



Wedding Planning Guide



Photo by Camilla Calnan Photography, camiphoto.com.

PO Box 3211, Asheville, NC 28802 | 828-252-8729
Located at 20 Oak Street in Asheville | www.uccasheville.org

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Our Facilities



Our Sanctuary is a beautiful and historic space and seats up to 275 people. It can be rented for weddings, meetings, concerts and other events. If you are planning a wedding, we offer the choir room and the wedding room (lounge) located in the adjoining building for the two groups in the wedding parties to get ready prior to the service.

We offer our Friendship Hall for receptions, rehearsal dinners, meetings and other events. The room will accommodate 240 in theatre style seating and up to 150 with tables and chairs.

Adjacent to the Friendship Hall is a large commercial kitchen that can be used by our on-site caterer (Asheville Pro Kitchens). If you hire an outside caterer, they will need



to bring prepared food to the hall, however, they may not cook in the kitchen area per the Health Department. The food can be prepped in the kitchen, and the dishwasher is available for cleaning dishes. We have both rectangular and round tables to allow for your choice of seating

arrangements and we have place settings available as well. Please contact the Administrative Coordinator at (828) 252-8729, or email admin@uccasheville.org, to view the space and determine if the desired date is available on the calendar.

FCUCC has contractual agreements that must be signed by the person renting the space and who is of legal age (21 years old).

To reserve your date on our calendar, all agreements should be filled out and returned to the Administrative Coordinator as soon as possible, along with a \$200 refundable deposit. The deposit will ensure reservation of the Sanctuary and/or Friendship Hall.

All fees must be paid in full 14 days before the event. The church reserves the right to cancel your event for non-payment.

If you would like a wedding in our Sanctuary, please complete and submit the Wedding Reservation Form and the Building and Contract Agreements.

The rates for use of the Sanctuary and/or Friendship Hall are:

- \$2,000** Sanctuary, not including \$200 refundable deposit
- \$4,000** Friendship Hall for wedding rehearsal or reception
- \$450** Venue Coordinator (add \$200 if reception will follow)



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Wedding Policies

Candles: Candles may be used only with prior authorization of the wedding coordinator. NO candles are permitted on the floor in the aisle.

Officiant: You are responsible for securing an appropriate officiant for your wedding, but we have many suggestions if needed.

It is important to arrange your appointments with the officiating pastor and organist as soon as possible, preferably a minimum of three to four months before the wedding.

Venue Coordinator: It is **mandatory** for the wedding party to hire our onsite coordinator. This person is your “go-to” for all questions/problems related to set-up, clean-up, security, décor, etc. The coordinator will make sure everything is in good working order before and after the event, and sign-off on the return of the deposit fee. The fee for the coordinator will be included in the total due to FCUCC. FCUCC will be responsible for dispersing payment to the coordinator after the event.

Musicians: You may use any musicians you choose, however, we do have an exceptional organist/pianist at FCUCC who can assist you in planning the music and also providing music for your ceremony. Please see the Wedding Music Guide for additional information about making arrangements.

The organ and piano are on the right side of the Sanctuary. The piano can be moved to the left. Please let us know in advance if you would like the piano moved to the left as we prefer to do this for you.

Rehearsal: The rehearsal is typically held the day before the wedding.

Decorations: Although we respect all religious traditions, we are a Christian church. You will find symbols of our faith adorning our sanctuary including crosses, banners, baptismal font, and communion table. We ask that these symbols of faith not be moved or removed from our worship space.

Flowers: We frequently have a large bouquet on the altar. Please let us know if you’d like them to be a part of your ceremony.

Liability: The renter assumes all liability for their guests while on church property.

Weapons: Weapons, including concealed handguns, are prohibited on the premises.

Smoking: The church is a non-smoking campus. Smoking is not allowed in any of the buildings, doorways, porches, lawns, gardens, sidewalks, or parking lot.

Alcohol: Wine and beer may be served in the kitchen and Friendship Hall only. No mixed drinks or spirits of any kind are allowed. No alcohol is to be served to minors. You are responsible to monitor drinking and provide transportation for your guests if needed.

Use of tape, tacks, etc.: Nothing may be attached to or removed from any fixture such as pews, doors, or walls without prior approval of the church.

Kitchen/Catering: FCUCC has one professional caterer who currently works from our kitchen. If you are interested in their services, please contact the Church Administrator. If you want to bring in an outside caterer, they can only bring already-cooked food, and are not authorized to use the kitchen for cooking.

