

# The Community Presbyterian Church of Pittsburg

## CAMP STONEMAN CHAPEL

200 East Leland Road, Pittsburg, CA 94565

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PASTOR: REV. WILL MCGARVEY

WEDDING COORDINATOR: LISA HANSEN 925-698-3509

## CHAPEL RENTAL INFORMATION

*The Community Presbyterian Church of Pittsburg is very proud to have the historic Camp Stoneman Chapel as its home. The Chapel and adjoining Social Hall are available for weddings and other events.*

### 2010-2011 Fee Schedule

<b>Security Deposit</b>	<b>\$500</b>	Due at time the reservation is made.
<b>Chapel Wedding</b>	<b>\$650</b>	
<b>Minister</b>	<b>\$200</b>	
<b>Organist</b>	<b>\$150</b>	
<b>Social Hall</b>	<b>By arrangement with the Wedding Coordinator</b>	

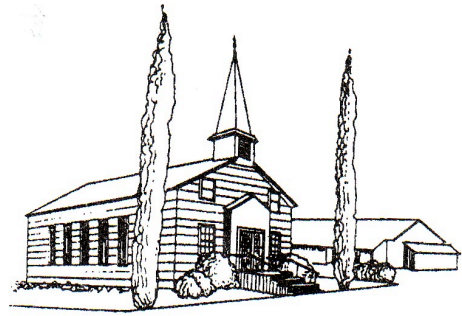
The security deposit may not be applied to the room rental fee, but will be fully refunded if there has been no damage to the church. All fees must be paid in full one month prior to the event

### **The following services will be provided by the wedding coordinator;**

- Meet with the couple to review wedding plans and, if requested, to suggest resources for flowers, photographers, caterers, etc.
- Opening the building and facilitating the Wedding Rehearsal.
- Make arrangements with your florist to open the church for delivery of flowers.
- Supervise and coordinate the rehearsal including seating, processional, PA system, etc.
- Coordinate the arrival of the wedding party, distribute flowers, assist with seating and the coordination of events prior to and during the service.
- Supervise the re-arrangement of the chapel furnishings and secure the building after the service.

## **General Information, Procedures, and Conditions of Chapel Rental:**

- The Chapel has 22 pews, each seating 10 people. Some additional chairs may be set up if needed but must not interfere with the emergency exits. The balcony can accommodate up to 40 more guests.
- You may use the cordless PA system.
- There are two tall candelabras that hold five dripless candles. If you wish to use the candelabras, you must provide the candles.
- The wall sconces are not to be used for lit candles.
- Decorations are to be simple and tasteful. The wedding coordinator may refuse the display of improper decorations.
- Guests may throw flower petals, birdseed, or confetti outside the chapel. Rice is not permitted.
- Only glass enclosed candles are permitted.
- Nails and/or tacks are not allowed. You may use paint tape, and all decorations must be removed from walls completely.
- Remove all decorations and litter from room and from surrounding church grounds before leaving.
- A security guard will be required if alcohol will be served in the Social Hall.



# CPC Wedding Application

Wedding Date: \_\_\_\_\_ Time: \_\_\_\_\_

Rehearsal Date: \_\_\_\_\_ Time: \_\_\_\_\_

Minister: \_\_\_\_\_ Denomination: \_\_\_\_\_

*(Minister must be ordained)*

**Name of Bride:** \_\_\_\_\_ Age: \_\_\_\_\_

Address: \_\_\_\_\_

Home Phone: Work Phone: \_\_\_\_\_

**Name of Groom:** \_\_\_\_\_ Age: \_\_\_\_\_

Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Total number in wedding party: \_\_\_\_\_ Total number of guests expected: \_\_\_\_\_

## **Please specify if you will need:**

Organist: Church  your own  none \_\_\_\_\_

Florist: Church  your own  none \_\_\_\_\_

Photographer: Church  your own  none \_\_\_\_\_

Wedding reception to be held at church? yes \_\_\_\_\_ no \_\_\_\_\_

Additional information: \_\_\_\_\_

\_\_\_\_\_

*Please call wedding coordinator to ensure the date you wish have your event is available. Please include this form along with \$500 deposit to hold your wedding date.*