

Boulder Street Church Wedding Policies

Fee Schedule:

\$400 for BSC members (includes \$150 non-refundable deposit, due when you book your date)

\$100 per hour for simple “cake and punch” type reception (refreshments not included).

Final payment is due 2 weeks before the wedding.

The fee includes:

- Bride’s dressing area
- Groom’s dressing area
- Wedding facilitator
- One A/V tech
- 7 hours of church building use for the entire rehearsal/wedding event (2 hours for the rehearsal; 5 hours on the wedding day for decorating, ceremony, photos, and clean up). An additional fee of \$50 per half hour will be charged for each half hour you occupy the facility beyond the allotted time.

The fee does NOT include:

- Pastor’s honorarium
- Musician’s honoraria

These are customary and are paid by you directly to the pastor/musicians.

What to Expect from the BSC Wedding Facilitator/ What is Included:

- Facilitating the wedding rehearsal and wedding.
- A liaison between the wedding party and the BSC staff and A/V tech.
- Availability for one pre-rehearsal meeting if needed.
- Offering advice at the wedding rehearsal in conjunction with the officiating minister; we do not direct your wedding rehearsal, since that is ordinarily the role of the minister.
- Insuring the bridal party and family work within the allotted time frame for the event.
- Being present on the property during the rehearsal and the wedding.

What is NOT Included:

- Running errands for the wedding party and family.
- Procuring outside rentals or services.

- Being available for additional meetings or extra preparations beyond the wedding, rehearsal, and one pre-rehearsal meeting.

Our wedding facilitator will decide if additional meetings will be necessary to ensure a smooth rehearsal.

Audio/Visual Guidelines:

- An A/V technician will be assigned to your event and will be available during your rehearsal and wedding ceremony.
- The church sound system is not available to anyone other than our designated A/V tech.
- You are required to provide any special music on CD to the wedding facilitator at least one week prior to the wedding date.
- You are responsible for arranging your own musicians; it is customary to give a financial gift to soloists and instrumentalists.

Our sound system has the following capabilities:

- Presonus StudioLive 32 channel digital console; 1 Shure wireless lavalier mic; 1 EV wireless handheld mic; up to 4 wired mics for vocals
- Kurzweil keyboard (midi capable), up to 3 direct box inputs for guitar, violin, cello, etc; Music stands and lights; CD/DVD playback (and projector); Slideshow playback (either through iPhoto or DVD); We are a Mac-based environment for Audio Visual. (All A/V must be operated by a BSC tech or approved through Dave Kint.)

Set-up/Tear-down:

Volunteers will ensure that the church is clean and ready for your event, and will take care of trash removal and vacuuming afterwards. They will not be available for decorating or tear down of decorations.

Miscellaneous Guidelines:

- Your wedding date is not secured until we have received your non-refundable deposit of \$150.
- Couples are expected to complete premarital ministry before being married at BSC.
- A copy of the El Paso County marriage license is requested at the wedding rehearsal.
- BSC does not provide wedding decorations.
- Decorations must be approved through the wedding facilitator.

- BSC will provide a communion plate and goblet if requested. It is your responsibility to provide grape juice and bread.
- We cannot provide dishes or kitchen equipment for receptions.
- It is the responsibility of the wedding party to set up and remove all decorations and personal belongings within the allotted time slot.
- All outside rentals and decoration (including flowers) must be delivered and removed on the day of the wedding. We do not have storage space.
- You are responsible for any damaged or broken items used during the event beyond normal wear and tear, and will be charged accordingly.
- Plastic must be put under candelabras to protect the carpet from dripping wax.
- BSC is not responsible for any injuries caused to anyone while on the property.
- BSC is not responsible for any lost, stolen, or damaged property not provided by BSC.
- In keeping with BSC values, we do not allow any alcoholic beverages on the premises or smoking inside the buildings.
- Please refrain from using rice, birdseed, confetti, or sparklers outside, or real flower petals in the processional.
- The address to put on your invitations is 828 E. Boulder St., Colorado Springs, CO 80903.
- BSC cannot accommodate weddings on holiday weekends or during the week between Christmas and New Year's.