

# RNCC Church Wedding Guide & Reservation Form

---

Thank you for considering Raleigh North Christian Center as the venue for your upcoming Marriage ceremony.

The following Facility Rental Use and Guidelines are designed to give you pertinent information you will need to request the use of the RNCC Church facilities for weddings & receptions.

If you'd like to set up a time to look around the facilities and ask any questions about items in this document, you may send an email to "[weddings@rncconline.org](mailto:weddings@rncconline.org)" and someone will contact you.

If you decide that you would like to have your wedding and/or reception at RNCC, here are the steps you will need to follow in order to move forward with this process:

## **STEP #1: Fill out the information in the forms below**

To put in your request, we will need you to fill out ALL required information. Other information may be provided later, as you finalize your plans (minister, attendants, musicians, etc.). We encourage you to print out the form before you submit it for your records.

## **STEP #2: Submit the forms**

You will need to click on the "Submit" button at the end of this form. Our staff will email you a notification when we have received your form.

## **STEP #3: Submit Payments**

Once you've received approval from the church, you will need to mail or bring in your deposit of \$200.00 to secure the reservation.

**\* Required**

## Facility Rental Use and Guidelines

Raleigh North Christian Center (hereinafter referred to as RNCC) is a non-denominational church committed to teaching foundational truth principals based on biblical teachings of God the Father, Jesus Christ the Son, and the Holy Ghost. RNCC is a church of love and fellowship between its members and the community. The facilities at RNCC have been built and dedicated to God for use in glorifying Him and providing avenues and opportunities that promote growth within the Christian body. Due to our belief in the holiness of God and the sanctity of His Temple, all events held on any property owned by RNCC must reflect this belief and uphold the standards provided in RNCC's bi-laws and church covenant.

We are honored that you are considering RNCC for your special event. Our goal is to provide impeccable service as well as memories that will last a lifetime. Our focus on fellowship and love manifests itself in many scheduled programs on our church calendar. In order to better serve your needs, we recommend completing a rental application at least one year in advance as church functions take priority. We will accept applications of less than one year up to 90 days prior to the event; however, the original date requested on the application may be changed due to availability. There may be exceptions when last minute rentals will be accepted on a "space available" basis. In these events, it will still be the responsibility of interested parties to secure all required licenses and submit necessary paperwork.

### **FACILITY USE APPLICATION AND PAYMENT PROCEDURES:**

1. Facilities Rental Applications may be obtained from the church office.
2. For facility use requests, complete a facilities rental application and submit to the RNCC Church Administrator.
3. All applications requesting use of the facilities will be considered subject to facility use schedules established by RNCC.
4. Only equipment and space specified in the application will be made available for use. There is a charge for audio-visual/media technician and these charges will be invoiced along with rental fees.
5. Upon receipt of a facility use application and verification of space availability, a confirmation of reservation will be provided. If extra costs are incurred during the activities, the user will be invoiced immediately following the rental.
6. RNCC reserves the right to grant or deny any or all requests. RNCC also reserves the right to cancel, reschedule or relocate a previously approved use of facilities request to accommodate unanticipated circumstances. RNCC reserves the right to change fees at any time.
7. Rental fees will be based on the Rental Fee Schedule attached. All facility users will be required to make a refundable deposit to reserve the facilities for the date specified on the rental application. The deposit is due at the time the rental application is signed and should be in the form of a check made payable to Raleigh North Christian Center (or RNCC). Cash and credit cards are not accepted. The deposit will be returned at the conclusion of the event following a successful walk through by the Site Coordinator.
8. Final payment is due 30 days prior to the event. The User may cancel the event upon delivery of signed written notice to the church office. Deposits will be refunded based on the following:

- a. Cancellation 30 days prior to your event will incur a full refund of your payment or deposit.
  - b. Cancellation 14 days prior to your event will result in a 50% refund of your payment or deposit.
9. A Special Event Insurance policy will be issued in the name of the User by an A rated insurance company. The church will be responsible for having this policy issued and on file before the start of the event. The cost for this Special Event Insurance will be included in the total rental cost (see Fee Schedule). This policy will be used to cover the liability of the User and is primary insurance over the church's existing insurance coverage.
10. Facility users are responsible for actual costs incurred while using facilities regardless of amounts estimated. In the event additional staff and/or space is required by the User for the event additional charge for staff and/or space shall be invoiced immediately after the event. Payment for additional staff and/or space shall be due within 30 days of the invoice date. If a user has a balance past due, RNCC reserves the right to deny any new facility use requests until the account is paid in full.

