



**Wedding Information
Buckhorn Presbyterian Church
Masonville, Colorado
2010**

General Policy

All weddings conducted by the pastor of this church will be held within the context of a Christian worship service. We request that visiting pastors abide by this policy. Any person conducting a wedding in this church must be ordained in their faith. We would like your marriage service to be a memorable event and that you consider it a worship service.

The Buckhorn Presbyterian Church is 100 years old and is limited in available space. Our attendance capacity is 125 persons. It is not possible to “make space” for more. Please take this into consideration when planning your wedding.

Available services

Minister

We have a minister at the Buckhorn Presbyterian Church who may be able to provide his pastoral services for you. This service is not included in cost or in the use of the church and you will need to make arrangements with him separately for his services. Rev Freund can be reached at 970-226-1914 or leave a message at the church 970-667-2308

Wedding

You will have use of the church for the wedding and for the rehearsal which is usually held the evening before the wedding day.

We have available for your use a piano and an organ, two tri-legged flower stands, a communion table and white cloth, a pulpit, a CD player, a stand that can be used for a unity candle, a free-standing microphone, a lectern microphone and a lapel microphone. There is a handicap elevator available at the back of the church.

The nursery room downstairs is available for wedding party members to change their clothes. It is equipped with a full-length mirror and plenty of surfaces on which to lay clothes and other personal items.

The State of Colorado requires a marriage license. The church or minister cannot provide this. You must apply for your license at the County Clerk before the wedding rehearsal. If you cannot provide proof of one, the wedding cannot be conducted.

Guidelines for using the church

1. 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 the pews, wood or walls of the church.
2. Please inform your contact person if you plan to use the sound system, as we will need to be sure you how to use it and to sign a responsibility form.
3. You will need to provide for your own music and person to play it, live or CD. We do not have an organist or pianist available.
4. If you need to use the handicap elevator, please advise your contact person as an operator will need to be present to run it for you.
5. We request that you do not move the piano, organ or anything on the raised pulpit area, including the bible. You may, however, fold up the choir chairs and stack them elsewhere for the wedding. Please return them to their original positions when the wedding is over.
6. If you use fresh flowers in place of our silk arrangements, please place the silks elsewhere for the wedding and replace them to the original position when the wedding is over. Please place saucers under the fresh flower arrangements so they won't leak onto the wood.
7. Please do not drop pins on the nursery room floor as little children crawl on the floor.
8. We request that you take with you all your belongings after the wedding including papers, flower boxes, hangers, etc. We are not responsible to return them to you.
9. We do not allow alcohol on the church premises.
10. There is no smoking in the church. Please use the receptacle provided outside for cigarette butts.
11. Please do not throw any traditional post-wedding items (rice, flower petals, birdseed, glitter, etc.) in the church. You may throw birdseed outside the building, preferably away from the steps.
12. You must extinguish all candles before leaving the church.
13. Parking is limited to church property. There are marked handicap spaces. The county does not allow parking on the Buckhorn road. There is an overflow parking lot beside the manse. Please let us know if you will need that. Your parking person will need to direct traffic.
14. Please share these guidelines with all members of your wedding party so they are informed of our church policies.

Costs

Weddings

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

- | | |
|--|-----------|
| 1. Members of the church and their families: | No Cost |
| 2. Up to 25 in attendance: | \$ 300.00 |
| 3. All others | \$ 500.00 |

A non-refundable deposit of \$200.00 is due upon reserving the church. 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 out to the Buckhorn Presbyterian Church. Please send the check to: **Sue Reynolds, Buckhorn Presbyterian Church, P.O. Box 119, Masonville, CO 80541**

Reception

The Women's Association is available to serve receptions in the downstairs Fellowship Hall. The Women's Association 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 or 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 final touch ups if needed. The wedding party also will provide the nuts, mints, coffee and punch ingredients.

If other food such as sandwich makings, chips, salads, etc. are to be served, there will be an additional charge, determined by the amount of food and how much preparation is needed.

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

Receptions

The fee(s) for a reception in the Fellowship Hall of the church are as follows:

	Members	Non-members
1. Up to 50 people	No Cost	\$300.00
2. Fifty-one to 100	No Cost	\$350.00
3. Over 100 people	No Cost	\$400.00
4. Additional charges for meals, preparation time and service other than the standard reception fare are determined case-by-case.		

A deposit of \$100.00 is requested at the time of scheduling the reception. A refundable damage deposit of half the reception cost is due one month before the reception. The remainder of the reception fee is due at the end of the reception and may be given to the person in charge that day/evening.

Contacts

Please call the Wedding Coordinator, Sue Reynolds at 970-577-7956 to meet with a church representative to schedule your wedding date and to go over the church's wedding policies.

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

Please call the Heart to Heart contact, Judy Benson, at 970-667-2308 to meet with a representative to discuss your reception.

Information Form

We require that an information form be completed if either the church minister or a visiting minister performs the wedding. This information goes into the official church record book. Your contact person will give it to you at the rehearsal. Please leave it on the pulpit after the wedding, properly filled out. Thank you.