

SOUND TECHNICIAN \$50.00 - \$100.00

If your ceremony requires more than one or two microphones or more than one or two recorded songs being played, our Sound Technician must be hired to work both the rehearsal and the ceremony.

CEREMONY COORDINATOR

A staff member will be assigned from the church to assist you with all the aspects of your ceremony which pertain to our facility, at no additional fee.

MINISTER

You are welcome to book our minister or a minister from outside our congregation. Please negotiate the fee with the minister of your choice. *You are responsible for negotiating the minister's fee, and paying the minister directly. If you choose an outside minister, please have him or her call our minister at 626/292-2080 and send a copy of his/her credentials to our minister.*

RECEPTIONS

Space may be available in our fellowship hall, which is adjacent to the church sanctuary. Rental for this hall is \$600 per 4 hour block for a reception of up to 200 people. An additional security deposit of \$100 is required and is refundable if there are no damages. **Alcohol may not be served at receptions.** For more information regarding receptions, please contact our ceremony coordinator or our minister.

CHECKS

Check should be made payable to San Marino Congregational Church. **Full payment is due at least one month prior to the ceremony day.**



Frequently Asked Questions

How many people can the church hold?

A maximum of 200 people, but a comfortable number is 175. There are 26 pews in the church. Each pew can hold up to approximately 7-8 adults sitting close together. Two rows of chairs can be placed in the back of the sanctuary, and one chair can be placed at the outer end of each pew. Another option is to place chairs in front of the pews as well.

May we use a runner?

You may use a runner down the main aisle (you'll need one approximately 64' long). However, the church does not provide a runner and we do not encourage the use of one as it is very difficult to anchor it on the carpeted aisle and steps. If, however, you are having a flower girl drop real flower petals, you must use a runner to protect the carpet. If you do choose to use a runner, you are responsible for providing it and disposing of it.

May we attach flowers/decorations to the pews?

You may attach flowers and decorations to the pews, but only if you use an approved plastic clip. **No tape, tack or adhesive of any kind may be used on the pews.** The church's ceremony coordinator can show you an example of a clip which most florists carry.

How many people can fit in the reception hall?

Sit down dining: 109 people maximum
No tables/chairs: 234 people maximum

How many tables/chairs are available?

There are 13 long (8½' long) rectangular tables and 4 small square tables.
There are 175 folding chairs.

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Planning

**YOUR
CEREMONY**

**AT
SAN MARINO
CONGREGATIONAL
UNITED CHURCH
OF CHRIST**



To help you plan your wedding or service
of commitment

We are pleased that you are considering having your ceremony here. Our church is a member of the United Church of Christ denomination. This booklet has been prepared to answer your basic questions and to assist you in your planning.



RESERVING THE CHURCH

Before definite plans are made, please check to be certain that the church and the minister are available for the date and time you desire. Call our office to check the date for your ceremony. Your ceremony date is reserved once you make your \$200 deposit. Your ceremony will be held in our main sanctuary which can seat up to 175 guests. For your convenience, a comfortable bride's room (with an adjoining bathroom) is available to you.

MINISTER

An important part of the preparation for your ceremony is a conference between the couple and the minister. This appointment should be arranged early. Outside ministers are permitted to perform ceremonies at our church but must hold a conversation with our minister early on in your plans. He or she must also be recognized by the State of California to perform marriage ceremonies. Outside ministers must attend the rehearsal.

FLORAL DECORATION

Arrangements for floral decorations are made by you with the florist of your choice. If floral bouquets are desired, the suggested number for the church is one to three bouquets: one for the altar and one for each side of the chancel. The two side bouquets may be placed on brass flower stands that the church provides. We can also provide two candelabras (7 branch), and the candles for them.

MARRIAGE LICENSES

You are responsible for obtaining your license. We can provide you with information if you need it. Your minister is responsible for having the license signed by all proper parties. Please be certain your minister takes care of this important task and gives the church a copy of the license.

PHOTOGRAPHY

The photographer is permitted to take pictures before and after the service, and may move around during the processional and recessional. Please have your photographer check with the church's coordinator regarding use of flash photography. During the ceremony, the photographer should find a place to remain stationary. Video cameras are allowed but must not interfere with the ceremony. Use of extra lighting is not permitted during the service.

REHEARSAL

The ceremony rehearsal is usually scheduled the night before a ceremony. However, the rehearsal may be scheduled according to your personal needs. Depending on the length of the ceremony, the rehearsal will usually last 45 minutes to one hour. Our coordinator will be present to ensure that your ceremony will proceed smoothly. Everyone who will participate in the ceremony should attend the rehearsal if at all possible.

If the rehearsal runs longer than 1 1/2 hours from the scheduled start time due to late arrival of members of your party, an extra \$35 fee per half hour will be assessed to cover the extra time required of our coordinator. This fee will be deducted from the security deposit.

CEREMONY DAY TIMETABLE

The total time required for your ceremony is approximately 4 hours. This includes time for dressing, picture taking and the ceremony. You receive two hours prior to the scheduled ceremony

starting time and approximately two hours after the ceremony has begun. For instance, the florist should arrive about 2 hours before the ceremony, the photographer and participants about an hour prior and the parents and guests about 1/2 hour prior to the ceremony.

PROHIBITED ON PREMISES

Smoking, alcoholic beverages, throwing of rice, bird seed and confetti are not allowed. Food and non-alcoholic drinks are only permitted in the fellowship hall if you have pre-arranged for a reception there.

FEE FOR THE CHURCH

\$1,000.00

This fee covers the use of our facility up to 4 hours and includes the assistance of our ceremony coordinator, musician, custodian and utilities. Pulpit microphone, lectern microphone, and a body microphone for the Pastor are provided. Heat, lights and air conditioning are included. **The full fee for the church is required one month prior to the ceremony.**

SECURITY DEPOSIT

\$200.00

This deposit is required at the time the church is reserved. It is refundable the week following the ceremony if there are no damages to our facility. In the event of cancellation of the ceremony, 50% of the deposit is refundable, **up to one month prior to the ceremony date.**

MUSICIAN SERVICES

\$200.00

If desired, we can obtain a professional pianist or organist to play traditional musical selections for the prelude, processional and recessional. **We must have at least 30 days lead time** in order to hire a musician. For any special music that requires additional rehearsal time, please contact our coordinator. **The selection and rehearsal of special music must be completed 10 days prior to the day of the ceremony rehearsal.**



Musical selections are subject to review for appropriate context for a religious ceremony.