#### **FACILITY USE GUIDELINES:**

1. A RNCC Site Coordinator is required to be present at all times when the facility is being used. The Site Coordinator does not provide security for the User, User's guests or their property.
2. A Wedding Coordinator is recommended for weddings and must be present during event.
3. Use of the facility is restricted to the hours listed on the facility use application. Ample time should be allowed before and after the event for set-up and clean-up. Facility use fees are assessed to users from the time they enter the building until they depart. All events will end by the times approved on the facilities use application. RNCC will not store items to be picked up at a later time, nor shall RNCC assume any responsibility for items left on the property. User shall be held financially responsible for the removal of all items remaining on the property.
4. Rental of the sanctuary or fellowship hall/kitchen is for a consecutive four (4) hour period. A one hour wedding rehearsal the night before is included in the rental of the sanctuary for weddings. Rental of both the sanctuary and fellowship hall would be a maximum of eight (8) hours.
5. It is the User's responsibility to maintain control of the behavior of all participants and guests involved in the event, and to ensure they remain in the area authorized by the approved facilities use application.
6. User is responsible for any loss and/or damage to the church buildings, furniture, fixtures or equipment as a result of theft, negligence, or other cause. This damage, if any, will be determined by Raleigh North Christian Center. User shall be responsible for all actions of guests, invitees, employees, sub-contractors, and agents and indemnifies RNCC, its agents, and employees of all claims arising from such actions. User is responsible for the facility being restored to the conditions in which they were before the event. Any expenses incurred returning the facility to that same condition, as a result of User's event, will be charged to the User. The refund of the security deposit is contingent upon facility cleanliness and damage. The Security Deposit Evaluation Form plays a part in determining damage and cleanliness.
  - a. SMOKING, or the use of any tobacco product, is NOT PERMITTED anywhere on the grounds or in any building.
  - b. USER may not hang, tape, staple, tack or glue any materials to the interior or exterior walls of the building.
  - c. ALCOHOL is prohibited on the grounds or in any building. Wedding party members are expected to refrain from the use of alcohol both before the rehearsal and the wedding ceremony. Any person appearing to be under the influence will be asked to leave the premises.

- d. Rice, glitter, confetti, liquid string, real rose petals and other materials are prohibited from use in the building and on the grounds of the facility. Bubbles may be used outside of the building.
  - e. Candles are acceptable for use as long as they are in a glass hurricane or metal candelabra.
  - f. No furniture may be moved from any area without prior approval from site coordinator.
  - g. No unauthorized person may touch any sound, or video equipment, connections or receptacles. Each event will require a RNCC media technician/site coordinator to be present (see fee schedule).
7. Live music is allowed in the fellowship hall. All music must end no later than 11 pm.
8. Use of the church's tables and chairs is included in the rental of the Fellowship Hall.  
For information on rental of the Kitchen and what is included and allowed, see Kitchen Facility Use and Guidelines.
9. For weddings, designated classrooms will be assigned for use by the bridal party.
10. Funeral and visitations which may be conducted in the sanctuary will be considered special occasions and do take precedence over other uses of the sanctuary and fellowship hall. Arrangements and adjustments in such situations are at the discretion of the facilities committee and in consultation with Dr. Chapman.

**Do you agree to all of the items listed above in the "Wedding Rules and Regulations" section? \***

- ☐ Yes
- ☐ Other:

**Which events will your request be for? \***

- ☐ Ceremony only
- ☐ Reception only
- ☐ Ceremony & Reception
- ☐ Other:

# Rehearsal and Ceremony Details

If you are requesting to be married at RNCC, please respond to all of the questions below. If you are only requesting a reception, you may skip to "Reception Details." Please remember that TOTAL rehearsal time is 2 hours from the time the church is opened up & the TOTAL ceremony time is up to 5 hours (you may request more time in one-hour blocks for additional rental fees).

