

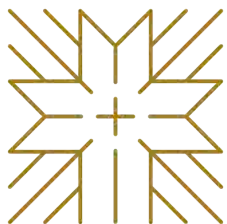


INFORMATION PACKAGE

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W E D D I N G S

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TOWN + FIELD CHURCH  
[INFO@TOWNANDFIELDCHURCH.CA](mailto:INFO@TOWNANDFIELDCHURCH.CA)

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# W E D D I N G   P A C K A G E

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# B O O K I N G P R O C E S S

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## REQUIREMENTS

- A wedding ceremony officiant must be approved by Town + Field Church
- Each booking is unique and we will be flexible and adapt to your situation. Weddings will be approved on a case by case basis.

## PROCESS

- Review Wedding Information Package
- Initial Rental Inquiry, and Wedding Service Form
- Availability Check
- Complete Pre-Booking Form (for non-attendees - admin will send this to you if needed)
- Pastoral Approval
- Building Walkthrough
- Signature of the Facility Rental Agreement
- Deposit - 50%
- Confirmation
- Full Payment (due **1 month** prior to wedding)
- One month followup to confirm rental needs

When you inquire about a rental for a wedding ceremony or reception, you will be connected with the Town + Field Office Administrator. When ready, you can submit the Inquiry Form, and Wedding Service Form. Upon approval, a building walkthrough and a venue tour can be scheduled with a staff member.

Upon booking, the rental agreement will be signed by the renter and the church. In order for facilities to be booked, a 50% (refundable) deposit needs to be made to confirm the Town + Field Church facility rental. The office administrator, Pastor of Operations and Director of Services will then be in contact with you to collaborate on your specific needs.

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# ESTIMATED COSTS

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## **WEDDING CEREMONY PACKAGE** (Sanctuary & Fireside room) - **\$600**

### INCLUDES:

- Includes in house sound technician (2 hour rehearsal, 3 hour ceremony. **Additional time will be billed \$50/hr**)
- Janitorial services prior to the wedding
- Toddler room and Back meeting room available for bridal party
- Setup and decor time

### DOES NOT INCLUDE:

- Media person (if required for presentations, slideshows, videos, etc.) is an additional **\$50** per hr.
- Rehearsal Dinner space rental
- A Town + Field officiant is an additional **\$350** honorarium

## **ADD ON's** (Reception Room Rentals)

- Gym & Lower Hall **\$50 per hr** (event only)
- Sound technician for reception - \$50 / hour
- Media technician for reception - \$50 / hour
- Tables and chairs included
- Kitchen rental - Large kitchen **\$30/hr**; Small Kitchen **\$20/hr**

## **LIABILITY & INSURANCE**

- Required to purchase - Refer to Wedding guidelines below

\*DAMAGE DEPOSIT REQUIRED AT THE TIME OF BOOKING: 50%





# SANCTUARY

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## ROOM SPECIFICATIONS

STAFF PROVIDED: Facility Host + Sound Technician (Media technician if requested)

SANCTUARY CAPACITY: 350 Seats

AISLE LENGTH : 60ft

## FEATURES INCLUDED IN RENTAL:

- Carpet runner for the aisle
- Projector screens and media computer for video presentations (Media technician required for use)
- Lightboard console with multiple colour options (Media technician required for use)
- Digital sound board and system including microphones, wireless microphone for officiants, wireless mics, guitar inputs
- Instrumentation: Full size grand piano, mic stands, wireless mics, drum kit, keyboard. \*Renters must bring own instrumentation, and discuss with Director of Services **1 month prior to event. The grand piano and drum enclosure cannot be moved.**



