedding Coordinator to assist you with designing the look of the sanctuary or chapel for the marriage ceremony. You will be able to customize your look by selecting from a variety of candelabras, kneeling bench, and floral display materials. We will provide you with ideas and dimensions for flower arrangements or decorations.

Any music selected must be appropriate to the church setting as a sacred space. Music selections shall be presented to the Wedding Coordinator three (3) weeks prior to the ceremony for review and approval by FCCB Pastor and/or Trustees. FCCB has a professional pianist on staff that is available for the ceremony. The Pianist can provide you with assistance on selecting music for your event. If you desire, you may provide your own professional musicians and soloists. Bear in mind that musicians and soloists must be present at the ceremony rehearsal.

You will work directly with your officiant on the development and content of your ceremony. Couples are encouraged to develop a ceremony that reflects their personality and spirituality. Ceremonies can range from a simple marriage rite or can be inclusive of scripture readings and communion service and a variety of other activities. The ceremony program shall be presented to the Wedding Coordinator three (3) weeks prior to the ceremony for review and recommendations. Ceremonies shall start on time, and shall not exceed the length of time allocated in the agreement.

If you wish to use your own officiant or pianist, they must have the approval of the Pastor. Wedding officiants must be licensed. FCCB wedding fees remain the same.

Included with the use of the Sanctuary is the use of the audio visual system, including two wireless microphones, three corded microphones, 1 lavalier microphone for use by the officiant, input for pre-recorded music, if provided by you, input for slides, graphics and video

presentations, if provided by you, and the services of a audio visual attendant. Additional services can be provided upon request for additional fees.

All printing and non-durable supplies, such as guest books and programs are the responsibility of the couple. FCCB can provide templates and examples of programs to assist you.

First Christian Church, Burbank California

QUESTIONNAIRE
WEDDING, RENEWAL OF VOWS CEREMONY

Names of Couple: _____

Date of Ceremony: _____ Time: _____

1. Who will officiate at your ceremony? If FCCB staff is being used, please write "FCCB Staff"

Name: _____

Phone: _____ E-Mail: _____

2. Do you have a Wedding Planner assisting you with your plans?
Circle one: YES NO If yes, please provide the following information:

Name: _____

Phone: _____ E-Mail: _____

Please describe the scope of work that this person will be providing: _____

3. Please provide information on your florist/decorator

Name: _____

Phone: _____ E-Mail: _____

What will they be doing or providing: _____

4. How many people in the wedding party:

Bridesmaids/Attendants (including Maid of Honor) _____

Groomsmen/Attendants (including Best Man) _____

Junior Bridesmaids/Groomsmen/Children of Couple: _____

Ring Bearers: _____

Flower girls: _____

5. Will you be using a limousine service? YES NO (circle one)

If yes, describe when and how you plan to use them: _____

6. Will you be using the FCCB pianist? YES NO (circle one).

If yes, will you be providing special music selections? YES NO (circle one).

If yes, do you want the FCCB pianist to provide general wedding music of their own choice? (This includes music 15 minutes prior to the ceremony, during transitions and 7-10 minutes after the ceremony.) YES NO (circle one).

If no, or if you will be using musicians to AUGMENT that provided by the FCCB pianist, please provide contact information for your musician(s).

Name: _____

Phone: _____ E-Mail: _____

7. Will you have any specific needs for additional audio visual services? YES NO (circle one).

Video Presentation _____ Sound inputs for additional musicians _____
Lavalier Microphones for Bride/Groom _____ Pre-Recorded Music _____
Other (Describe) _____

8. How many guests are you inviting: _____

9. Who is doing decorating/teardown for you?

Name: _____

Phone: _____ E-Mail: _____

10. Will your reception be in our facility? YES NO (circle one).
If yes, what is the scope of the reception? Check one

- Beverages & Cake
 Appetizers, Beverages & Cake
 Dinner, Beverages & Dessert

Dinner, Beverages, Dessert & Entertainment

How many of your guests will attend? _____

11. Please list any other issues or needs that you can anticipate.

FEE WORKSHEET

A Sanctuary Facility for Ceremony - Capacity 300 (4 hours)++	\$1,200	\$ _____
Facility includes use of sanctuary, narthex, bride's room, groom's room, and restrooms. Staffing includes sound technician, wedding coordinator, facility attendant; custodial service before and after		
Officiant	See Below	_____
Additional Hours	\$200	\$ _____
B Chapel Facility for Ceremony - Capacity 25 (3 hours)++	\$400	\$ _____
Facility includes use of chapel, bride's room, groom's room and restrooms. Staffing includes wedding coordinator and facility attendant.		
Officiant	See Below	_____
Additional Hours	\$100	\$ _____
* Private Chapel Ceremony - (1 hour)	\$200	\$ _____
Facility is limited to the chapel for use by bride, groom, and two witnesses.		
Officiant	See Below	_____
C Reception Facility - Upper Fellowship Hall - Capacity 135 (1.5 hours)	\$400	\$ _____
Facility includes use of room, utility kitchen and restrooms. Equipment includes set up of 5' round tables and chairs. Staffing includes Facility technician.		
Additional Hours	\$200	\$ _____
D Reception Facility - Pendarvis Hall - Capacity 225 (3 hours)	\$600	\$ _____
Facility includes use of room, catering kitchen and restrooms. Equipment includes set up of 5' round tables and chairs. Staffing includes facility technician.		
Additional Hours	\$200	\$ _____
E Parking		
Additional parking. Required for activities with more than 100 attendees	\$150	\$ _____
Reserved Limousine Parking	\$100	\$ _____
OPTIONAL STAFFING		
F Accompanist	\$300	\$ _____
G Additional custodial service	@ service rate	\$ _____
H Miscellaneous Event Staff (per person, per hour)	\$30/hour	\$ _____
I Officiant (Paid to officiant as agreed)		\$ _____
OPTIONAL EQUIPMENT		
J Fancy Brass 7- candle candelabra (2 available)	\$20 each	\$ _____
K Large 7 candle candelabra and white candles (4 available)	\$10 each	\$ _____
L Small 3 candle candelabra and white candles (8 available)	\$6 each	\$ _____
M Pew bows and swag - choice of solid white or white with tulle	\$20	\$ _____
N Center aisle runner	\$50	\$ _____
O Kneeling bench (1 available)	\$20	\$ _____
P Flowered Archway (1 available)	\$10	\$ _____
Q Lattice Side Panels (1 available)	\$10	\$ _____
R 4' Wicker flower basket stands (4 available)	\$5 each	\$ _____
S Additional audio, video equipment (DVD or CD player, extra mics, speakers)	@ service rate	\$ _____
T Table Linens for Reception	\$10 each	\$ _____
Reservation Fee (Non-refundable)	\$300	\$ 300
Damage/Cleaning/Overtime Fee (possible refund)	\$500	\$ 500
TOTAL FACILITY AND EQUIPMENT FEES		\$ _____
LESS NON-REFUNDABLE RESERVATION FEE		-300
BALANCE OF FEES		\$ _____
TOTAL FEES DUE		\$ _____

(Due 30 days prior to event)

List Additional AV Equipment Here: