

BUCKHORN PRESBYTERIAN CHURCH

PO Box 119, Masonville, CO 80541

WEDDING POLICY

August 2023

We are delighted to share our beautiful, historic sanctuary for your special event. We welcome both members and non-members of the church to exchange vows of commitment here. Please note that the person officiating must be an ordained pastor or minister. To learn more about our congregation, please visit the church website at www.buckhornpres.org.

Guidelines for Using the Church for Weddings

1. Attendance at the historic Buckhorn Church for any event, including weddings, is limited to 125 people. It is not possible to make space for more. Please take this into consideration when planning your wedding.
2. We do not allow alcohol on the church premises.
3. Smoking is not allowed in any of the church buildings. There is a receptacle provided outside for cigarette butts.
4. We request that decorating the church with flowers, pew bows, runners, candelabras, etc. take place the evening of the rehearsal or the morning of the wedding. NO decorations will be pinned, stapled, tacked, taped, or stuck to pews, wood, or walls of the church.
5. Please inform your church contact person if you plan to use the sound system, as we will need to be sure you know how to use it and sign the responsibility form below.
6. You will need to provide your own music and a person to play it live or on CD. We do not have an organist or pianist available.
7. If you need to use the elevator, please advise your contact person as an operator will need to be present to operate the elevator.
8. We request that you do not move the piano, organ or anything on the raised pulpit area, including the Bible. You may remove the chairs from the choir loft for the ceremony and replace them in their original position when the wedding is over.
9. If you use fresh flowers in place of our silk arrangements, please return silk arrangement to original position after the wedding is over. Please place saucers beneath fresh flowers to protect the wood.
10. Please do not drop pins on the nursery room floor as there are little children that crawl on the floor.
11. We request that you take all of your belongings after the wedding, including papers, flower boxes, hangers, etc. We are not responsible for returning them to you.
12. Please do not throw any traditional post wedding items – no rice, flower petals, birdseed, glitter, etc. You may throw birdseed outside of the building.
13. You must extinguish all candles before leaving the church. Designate a person to ensure this is done immediately after the service ends.
14. Parking is limited to the church property. There are spaces for the disabled. The county does not allow parking on N County Rd 27 (Buckhorn Rd). There is an overflow lot beside the Manse. You will need to designate a person to direct traffic.

Please share these guidelines with all members of the wedding party so they are informed of our church policies.

Wedding Fees

The fee(s) for a wedding at the Buckhorn Presbyterian Church are as follows:

Church Member Families No Cost
Attendance for Up to 75 \$300.00
Attendance for 76-125 \$500.00

A non-refundable deposit of 200.00 is due upon reserving the church by a non-member. The remainder of the fee is due one month in advance of the wedding. If you are arranging your wedding within 45 days of the wedding date, the full fee is due at the time of scheduling and is non-refundable. This serves as a guarantee of your chosen date. Checks are to be made payable and mailed to:
 Buckhorn Presbyterian Church
 (Attn: Treasurer)
 PO Box 119, Masonville, CO 80541

Receptions

The Heart-2-Heart women’s group is available to serve receptions in the downstairs Fellowship Hall. Heart-2-Heart will provide the dishes, silverware, tables, chairs, tablecloths, cake table with a lace-edged cloth, silver coffee service, punch bowls, platters/bowls for nuts and mints, and the coffee maker.

We will set up the tables and chairs, make and serve the punch and coffee/tea, cut and serve the cake and clean up afterwards.

The wedding party will be responsible for providing the cake and for placing it on the cake table with a final touch-up if needed. The wedding party also will provide nuts, mints, coffee and punch ingredients and prepared foods.

The reception time is limited to three hours, ending no later than 10:00 pm if it is an evening reception.

Reception Fees

The fees for a reception in the Fellowship Hall of the church are as follows:

	Members	Non-members
Up to 125 people	No Cost	\$350.00 Flat Rate
Deposit Due at Scheduling		\$100.00
Remainder Due at Reception		\$250.00

Additional charges for food, preparation time and service other than the standard reception fare are determined on a case-by-case basis.