## Rehearsal Date

Example: "Friday, May 10, 2013"

**What time will your entire wedding party arrive for rehearsal?**

**What time will rehearsal end?**

## Ceremony Date

Example: "Saturday, May 11, 2013"

**What time will your entire wedding party arrive for the ceremony?**

**What time will the wedding ceremony begin?**

**What time will the wedding ceremony end?**

**What time will clean-up and take-down from ceremony end?**

**Who will officiate your ceremony?**

(If you'd like to request a RNCC Pastor or Elder, you may do that here; if you have another officiant, please list their name, position, church or licensing organization, contact phone number and email.)



**How many guests are you planning to invite?**

Note: maximum occupancy in Sanctuary is 800 guests

**How many guests are you expecting to come?**

Note: maximum occupancy in Sanctuary is 800 guests

**How many attendants do you plan for the bride?**

**How many attendants do you plan for the groom?**

**Will you have a unity candle ceremony?**

**Will you have a photographer? If so, please list their name(s) and contact phone/email.**



**Will you have a videographer? If so, please list their name(s) and contact phone/email.**



**Who will be a contact person(s) the church may reach in case any items are left by wedding party and/or guests. Please list their name(s) and contact phone/email.**



# Reception Details

If you are requesting to have a reception at RNCC, please fill out all questions below. If you are only requesting a ceremony at RNCC, you may skip this section. Please remember that a reception is not included in ceremony rental fee.

**Which space(s) would you like to rent for your reception?**

- ☐ Fellowship Hall & Kitchen
- ☐ Fellowship Hall Only
- ☐ Other:

**What time should your rental spaces be opened up for reception preparation?**

**What time will your reception begin?**

**What time will your reception end?**

**What time will your reception clean-up and take-down end?**

**Will you have a coordinator for the reception? If so, please provide name, phone/email.**

**Will you have a decorator for the reception? If so, please provide name, phone/email.**



**Will you have a DJ for the reception? If so, please provide name, phone/email.**

**Will you have a band playing for the reception? If so, please provide name, phone/email.**

**Will you have a caterer for the reception? If so, please provide name, phone/email.**

**Please provide name, phone/email for person(s) responsible for reception set-up & take-down**

# Bride's Information

**Bride's full name \***

**Bride's date of birth \***

**Bride's address \***

(include street number & name, city, state, and zip code)

**Bride's cell phone number \***

**Bride's email address \***

**Bride's occupation \***

**Bride's membership affiliation with RNCC Church \***

- ☐ ☐ Bride is a member of RNCC Church
- ☐ ☐ Bride's parents are members of RNCC Church
- ☐ ☐ No membership affiliation with RNCC Church

**Bride's marital history \***

- ☐ ☐ Bride has never been married
- ☐ ☐ Bride has been previously married & divorced
- ☐ ☐ Bride has been previously married & widowed
- ☐ ☐ Other:

# Groom's Information

**Groom's full name \***

**Groom's date of birth \***

**Groom's address \***

(include street number & name, city, state, and zip code)

**Groom's cell phone number \***

**Groom's email address \***

**Groom's occupation \***

**Groom's membership affiliation with RNCC Church \***

- ☐ Groom is a member of RNCC Church
- ☐ Groom's parents are members of RNCC Church
- ☐ No membership affiliation with RNCC Church

**Groom's marital history \***

- ☐ Groom has never been married
- ☐ Groom has been previously married & divorced
- ☐ Groom has been previously married & widowed
- ☐ Other:

**Would you like information from the church about recommendations for any of the following services?**

- ☐ Musicians (piano, guitar, cello, violin, etc.)
- ☐ Vocalists
- ☐ Photographers
- ☐ Videographers
- ☐ Caterers
- ☐ Other:

**Are there any other questions or concerns you have you'd like to share?**