Condition of Premises: Applicants signing the contract must leave the premises as they found them. The applicants accept all responsibility for any damage incurred to the property and/or belongings of any area used including restrooms, halls, and windows.

Cleanup and Trash: Please make prior arrangements with the wedding/venue coordinator for removing decorations and flowers from the sanctuary and Friendship Hall. Please remove all personal articles from the dressing rooms and clean up Friendship Hall if applicable.

Parking: Because the church has very little parking, rental of the church facilities does not come with parking. There is a parking garage around the corner and ample on-street parking after 6 pm and all day on Sunday.

Building Access: The wedding/venue coordinator will arrange for opening and closing of the church.

Definition of Member: Someone who has been an active and participating individual (or their children) for at least six months prior to the request for the wedding.



Photo by Catherine Marszalik, marszalikphotography.com.

Wedding Reservation Form

The undersigned hereby applies for use of the church facilities as indicated below,
at such time and for such fees as specified:

Name of Person 1: _____

Email address: _____

Phone number: _____

Mailing address: _____

Name of Person 2: _____

Email address: _____

Phone number: _____

Mailing address: _____

Additional contact person(s) (wedding planner, parent):

Email address: _____

Phone number: _____

Indicate which facility you plan to use:

Sanctuary only

Sanctuary & Friendship Hall

Wedding Rehearsal Date and Time: _____

Wedding Ceremony Date and Time: _____

Do you wish the church bouquet to remain on the altar? (yes/no) _____

Do you wish our plants to remain at the altar? (yes/no) _____

Would you like to donate your flowers to the church after your ceremony? (yes/no) _____

Please complete the Building Use and Contract Agreements.

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Building Use Agreement

The undersigned agrees for herself/himself and as the party responsible for engaging the use of the Asheville First Congregational United Church of Christ (“the Church”) facilities on behalf of its participants, agents, members, employees, and guests (collectively, “ User”) to the following terms and conditions:

Terms of General Use

The User has the authority to execute this Agreement on behalf of all parties who will utilize the Church facilities in connection with the User’s one-time event, recurring program or meeting or other rental/use of Church space (collectively, “event”). If there is any question as to whether the User has such authority, the Church may require other parties involved with the User’s event to separately execute a Building Use Agreement.

The User will exercise the utmost care in using the Church building, grounds and equipment and agrees to replace or repair any missing or damaged portion of the facilities, property, or equipment, and provide or arrange for adequate supervision of persons participating in User’s event or meeting.

The User agrees to use only the approved space, rooms and/or equipment specified in this Agreement, and only for the time specified. The User must request the Church to modify this agreement in the event additional space, rooms and/or equipment are desired. User acknowledges that the Church may assess an additional Rental Fee if the User extends the time period set forth in this agreement.

Utilization of the kitchen and Friendship Hall, if requested by the User, includes use of the kitchen surfaces as a *staging area only* for caterers. It also includes use of the commercial dishwasher, urn coffeemaker (under the sink in kitchen corridor, dishes, flatware and glassware. Due to the kitchen currently being used by a caterer, the Buncombe County Health Department will not allow other professional catering companies to utilize the kitchen for preparation of food. They may use the counters and coffee area for staging their prepared food to be placed in Friendship Hall. The BBQ grill outside the kitchen is not available for use.

User agrees that nothing may be attached to or removed from any fixture such as pews, doors or walls unless approved in advance of User’s event by the Church’s Venue Coordinator. Symbols of Christian faith, such as crosses, banners, baptismal font and communion table may not be moved or removed from the Church’s worship space. Only LED candles may be used as part of this agreement. Open flame candles are not allowed under any circumstance. All decorations must be approved in advance of User’s event by the

Church's Venue Coordinator and must be removed immediately following User's event unless agreed otherwise by the Church's Venue Coordinator.

In its discretion, the Church may require User to retain the services of a Site Manager selected by the Church to assist in the success of User's event. Payment for the Site Manager's services will be at User's sole expense. User acknowledges that unless contracted separately by User, Church staff/members are not available to assist in any way with User's event. A church member may, however, be present for some portion of User's event to open the church before and close the church following User's event; adjust temperature, if needed; and address any last-minute User questions.

The User agrees to leave utilized space and equipment, as provided in User's Application, including rest rooms, in the condition they were found upon arrival and to dispose of all trash generated by User's event.