Church Contact

Please call **Dana McAninch (409-659-0033)** to meet with a church representative to schedule your wedding date and review the church’s wedding policies.

Upon confirmation of the wedding date, please make an appointment with your ordained pastor of choice to discuss the service, rehearsal, music, license, photography, etc.

Use of Sound System

(EV TAPCO/100M Stereo Powered Mixer)

The church’s wireless mics are very expensive electronic instruments and are also vital to the normal Sunday worship services conducted after your use of the church is complete.

Microphones are the only part of the church’s sound system available for weddings. You are responsible for music and sound. Therefore, we require contact information for the person who will be responsible for:

1. Following the “Use Guidelines” below.
2. Ensuring both switches are turned off on each wireless mike after the rehearsal and after the wedding.
3. Promptly replacing any damaged or lost wireless mics (e.g., damaged battery access compartment door, lost gray foam windscreen ball on lapel mike, etc.) and repairing or replacing damaged components of the sound system (e.g., speakers, mixer, etc.) in time for the next church worship service. Contact *Harms Sound Labs* in Fort Collins (970-224-4128) for expedited replacement equipment, if any.

Use of Wireless Microphones

The entire sound system is turned on or off by a single switch on the outlet strip on the floor near the pulpit – DO NOT TOUCH ANY SWITCHES INSIDE THE PULPIT.

4. Do not adjust level settings for the mikes on the mixer – they are preset in the correct settings.
5. If you have your own music, hook up the “line-out” or “headphone” signal from your source to Input #6 on the mixer. Be very careful not to set levels too high to avoid damaging the system.

6. Do not lose the foam ball (wind screen) covering the wireless lapel mike – otherwise, you will need to obtain a replacement foam screen before the next Sunday service.
7. Turn off both switches on each wireless mike after the rehearsal and after the wedding.
8. If you must replace the battery in one of the wireless mikes, do not use any tools to pry open the battery compartment. Use bare hands only following the instructions attached to wireless mike.
9. Do not coil or kink or tightly wrap the wire on the wireless lapel mike around the transmitter, loosely loop the wire in 2-3 big loops.

WEDDING CONTACT INFORMATION FOR BUCKHORN PRESBYTERIAN CHURCH

Today's date: _____

Bride's Name: _____

Address: _____

Cell Phone: _____ Home Phone (If Any): _____

Email: _____

Groom's Name: _____

Address: _____

Cell Phone: _____ Home Phone (If Any): _____

Email: _____

Wedding Date & Time Requested: _____

Rehearsal Date & Time Requested: _____

Number of Guests: _____

Ordained Pastor: _____

Pastor Phone: _____

Pastor Email: _____

Church or Amphitheater: _____

Microphones/Sound System: Yes No

Use of Elevator: Yes No

Reception: Yes No Expected Reception Time: _____

Additional Information: _____

WEDDING CONTRACT WITH BUCKHORN PRESBYTERIAN CHURCH

1. I agree to all terms, conditions, and user agreements contained in the guidelines for using the church.
2. I agree to designate one person (_____) to ensure all wedding decorations, fresh flowers, etc are removed and candles extinguished after the ceremony..
3. If using the sound system, I agree to designate one person (_____) to manage the sound system and sign the Sound System User Agreement (below).

Signed: _____

Date: _____

Church Member Witness: _____

SOUND SYSTEM USER AGREEMENT WITH BUCKHORN PRESBYTERIAN CHURCH

I am the person responsible for the proper use of, as well as repairing any damage to, the Buckhorn Presbyterian Church Sound System. I have read, understand and agree to abide by the church's ***Guidelines for the Use of the Sound System and Wireless Microphone*** below.

Name: _____

Address: _____

City, State, Zip: _____

Cell Phone: _____

Email: _____

Date: _____

Signature: _____

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