

GUIDELINES FOR WEDDING RECEPTIONS IN FELLOWSHIP HALL

If you are planning your wedding at UCC, you might consider having your reception here as well. All arrangements for wedding receptions will be coordinated with the Women's Guild.

The cost for the use of Fellowship Hall is \$300.00 for up to 4 hours (time starts at the conclusion of the wedding ceremony) and must be paid directly to the UCC Women's Guild at the time the event is scheduled. For any time over the scheduled four hours, a flat fee of \$100.00 per one-half hour or any fraction there of will be charged. There is also a set-up/clean-up fee of \$150.00 to be paid directly to the Sexton. Evening receptions must end no later than 10:00 P.M. to allow for cleaning and securing of the premises.

The number of people attending the reception is limited to 100 if seating is required for food service such as a meal. Such food must be served buffet style. If only cake and punch are served, 160 is the limited number the room will accommodate.

Coffee and ice tea will be made by the Guild upon request. Punch is to be prepared and brought to the church ready to serve with the exception of last minute preparation such as the adding of carbonated beverages. Alcoholic drinks will be used in moderations and are limited to wine and champagne. All drinks except coffee and ice tea are to be purchased by the bridal party.

No smoking will be allowed on the premises.

The UCC Women's Guild will provide table linens, cleaning of table linens, kitchen cleanup, washing dishes, setting and replenishing catered food on the buffet table, and cake cutting. They will also do the clean up.

Decorations may be placed on the tables or window sills. Nothing should be placed on the walls, windows or light fixtures. Lit candles are prohibited except in safe containers on the tables. The bridals party is responsible for decorations for the room, such as flowers, table decorations, specialized napkins and any plastic or paper plates, glasses or other serving items to be used.

Church appropriate music is permitted but the noise level must be kept at a minimum as determined by the Guild members present.

Dancing is prohibited.

2/2/17