# F I R E S I D E     R O O M & E N T R Y     W A Y

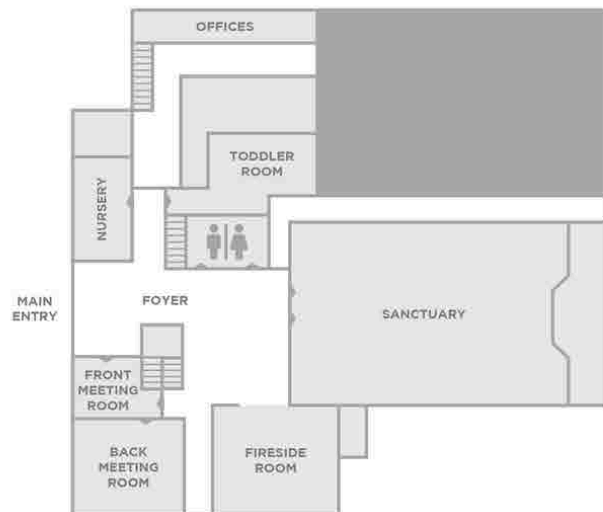


## FEATURES INCLUDED IN RENTAL:

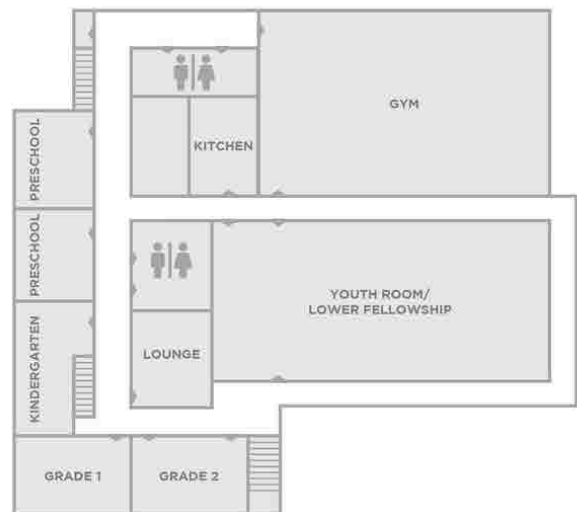
- Use of cafe kitchen, fireside room
- Tables and chairs

# F L O O R     P L A N

## MAIN FLOOR



## BASEMENT



# W E D D I N G   R E N T A L

# G U I D E L I N E S

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## **Principle**

Town + Field Church has dedicated this building for God's glory and use. The building is open to be used by community groups and individuals. We ask that activities be consistent with the purpose and beliefs of the church. A fee schedule is included to assist with cost recovery for facilities usage.

## **Use of Church Facilities:**

- The church will provide access to the sanctuary, restrooms, and other predetermined relevant areas (e.g., foyer, dressing rooms) during the scheduled timeframe.
- The grand piano, and drum kit enclosure cannot be moved
- The nursery is available for the bridal party use only, not to be used for childcare.
- No alcohol or illegal drugs are allowed on the premises.
- No confetti, rice, cereal or real flower petals are to be thrown on the premises.
- No chairs are permitted to be removed from the sanctuary without prior consent.
- The couple is responsible for ensuring that all spaces are left in a clean and orderly condition after the ceremony.
- The couple is responsible for ensuring that all inside lights, with the exception of the foyer lights, are to be turned off prior to leaving.
- All windows and doors must be checked and locked prior to leaving.
- Thermostats are preset and are not to be adjusted.
- No church property (e.g., chairs, tables, gym equipment) is to be removed from the any area without prior permission.
- The gym is to be used only for the purpose of the wedding reception as stated in the agreement.

## **Use of Gym Facilities:**

- The church will provide access to the gym and restrooms only during the scheduled times.
- No unsupervised children are permitted in any area of the church.
- You have access to the rooms rented only, please do not enter or allow children in other areas.
- All rentals end at 11pm.
- If live music, a DJ, or other entertainment is involved, the couple must ensure that music volume is kept at a reasonable level. The church may ask the volume to be adjusted at any time if it is disruptive to other activities or neighboring properties.
- Any entertainment involving dancing or other interactive activities must be respectful of the church environment and its religious significance.
- Any garbage must be removed, spills wiped up, and floors swept/moped.

## **Rehearsal:**

- The church will provide the couple with time for a wedding rehearsal. Rehearsal times must be scheduled in advance .
- The rehearsal will be led by the officiant or a designated church representative.
- A designated sound tech present for 1 hour of rehearsal time

## **Liability and Insurance:**

- The church does require the couple to obtain liability insurance for the wedding day to cover any accidents or damages that may occur during the ceremony or reception.
- The couple is responsible for any damage to church property caused by themselves, their guests, or their vendors. The couple must return the property to its original condition after the event.
- The church is not responsible for any loss, theft, or damage to personal property or items brought into the gym for the event.

## **Access and Hours:**

- The sanctuary may be accessed for decorating and setup on the day of the event or, if pre-approved, the day before the wedding. The rental and decorating period will be determined in the rental agreement.
- All decorations in the sanctuary must be removed immediately after the ceremony.
- The gym may be accessed for decorating and setup on the day of the event or, if pre-approved, the day before the wedding.
- The rental and decorating period will be determined in the rental agreement.

## **Clergy and Officiating:**

- If premarital counselling or meetings with the officiant are required by the church, the couple must complete these before the wedding ceremony.
- An outside officiant must be approved by Town + Field Church

# W E D D I N G   R E N T A L

# G U I D E L I N E S

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## **Capacity Limits:**

- The maximum seating capacity for the sanctuary - 350.
- For safety and comfort, the couple is responsible for ensuring that the number of attendees does not exceed this limit.

## **Decorations and Setup:**

- Decorations must be approved by the church beforehand. No tacks, nails, or staples may be used to affix decorations to walls, ceilings, or gym equipment.
- Tape, string, or other non-damaging adhesives must be used for decorations.
- All decorations must be non-permanent and must not damage the church property.
- The couple is responsible for cleanup after the event, including the removal of any decorations, tables, chairs, and trash. Failure to do so may result in additional cleaning fees.

## **Food and Beverage:**

- No food or beverages will be permitted in the sanctuary.
- The couple is permitted to serve food and beverages in the gym but must ensure that all catering or food service is done by a licensed and insured catering company. If pre prepared food is to be brought in (no food preparation in the kitchen) a food safe certificate must be provided, and the couple is responsible for supplying their own dishes/cutlery etc.
- Alcohol is not permitted anywhere in the building.
- The couple is responsible for coordinating with a licensed and insured catering company if food or drink is provided by outside vendors.
- The church will provide tables and chairs. Table covering and chair coverings must be provided by the couple.

## **Audio/Media Equipment:**

- All basic sound equipment requires a trained Town + Field sound technician to operate our sound systems (e.g., microphones, speakers).
- If a DJ, band, or other entertainment will be using sound equipment of their own, the couple must ensure that the volume is kept at a level appropriate for the setting and in consideration of other church activities and neighbors.
- If any PowerPoint slide shows or visuals are required, there will be an additional cost for a Media tech.

## **Smoking and Fire Safety:**

- Smoking is strictly prohibited anywhere on church property.
- Fire regulations must be followed. Open flames (e.g., candles) may not be used without prior approval. Any fire-related equipment or decorations must comply with the church's safety policies.

## **Cleanliness and Trash Removal:**

- The couple is responsible for removing all personal items, decorations, and trash from the church immediately following the ceremony.
- The couple must ensure the gym is left clean and free of trash after the event. If the gym requires excessive cleaning due to spills, trash, or other messes, additional cleaning fees will be charged.
- The couple is responsible for ensuring that all spaces are left in a clean and orderly condition after the reception.
- Cleaning supplies are wet and dry mops can be found in the janitor's room in the hallway across from the commercial kitchen.
- All trash must be properly disposed of in designated bins or trash containers provided by the church. Any failure to properly clean up may result in additional cleaning fees or loss of the deposit.

## **Cancellation Policy:**

- Cancellations must be made in writing as soon as possible.
- If the church must cancel the wedding due to unforeseen circumstances, the couple will receive a full refund of any payments made, and the church will work with the couple to reschedule the event if possible.

## **Miscellaneous:**

- The church reserves the right to make changes to these policies as needed. Any changes will be communicated to the couple in writing.