

**Windermere Presbyterian Church - Policies & Procedures**  
*Worship Committee*

**Wedding Reception Policies - Kitchen and Fellowship Hall**

Use of the church kitchen and Fellowship Hall for the purpose of hosting a reception is done by reservation only through a written request. In the case of a wedding reception, this is done at the time a deposit is made for Package 2 as outlined in the Wedding Brochure, and as stated in the Guidelines, Policies and Arrangements for Wedding Preparations.

- The use or consumption of alcohol or any illegal substance is prohibited.
- Smoking is not permitted anywhere inside the church facilities.
- No furniture other than the tables and chairs in the Fellowship Hall may be moved.
- No weapons (concealed or otherwise) are permitted.
- No toxic or flammable materials, or propane tanks, may be brought into the building.
- No animals, other than service animals, are allowed.

Use of the church kitchen for cooking is not permitted. All foodstuffs to be served must be prepared in advance and brought into the kitchen for serving on the event day. Use of the ovens or microwave is permitted as necessary for heating and serving hot foods. The refrigerator may also be used to store cold foods until the event occurs. However, all food left over must be removed from the refrigerator once the kitchen is restored to its original order following conclusion of the event.

It is important to note that the kitchen must be restored to its original order once the event is concluded. This means sweeping the floors and/or cleaning/mopping any spills that may have occurred. Check to see that all appliances are turned off. Also, all trash bins must be emptied into the outside containers stored outside the back of the church (Tanbridge Road side). The bins are to be rolled outside and then the bags removed to the large bins. The reason for this is to avoid bags breaking open and spills occurring on the carpet.

The caterer and/or the wedding party is responsible for furnishing all the table linens, serving utensils, along with china (or paper products), glassware and any other decorations/items required for the event. It is understood that the church property such as pots and pans, linens, serving pieces, etc. are not available for use.

The Fellowship Hall has 14 round 54 inch tables for use, which is all the room will accommodate. The tables seat eight persons comfortably. All chairs and tables must be restored to their original location once the event is concluded.

It is understood that the Church Wedding Director is the contact person for arrangements to use the church facilities for a wedding reception and as such must be on the church site at all times during an event. Alternatively, if the Wedding Director is not available, a member of the Wedding Guild will be the substitute for duties performed by the Wedding Director. The Wedding Director, or Wedding Guild member, will ensure that thermostats for temperature

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control are at the proper setting. Also, any unforeseen logistical problems are to be addressed by the Wedding Director and, if necessary, will enlist the aid of the Church Property Committee.

All doors must be locked and secured at the conclusion of the event. As stated in the Wedding Policy Guidelines, any reception/event must be concluded by 9:00 p.m.

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**Revision & Approval History:**

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*Approved by:*     Jennie Galloway  
*Worship Committee Chair*

I.M. Clerk  
*Clerk of Session*