



CEDAR GROVE
COMMUNITY CHURCH

WEDDING INFORMATION

Sarah Alessi Wedding Coordinator

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GENERAL INFORMATION

Marriage being a covenant instituted by God, Cedar Grove views the wedding ceremony to be a celebration for our church family. We desire that weddings reflect our vision, mission and values as we seek to bring glory to God. This policy is in place as a guide for participants, planners, and officiants as we come together to celebrate.

Cedar Grove facilities are primarily available for the weddings of couples who are members or are active guests of Cedar Grove or their immediate family; however, CGCC does offer church facilities and services for community members who align with our Statement of Faith.

Though the culture has evolving definitions of marriage, we believe that it is God alone who has the ultimate authority to prescribe and describe the marital relationship (Gen. 2:24; Matt. 19:1–9; Mark 10:1–12). Because of this understanding, we will only recognize marriages that meet the biblical definition: a covenant relationship between one gender-normative man and one gender-normative woman. The pastors, ministers, and staff of Cedar Grove will only participate in weddings and officiate marriages that meet this definition.

Cedar Grove's campus is available for use for ceremonies, happy hours (up to 2.5 hours after wedding ceremony), and rehearsal dinners and is limited based on calendar and staff availability. We are currently unable to offer space for receptions.

Weddings may not be scheduled more than nine months in advance and no less than two months in advance.

Weddings may be booked Tuesday - Saturdays.

REQUESTING A WEDDING

- Fill out our Wedding Request Form online here: <https://form.jotform.com/241897406652162>
 - This form will be submitted to the pastoral staff for approval the Tuesday following the request submission.
 - If approved the Wedding Coordinator will set up a time to meet with the couple.
- Meet with a Cedar Grove Pastor for pre-marital interview and to schedule counseling.
- Review and sign the Contract for Wedding Services.
- Pay \$500 deposit to hold your date, which will be applied to your final balance.
- Final payment will be due 14 days prior to your event date.

OFFICIANT AND PRE-MARITAL COUNSELING

- Weddings at Cedar Grove Community Church must be officiated by CGCC Pastoral Staff. Exceptions to this must be approved by the Lead Pastor/Pastoral Staff.
- All couples being married at Cedar Grove must complete pre-marital counseling. A pastor from Cedar Grove will oversee the counseling for the couple.
- Cedar Grove Pastors reserve the right to decline officiating a wedding and use of Cedar Grove Facilities.

WEDDING COORDINATOR

CGCC requires all weddings and receptions be overseen by an approved Wedding Coordinator. The coordinator will come alongside the couple to ensure all the elements to be included are talked through and planned out in advance. The coordinator must be involved in and give approval for all wedding ceremony, happy hour, and/or rehearsal dinner plans. The coordinator is responsible for the scheduling of audio/visual, custodial, and other facilities related personnel. The coordinator will be on-site for the rehearsal and wedding day.

HOUSE RULES

- The event and all music must end by 9:00pm in respect for our neighbors. Buildings must be empty and vendors must be offsite by 10:00pm.
- Stage decorations may not be moved, but may be covered with pipe & drape at the renter's expense. The Coordinator has more details if you want to explore this option.
- Decorations: No holes in walls. No adhesives on walls or furniture.
- Candles must be LED, dripless and/or in an approved container. Discuss candle use with the Wedding Coordinator.
- No alcohol or smoking is allowed on church property.
- The Bride and Groom will be held responsible for any and all damages incurred to carpets, furniture, or buildings.
- All other questions should be discussed with the Wedding Coordinator.
- All specifics of any rental delivery and pickup must be coordinated with the Wedding Coordinator.

WEDDING CEREMONY DETAILS AND INCLUSIONS

- Inside auditorium holds up to 300 guests.
- Setup of auditorium chairs in the layout of your choosing.
- Set up of lobby area which includes:
 - Welcome table to place your personal items on.
 - Welcome Water Station with ice water dispenser and plastic cups.
- Setup of the stage area – minus movement of the set backdrop which cannot be moved.
- Wedding coordinator to help provide organizational guidance for the ceremony, online checklists, timeline development and management, and online guest organization tools. Coordinator will also be on site day-of the wedding for vendor coordination and management, assistance setting up personal items, and keeping the timeline on track.
- Audio technician to run the sound board for your ceremony. This includes prelude music, ceremony entrance songs, any background music required during the ceremony, recessional, wireless or wired microphones for the officiant, groom, and any in-ceremony reading or performances as well as any slideshow needs.
 - Music must be church appropriate. (Please no profanity, references to drugs and alcohol, etc.)
- Video technician to run Cedar Grove-owned video equipment to record your wedding ceremony and the raw footage from this recording. (optional)
- Bridal room with mirror and clothing rack.
- Groom's room with tables and chairs.
- Wedding rehearsal coordination the day before your wedding, or as the church calendar allows. which includes the presence of the Audio & Production Technician.

