



Wedding Information Packet

“Haven’t you read,” he replied, “that at the beginning the Creator ‘made them male and female,’ and said, ‘For this reason a man will leave his father and mother and be united to his wife, and the two will become one flesh’? So, they are no longer two, but one flesh. Therefore, what God has joined together, let no one separate.” Matthew 19:4-6 (NIV)

Crosswinds Wesleyan Church
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crosswinds.church

Crosswinds Wesleyan Church

Wedding Application Procedure

First off, we'd like to say congratulations on your engagement! Secondly, thank you for your interest in using the Crosswinds facilities. We know that this is an exciting time and we are here to help and serve you so that you can enjoy your wedding day. The following steps will help you as you make plans to secure the building and our services for your wedding.

May God bless you as you prepare for a lifetime together!

- Visit our website or contact the church office to obtain Wedding Information Packet
- Receive and read the Wedding Information Packet
- Complete Wedding Application and return to the Wedding Coordinator with your \$25 non-refundable application fee. The building is not officially reserved until the app is received
- Contact our Wedding Coordinator to discuss pre-marital counseling options, ceremony plans and receive final confirmation for your event
- Following this, our Wedding Coordinator will schedule an appointment to review policies, confirm wedding date and go over check list
- Pay ½ of total fees 3 months prior to wedding date
- Pay remaining balance due 30 days before wedding date

- **All dates requested require Staff approval**
- **Weddings will not be scheduled the Saturday prior to Easter & Christmas**
(If a wedding is approved during Advent & Lent season, the church will remain as is and any decorations, sets, props, etc. being used by the church will not be removed)
- **All Saturday events must conclude by 2:00 pm to allow time to prepare for Saturday evening services**

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Wedding Fees

Below is a schedule of fees for weddings and receptions held at CWC.

Wedding Services - Includes set up, custodial services, specified dressing rooms for bride, groom and wedding party, sound and lighting technician, and wedding coordinator for planning, rehearsal and wedding day

Wedding Reception Services - No SATURDAY Receptions allowed. Includes set-up, custodial services, kitchen use (prep only NO COOKING), kitchen host, sound and lighting technician and wedding coordinator for reception

Rehearsal Dinner Services – Includes set-up, custodial services, kitchen use (prep only NO COOKING), and on-site facility host and/or wedding coordinator.

Families are responsible for finding their own pastor, organist, pianist, musicians, soloist, caterers, florist, photographer, etc. CWC facility host and/or wedding coordinator must be present for entire event

Application Fee - \$25 (non-refundable)

Due with wedding application form

Wedding Services - \$300

Applies to all weddings held at CWC

(\$150 - Wedding Coordinator, \$75 Custodial Fee, \$75 Sound & Lighting Technician)

Room Rental for Wedding Venue

Ministry Center (capacity 750) \$250

Chapel (capacity 175) \$150

Reception Services - \$300 (No SATURDAY Receptions allowed.)

Receptions are reserved for CWC members and regular attenders only.

(\$75 Wedding Coordinator, \$75 Custodial Fee, \$75 Sound & Lighting Technician, \$75 Kitchen Host)

Rehearsal Dinner Services - \$75

(\$50 - Wedding Coordinator, \$25 Custodial Fee)

- Room rental for weddings will be waived for CWC members and regular attenders. Service fees still apply.
- Capacities are contingent on set-up style (theater seating, tables/chairs, etc.)

Additional Information for Weddings and/or Receptions

- 5 hour block of time allowed for weddings from arrival time to exiting the building including preparation, dressing, pictures, ceremony, send-off and removal of decorations and personal items. Additional time must be pre-approved and will be billed at \$25 per hour.
- 3 hour block of time allowed for a reception following the ceremony including removal of decorations and any personal items. Additional time must be pre-approved and will be billed at \$25 per hour. **No SATURDAY Receptions allowed.**
- 2 hour block of time allowed for a rehearsal dinner following the rehearsal including removal of decorations and any personal items. Additional time must be pre-approved and will be billed at \$25 per hour.
- Childcare is not provided by Crosswinds Wesleyan Church. Please check with wedding coordinator.

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Facility Use Policies for Weddings

Wedding date confirmations may be given one year in advance.

A church representative or the wedding coordinator must be present for the duration of all events held in CWC facilities.

Saturday wedding activities including pictures and clean up must conclude by 2:00 pm to allow ample time to re-set for Saturday evening services.

A two hour block of time is allowed for a rehearsal. Any additional time must be pre-approved and will be billed at \$25 per hour.

A two hour block of time is allowed for a rehearsal dinner. Any additional time must be pre-approved and will be billed at \$25 per hour.

A five hour block of time is allotted for a wedding ceremony. Any additional time must be pre-approved and will be billed at \$25 per hour.

