

BRUSH POPPERS COWBOY CHURCH
Event / Wedding Policies and Fees

The BPCC building is set aside for worship, evangelism, Christian education and the development of Christian character and life. Any use of the building should relate to this basic purpose. We know this is a very special time in your lives and we will do everything possible to help all areas of planning go smoothly. There are a few details and policies that will be helpful for you to know.

If you desire our pastor to participate in your service of matrimony you will need to contact him at the time you book the building. You may have an outside minister perform the ceremony. If this is the case, please provide our pastor with the name and contact phone number of the person you have selected to perform your ceremony at the time you book your wedding. Our pastor will need to review every aspect of your ceremony for approval. It is our desire that everything done should glorify God.

Please fill out the attached Event / Wedding Reservation Form. This will provide BPCC the needed information for the ministry teams. Your event / wedding date will not be reserved until this form is received and approved.

*First and foremost, any activity on the church property will be conducted in a manner that God is always glorified. **No alcohol is permitted at any time on any church property.** No smoking is allowed inside the building. No rice is allowed inside or outside the church building at any time. However, birdseed will be permitted outside the building only.*

Use of the church building is limited to church members for themselves or their immediate family and the church member must be present for the event.

You are responsible for setting up and taking down any decorations and equipment you bring into the building. Any church property being used will need to be returned to its proper place before leaving. No nails, tacks, staples, tape or other materials that may damage or leave a residue on the property can be used. You are responsible for any damage to the church building, equipment or furnishings. Normal wear and tear is accepted.

Decorations may be brought in the day before the event if no other event is scheduled and should be removed withing two hours of the event. All candles must be the dripleess type. Plastic must be placed under all candelabras. Fresh flower arrangements must have drip plates under each container.

***The sound equipment is off limits.** No one is to touch the sound equipment. Our sound team member will plug or unplug cables/wires as needed and will be available to perform his/her duties during the event, rehearsal and/or wedding. Reminder... You need to confirm the availability of the team members before you confirm the date of your event if you need the equipment at the church.*

If you choose to use the BPCC Building for the event / reception and the kitchen will be needed, you will need to confirm the date with the Chuck Wagon Team to insure a member can be present on the day/days of your event.

Finally, it is our hope that your experience with us is a joyful one and we ask on last item of you – please try to leave our facility as good as or better than you found it when you arrived. God bless you!

Use of the building is at the discretion and approval of BPCC Leadership.

Fee Description

<i>Building Rental</i>	<i>\$ 0</i>
<i>Building Team Member</i>	<i>\$ 150.00 Per Day</i>
<i>Sound Technicians</i>	<i>\$ 150.00 Per Day</i>
<i>Musicians</i>	<i>\$ 150.00 Per Day</i>
<i>Chuck Wagon Team Member</i>	<i>\$ 150.00 Per Day</i>
<i>Cleaning Fee</i>	<i>\$ 300.00</i>

A deposit of \$300 will be collected at least 2 weeks prior to your event. If our team does not have to clean behind you the deposit will be returned. If they have to be called in at all, the fee will not be returned.

*BRUSH POPPERS COWBOY CHURCH
Event / Wedding Reservation Form*

Date of Event / Wedding: _____ *Time:* _____ *AM/PM*

Number of guests expected: _____

Bride's Information: *Name:* _____
 Address: _____
 Phone #: _____

Groom's Information: *Name:* _____
 Address: _____
 Phone #: _____

BPCC Member / Responsible Party Information:
 Name: _____
 Address: _____
 Phone #: _____

Will you need a sound technician (circle one) Yes No

Will you need a musician (circle one) Yes No

If yes, what type/types of instruments: _____

Will you need use of the kitchen (circle one) Yes No

This form must be turned in to the church administrator to request your reservation date. No date is confirmed until you are notified by the church administrator. Fees must be paid 2 weeks prior to the event.

I have read the "Event / Wedding Policies" document and agree to abide by these policies.

<i>BPCC Member/Responsible Party</i> _____	<i>Approved:</i> _____
<i>Date</i>	<i>BPCC Administrator</i> _____
	<i>Date</i>

**Please note the date and time of the rehearsal, if the BPCC Building will be used.*

Rehearsal Date: _____ *Time:* _____ *AM/PM*