HAPPY HOUR DETAILS

- Happy Hours are “light” receptions that only include appetizers or small bites, beverages, and dessert which last no more than 2.5 hours after the conclusion of the wedding ceremony.
- Includes use of church patio, back lawn, and commercial kitchen.
- Includes use of church-owned tables and chairs.
- Renters are responsible for setting up and tearing down tables and chairs , clean up of the event space, and resetting of the area used.
- Wedding coordinator to help provide organizational guidance for the happy hour, online checklists, timeline development and management, online guest organization, and seating chart tools. Coordinator will also be on site day-of the wedding for vendor coordination and management, assistance setting up personal items, and keeping the timeline on track.

REHEARSAL DINNER DETAILS

- Includes use of church patio, back lawn, Multi-Purpose Room, and commercial kitchen.
- Includes use of church-owned tables and chairs.
- Renters are responsible for setting up and tearing down tables and chairs , clean up of the event space, and resetting of the area used.
- Wedding coordinator to help provide organizational guidance for the rehearsal dinner, online checklists, timeline development and management, online guest organization, and seating chart tools. Coordinator will also be on site day-of the rehearsal dinner for vendor coordination and management, assistance setting up personal items, and keeping the timeline on track.

TIMELINE & IMPORTANT DEADLINES30 days prior to service

- Order of Service determined
- Rental details provided to Wedding Coordinator (if applicable)
- Cedar Grove to provide livestream link to couple (if applicable)
- Ceremony layout/chair arrangement determined

10 days prior to service

- Prelude, postlude, processional, recessional songs determined and given to Wedding Coordinator
- Couple provides slideshow to Wedding Coordinator on flash drive (if applicable)

FLORAL DELIVERIES

Please have individuals/florists/flower shops call our main office to arrange a time to drop off any floral arrangements. We request flowers be delivered the morning of the wedding, prior to the service – Cedar Grove Community Church – 2021 College Ave. Livermore, CA 94550

NOTE: Please have a plan for taking the flowers that are delivered home after the wedding. We cannot receive flower arrangements and do not have the space to dispose of them for couples.

LIVE STREAM- OPTIONAL

For those with family & friends who are unable to attend the wedding in person, Cedar Grove is able to live stream the ceremony. The ceremony would be live streamed via a private link on YouTube which you can distribute to family and friends. Using this service is included in the fee for the Video Technician.

SERVICE RECORDING - OPTIONAL

If you would like your service recorded, please provide the Wedding Coordinator with a flash drive of at least 16 gigs the day of the rehearsal. Using this service is included in the fee for the Video Technician.

SLIDESHOW – OPTIONAL

Cedar Grove Community Church uses state-of-the-art sound and video equipment. **For your convenience, a contracted video tech is available to prepare a slideshow for you for a fee.**

Please plan to scan all of the photos in the order you would like them to appear in the slideshow and provide 2 songs (including artist name) or links.

*Photos must be church appropriate. (Please ask us if you are unsure if a photo is appropriate)

ADDITIONAL FEES FOR SLIDESHOW CREATION

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| • Basic slideshow of 65 pictures and two songs (Pictures are scanned in numbered order as they will appear in slideshow) | \$150 |
| • Additional 32 images and song (max of 3 songs and 99 images) | \$50 |
| • Expedited service (if video needs to be completed in <2days) | \$50 |

If you choose, you may produce your own slideshow. It must be formatted according to these specifications:

- QuickTime.mov or MP4
- H.264
- 16x9 aspect ratio (1920x1080 or 1280x720 resolutions)

If you choose to produce your own video, we require that the finished slideshow be delivered to the church **at least 10 business days prior to the wedding** to verify that it will work with our equipment. *Please note, that if the slide show does not work we will not be able to use it in the service.*

CEDAR GROVE COMMUNITY CHURCH FACILITY AND SERVICE FEES

Wedding Ceremony

Building Use	\$1,000
Wedding Coordinator	\$500
Audio & Production Technician	\$500
Video Technician + raw footage of ceremony (only required if opting for ceremony recording, or livestreaming service)	\$300
Custodian	\$500

Pastoral Services – (paid separately)

*Suggested honorarium for the Pastor	\$300
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Happy Hour (only available after a Wedding Ceremony)

Building Use	\$300
Event Coordinator	\$300
Custodian	\$100
Outdoor Sound System Use (optional)	\$200

Rehearsal Dinner

Building Use	\$300
Event Coordinator	\$300
Custodian	\$300
Outdoor Sound System Use (optional)	\$200

The Cedar Grove Wedding Coordinator will provide an invoice listing the total fees for the service prior to the wedding. Please make check payable to Cedar Grove Community Church (due 15 days prior to the wedding). Please give your payment to the Wedding Coordinator. Honorariums can be given directly to the pastor or given to the Wedding Coordinator separately from the facility use fees. We are sorry Cedar Grove Community Church cannot accept credit cards.