A three hour block of time is allotted for a wedding reception. Any additional time must be pre-approved and will be billed at \$25 per hour.

Rooms not requested and reserved will not be available.

Honorariums may be made directly to the minister, musicians, etc.

Technical needs will be requested through Crosswinds' technical director. Any power point, DVDs or special video presentations must be turned in **one week** before the event for preview/testing.

Smoking, alcohol consumption, illegal drug use, or fireworks are strictly prohibited anywhere on the campus of Crosswinds Wesleyan Church.

We ask that those who use our facilities and grounds treat them with respect and care. We maintain the right to refuse certain inappropriate activities (such as inappropriate entertainment) or request removal of any disorderly or intoxicated person(s).

Decorating (All decorations must be approved by the wedding Coordinator prior to set-up)

- Crosswinds staff will move all greenery, décor, and furniture. Please prearrange requests through the wedding or facilities coordinator
- **Ministry Center** – The following items may be moved by CWC personnel ONLY: drums and drum cage, instruments, and the low platform on the floor.
- **Chapel** - The piano may not be moved.
- Decorating may be done day of rehearsal – Additional day fee - \$100 per day
- Decorating and removal of decorations are solely the responsibility of the bride and groom.
- Decorations may not be hung from walls or ceilings.
- Items attached to the chairs must be approved by the wedding coordinator, must be easy to remove and leave no permanent marks.
- All candles must be contained to prevent any wax spills on carpet or furniture.
- No rice, glitter or confetti is to be used on the campus of Crosswinds Wesleyan Church including the exterior area. Birdseed or bubbles are suggested outside.
- Those renting the facilities are the responsible parties. Anyone helping with their event should be made aware of the policies.

Receptions

- Receptions are reserved for CWC members and regular attenders only.
- No SATURDAY Receptions allowed.
- A \$100 damage deposit payment is required three months before scheduling an event where food and drinks will be served. This deposit will be returned after the event if there is no damage done to the facilities by the participants. Any damage exceeding the deposit will be billed to the sponsor of the event
- An additional fee may be charged for any set-up requiring more than 2 hours by CWC personnel
- The kitchen should be scheduled with the wedding coordinator and a CWC staff person will supervise for the duration of the event
- No red foods or beverages that could stain carpet or fabric should be used in the facilities.
- All candles must be contained. No open flames.
- Disposable paper goods are not provided by CWC
- Our church leadership has requested that there be no dancing at events except for traditional father/daughter, groom/mother, and bride/groom dance

Crosswinds Wedding Application

Today's date _____

\$25 non-refundable application fee due at time of application

Bride's Name _____

Email _____ Phone _____

Address _____ Cell _____

Work _____

Groom's Name _____

Email _____ Phone _____

Address _____ Cell _____

Work _____

Relationship with CWC

member regular attendee other (explain) _____

Approximate number of guests invited _____

Dates of Events (please list all that apply to church facilities only)

Rehearsal Date _____ **Time** _____

Rehearsal Dinner _____ **Time** _____

Wedding Date _____ **Time** _____

Reception Date _____ **Time** _____

Saturday events must conclude by 2:00 pm to allow time to prepare for Saturday Night Service

CWC Facilities Requested (check all that apply)

Ministry Center Chapel Kitchen (Prep Only NO COOKING) Atrium/Coffee Shop

Men's Dressing Room (Conference Room) Women's Dressing Room (Uptown Kids/Green Room)

Names of those involved in wedding:

CWC Officiating Pastor (please indicate 1st and 2nd choice):

_____ Craig Cooper _____ Betty Ryan _____ Brian Soller _____ Chris Taylor _____ Dave Wright

_____ Karen Busby _____ Bill Robinson

Florist _____ Decorator _____

Photographer _____ Pianist _____

Wedding with a Non-CWC Pastor

It is the general policy of CWC that one of our pastors shall officiate at ceremonies conducted on the CWC campus. However, exceptions to this policy can be made with the approval of our executive pastor. Under no circumstances will such a wedding be approved if the desired pastor is not a professing Christian. The fees described in the CWC Wedding Information Packet still apply in order to cover the church's costs.

Non-CWC pastor you'd like to officiate _____

Church _____ Phone _____

CWC Executive Pastor Signature _____ Date _____

Wedding Coordinator

Angie Bemus: (585) 905-5533 director@angiebemus.com

Contact person to be responsible in event of damage

Name _____ Phone _____

I have read and agree with Crosswinds Wesleyan Church's Wedding Information Packet.

Bride Signature _____ Date _____

Groom Signature _____ Date _____

Office use only

Officiating Pastor _____

Pre-Marital Counselor _____

Wedding Coordinator _____

Sound/Tech _____

Kitchen Host _____

Additional Set-Up _____