

WEDDING FACILITY REQUEST

Cornerstone Assembly of God
10551 Chalkley Rd, North Chesterfield VA 23237-4132
Fax: 748-5986 Phone: 748-8613
Email: facilityrequest@cstoneag.org

– APPLICANT KEEPS THIS PAGE –

We are honored to be a part of your special day!

WEDDING SPECIFIC INFORMATION:

Weddings are treated like most other events here at Cornerstone, with the following differences:

- **Deadline:** All wedding bookings should be submitted at least 30 days before the wedding.
- **Payment:** The refundable deposit should be submitted with the facility request. All other fees are due in the office one week prior to the wedding.
- **Approval:** Your wedding will be approved only if the dates and times do not conflict with ministry. All facility usage is subject to staff approval. We cannot include your wedding on our public calendar.
- **Janitorial Fee:** Wedding events include a mandatory janitorial fee; this charge allows rooms to be cleaned before and after your event.
- **Wedding Coordinator:** We require weddings to use an in-house wedding coordinator; the coordinator is familiar with our building and procedures, and her knowledge and presence allow the day to flow smoothly. An outside coordinator may co-coordinate with the Cornerstone coordinator if you wish.
- **Multiple Room Uses:** Booking the sanctuary for the wedding includes its use for the rehearsal at no additional charge. Any other rooms used twice must be booked and paid separately. For example, a rehearsal dinner and reception held in the same room would be charged separately.
- **Sound Equipment:** The sound technician will move or supervise the moving of all sound and musical equipment. Staff must pre-approve any moving of musical instruments. We generally do not provide wedding reception “DJ” services.
- **Vendors:** If you use the large kitchen, you must either hire a professional caterer, or have Cornerstone provide a Kitchen Coordinator to oversee kitchen operations.

GENERAL REQUIREMENTS:

- Applicants must be 18 or older.
- Use of alcohol or tobacco products are not permitted inside any church building.
- Decorations and displays may be attached to walls only with staples. Tape of any kind or “sticky tack” should not be placed on walls or carpet. Ceiling decorations must use acoustic ceiling track hooks.
- Only dry-erase markers may be used on whiteboards.
- Food and drink are not allowed in the sanctuary; however, communion elements are permitted.
- Children are not permitted in the building or on the property without adult supervision, and may not play in the nursery without staff approval. **See Child Care Request Form 7006.**

– APPLICANT KEEPS THIS PAGE –

REQUIREMENTS AFTER AN EVENT* :

- Clean and put away all furniture and equipment (see room layout diagram near each room entrance).
- Remove all decorations and displays set up for your event.
- Wipe off all whiteboards.
- Place all trash in trash cans.
- If you used the kitchen:**
 - Dispose of any leftover food.
 - Wash any dishes used and put away.
 - Be sure counters are clean.
 - Turn off all water and appliances, and confirm refrigerator/freezer doors are closed.
 - Trash bags containing food should be taken to the dumpster.
- Close all window blinds
- Turn off all lights except accent lights in the foyer and outside entrance lights.
- Close all doors. Make sure exterior doors are latched and locked.
- Leave the rooms tidy.

* We may retain a portion or all of the deposit if these instructions are not followed, as determined by staff. Additionally, damage to the facility will result in deposit retention.

WEDDING FACILITY REQUEST

Cornerstone Assembly of God
10551 Chalkley Rd, Richmond VA 23237-4132
Fax: 748-5986 Phone: 748-8613
Email: facilityrequest@cstoneag.org

APPLICANT INFORMATION:

Today's Date: _____

Names: _____

Daytime Phone: _____ Cell Phone _____

Address (if not a Cornerstone member): _____

E-mail: _____

SCHEDULE INFORMATION:

Desired date(s): _____ Alternate date(s): _____

Arrival time: _____ Wedding time: _____ Reception time: _____ Vacate time: _____

Expected number of persons attending: _____

AREAS REQUESTED:

- Sanctuary
- Registration Desk & Foyer
- Fellowship Hall
- Ministry Café
- Classroom(s) (how many) _____ – Most weddings need two classrooms for the wedding party's preparations.
- Small Kitchen
- Large Kitchen- (see "Vendors, p. 1)
- Youth Auditorium (room 115)

ROOM FEES:

Room	Security Deposit *		Facility Fees			
	Deposit	Paid	Janitorial	Room Rental	Overage	Paid
Sanctuary	\$80		\$80	Members: none Others: \$80	\$20/ hour **	
Fellowship Hall	\$250		\$250	Members: none Others: \$250	\$50/ hour **	
Large Kitchen	\$100		\$100	Members: none Others: \$100	\$25/ hour **	
Classrooms	\$10		\$10	Members: none Others: \$10	\$10/ hour **	
How Many?						
Ministry Café	\$50		\$50	Members: none Others: \$50	\$15/ hour **	
Small Kitchen	\$30		\$30	Members: none Others: \$30	\$10/ hour **	
Youth Auditorium	\$50		\$50	Members: none Others: \$50	\$20/ hour **	
Foyer	none		\$30	none	none	
TOTAL SECURITY DEPOSIT			TOTAL FACILITY FEES			

*The Security Deposit is separate from, and may not be applied toward facility fees. It will be returned after the event if staff finds the facility in acceptable condition.

** The hourly overage fee applies on Saturday only, per hour after 7PM

SPECIAL FEES:

Fee	Cost	Fee Charged
Pastor	Minimum \$250, make check payable to pastor	Do not include in fees
Musician(s)	Fee set by individual; make check payable to musician	Do not include in fees
Sound Technician	\$60.00 (\$15.00 per hour over 4 hours)	
Projection Technician	\$60.00 (\$15.00 per hour over 4 hours)	
Wedding Coordinator	\$175.00	
Kitchen Coordinator (see "Vendors"- p.1)	\$80.00 (\$20.00 per hour over 4 hours)	
Laundry service	Wash tablecloths- \$60.00 Wash napkins- \$40.00	
Setup	Fellowship Hall chairs: \$200; Other: WILL QUOTE	

EQUIPMENT NEEDED

(Please draw diagrams on back with setup configuration)

Item	Qty
8' Conference Tables	
4' Tables	
5' Round Tables	
Fellowship Hall chairs	
TV/VCR/DVD	
Podium	
Easel	
Tablecloths	
Cloth Napkins	
Other	

DECOR SUMMARY

Describe any special decor or room treatment ideas. If you need to contact us with further details after this form is submitted, please do not hesitate. For safety reasons, staff must be familiar with and approve major or dangerous decor items.

SECURITY DEPOSIT (due with this form): \$ _____

FACILITY AND SPECIAL FEES (due 1 week before wedding): \$ _____

Checks are to be made payable to "Cornerstone Assembly of God Church." Mail payments to:

Cornerstone Assembly of God Church
 ATTN: Schedule Coordinator
 10551 Chalkley Road
 North Chesterfield, VA 23237

I have read the "Procedures and Rules" and agree to adhere to them. I also understand that money may be withheld from my deposit if clean up is not completed satisfactorily or if damage is incurred.

Applicant Signature: _____ Date: _____

WEDDING PARTY WORKSHEET:

Bride's Full Name _____

Groom's Full Name _____

Pastor _____ Is Pre-Marital Counseling scheduled? (Required) _____

Maid/ Matron of Honor _____

Bridesmaids _____

Best Man _____

Groomsmen _____

Bride's Parents _____

Groom's Parents _____

Ushers _____

Flower Girl _____

Ring Bearer _____

Grandparents _____

Other _____