For Users of the kitchen and Friendship Hall, supplies not provided by the Church and food are to be removed from the Hall following User's event. Plastic trash bags must be taken to the dumpsters in the alley directly behind the Church. If a catered event has more than 50 people, the caterer is responsible for disposing of and removal of all trash from the premises. The Church custodian will empty the recycling bins provided by the Church for User's use. Tables, chairs, furnishings, dishwasher and other church items must be cleaned and returned to pre-use locations or stored in designated areas.

The outside grill is not part of the kitchen, is not church property and its use is not permitted.

Smoking is not permitted anywhere on Church property, including in the Church buildings, doorways, porches, lawns, gardens, sidewalks or parking areas.

The use of any drug not sold over-the-counter or by physician prescription is not permitted anywhere on Church property.

Wine, beer and hard cider may be served and consumed only in the Friendship Hall. Mixed drinks or spirits of any kind are not permitted on Church property. No alcohol of any kind may be served to minors. User agrees to monitor guests' drinking of alcoholic beverages and provide transportation for guests, as needed.

Weapons, including concealed handguns, are not permitted on Church property.

To ensure the safety and security of all, User agrees that doors may not be propped open for User's event and that User will station responsible persons at doors to admit guests. Initial _____

Due to limited parking spaces, rental of Church premises does not include parking unless otherwise agreed by the Church's Admin Coordinator. Users are advised to explore on-street and nearby garage parking for guests.

The User acknowledges that the Church has installed security cameras in various areas of its premises to enhance staff, parishioner, and guest safety. Tampering or interfering with the operation of Church security cameras may result in immediate termination of this Agreement.

The User agrees to abide by any other Church policies provided in writing to User upon execution of this Agreement, which policies are thereby incorporated into this Agreement.

Cleaning/Facility Condition Deposit for Friendship Hall

In connection with its Application, User has paid a deposit to hold the date for User's event. In the Church's sole discretion, User's failure to comply with any of the terms of this Building Use Agreement may result in the forfeiture of all or part of User's deposit.

Initial _____

Termination of Agreement

The Church reserves the right to limit the use of its building, grounds, and equipment for any reason and, absent emergency circumstances, as determined by the Church, will provide 30 days' written notice of termination of this Agreement. Termination due to emergency will occur in a timeframe determined by the Church, including immediately.

The User will provide the Church 30 days' written notice of termination of this Agreement or as soon thereafter as practicable.

Liability for Damage and/or Injury

User shall be responsible for any damage caused to the Church or Church property in connection with User's event and shall compensate the Church for breakage or damage resulting from User's event.

The Church shall not be responsible for personal injury or loss occurring anywhere on Church property as a result of User's event.

Indemnification

The User agrees to hold the Church harmless and to indemnify the Church against all attorney fees, settlement costs, judgments, litigation expenses, and cost of any kind which may arise out of or in connection with the use of the Church facilities by the User, its participants, agents, members, employees or guests. If requested, User shall provide the Church with an indemnification agreement or certificate or insurance naming First Congregational United Church of Christ as a designated or named insured under the User's insurance policy. The church is not responsible for lost or stolen property.



Contract Agreement for Use of Church Facilities

The undersigned hereby applies for use of First Congregational United Church of Christ (FCUCC) facilities as indicated below, at such time(s) and for such fees as specified. Liability for attendees is assumed by applicant.

Name of Person 1: _____

Name of Person 2: _____

Address: _____

Phone number: _____ Email: _____

Number of people anticipated: _____

Facilities for use (check all that apply):

Sanctuary
 Friendship Hall
 E-207 (Wedding Room)

E-201 (Nursery)
 Choir Room (secondary prep room)

Time of use in this space (please include set up and breakdown):

Date(s): _____ Time in: _____ Time out: _____

Date(s): _____ Time in: _____ Time out: _____

Rental Fee Policy: *All fees must be paid in full two weeks prior to your event.*

Refundable Deposit	\$200.00
Sanctuary Rental	\$2,000.00
Friendship Hall Rental	\$4,000.00
Wedding Coordinator	\$450.00-\$650.00
Total Amount to be Paid	\$

Please note: Kitchen usage fee is not included. If using our caterer, this fee is \$100/hour.

Applicant signature: _____ Date: _____

Church Representative Signature: _____ Date: _____