

# Crown Policies – Weddings

## RENTAL FEES & DISCOUNTS

Rental fees are available upon request. Discounts are given for alumni (15%) and CMA-sponsored events (50%). A non-refundable \$250 deposit is due along with a signed copy of the Facility Use Agreement at the time of booking. All facility fees and catering charges are due 2 weeks prior to the event. You will be notified within seven (7) business days of the completion of your event of any additional fees or charges.

## CANCELLATIONS

If the event is cancelled, the deposit is non-refundable. Any events cancelled within 2 weeks of the event date will incur a service charge to be determined by the Event Services Manager based upon lost revenue and food already ordered, if applicable.

## INSURANCE

All events require day-of event insurance. Clients need to provide evidence of general liability insurance with limits of \$1,000,000 including bodily, personal, and property damage no later than 2 weeks prior to the event. The certificate must list Crown College as an “additional insured” on the policy and should include all event participants, guests, sponsors, and spectators with respect to the use of Crown College’s facility for this event.

## TIME

All wedding ceremonies will have a one-hour rehearsal scheduled during the week prior to the ceremony. *Ceremony-only rentals* will have 5 hours of rental on the day of the event. Time slot will be arranged by Event Services Manager and includes all decorating, set-up, rehearsal, sound check, ceremony & teardown activities. *Ceremony & Reception* rentals will have 10 hours of rental on the day of the event. Time slot will be arranged by Event Services Manager and includes all decorating, set-up, rehearsal, sound check, ceremony & teardown activities.

## SMOKING/ALCOHOL/SUBSTANCE POLICY

Crown College prohibits the possession and/or use of alcohol and mood-altering drugs on campus. Smoking and the use of tobacco products is prohibited in all areas of the campus.

## CEREMONY REHEARSAL

A one-hour rehearsal time slot will be scheduled for the week of the ceremony, availability to be determined by the Event Services Manager.

## TECHNOLOGY/AUDIO-VISUAL

The Chapel includes a piano, 3 wireless microphones, projector, & DI boxes/cables. A sound technician will be provided for 2 hours on the day of the ceremony, arriving one hour prior to the ceremony. Additional equipment and/or time can be discussed with the Event Services Manager and will incur additional charges. Sound levels should be reasonable at all times. The renter will pay tuning costs and all costs associated with relocation of the piano.

## DANCING

Wedding reception dances have been approved by the Crown College Board of Trustees. Dancing is allowed in accordance with the Crown Covenant and the beliefs held by the College. All dancing and music must be kept appropriate and tasteful. No vulgarity will be tolerated.

## DECORATIONS

The Wedding Party will be responsible for all decorations in the lobby, Chapel, and Dining Center or Fireside Room. Renters must receive prior approval for the type of decorations from the Event Services Manager per the standard Facility Use Agreement. Decorations may not be affixed to walls or woodwork with tape or command strips unless approved by the Event Services Manager. Please review the Facility Use Agreement’s damages clause. Crown College does not allow guests to use ladders or other lift devices to hang decorations. All decorations must be set up and taken down during the allotted time on the day of the event as Crown College does not have a storage facility for them, and the Chapel does not lock.

## CATERING POLICIES

The College contracts all its food service needs through Sodexo Catering; however, guests utilizing the Fireside Room are allowed to bring food from home or from other vendors to support their event. The Event Services Manager will discuss food service options with the client and develop an estimate for food service needs, if applicable. The Crown College Dining Center and Fireside Room is available for wedding receptions. Sodexo Catering charges vary for each event based upon food selection, volume, and level of service.