

Wedding FAQs

Court Street Christian Church

How do I start the process?

Please complete the digital request form so our staff can check with the church calendar and essential support teams for availability:

<https://courtstreet.breezechms.com/form/WeddingVenueRequest>

How far in advance can I reserve a date?

We usually schedule weddings 3-6 months in advance, though we are willing to consider all requests. Due to heavy seasonal use of the facilities, we do not schedule weddings in December, near Easter, or during holidays.

How do I know what the fees are?

We can provide a set of sample fees, but some personnel fees are based on hours scheduled. Signing the facilities use agreement and submitting a refundable \$150 deposit for the church will reserve the date for your wedding. After meeting with Piece of Cake Event Coordinators to plan out the timeline of your special day, you'll receive a personalized listing of fees for support staff like tech & custodians.

Can I book my own officiant that isn't affiliated with Court Street Christian Church?

Yes! Please let us know in advance so Piece of Cake can communicate with them.

Can I bring my own wedding coordinator?

We require all weddings over 50 people to work with our partners at Piece of Cake Event Planning as wedding coordinators. Because we are not a professional wedding venue, we do not have paid staff who coordinate weddings. The purpose of Piece of Cake coordinators is to facilitate access to and use of the church facilities. You may bring your own additional event coordinator if you choose.

Link to learn more about Piece of Cake Event Planning: <https://pieceofcakesalem.events/>

Can we manage our own setup & cleanup?

We require a custodian or wedding coordinator to be an onsite staff member during set up & clean up. We welcome strong volunteer teams from family & friends to help cut down on the hourly custodial fee, but our staff stay present to give access to resources and keep people safe while moving tables, chairs, or cleaning.

Can we run our own tech, instead of hiring the church's sound tech?

If you would like to use the church sound system (mics, screens, TVs), we require it to be run by a trained staff member. If you would like to hire a DJ who has their own equipment entirely (instead of our systems), then you will not need our church tech.

Can I do my own flowers?

Floral decorations may be arranged through the florist of your choice. Please work with the coordinator to confirm the delivery time.

Can you show my slideshow?

Yes, as long as it is saved as a video file (MOV or MP4 format). Please design it with sound & visuals to your liking, and then give us the file at least a week in advance to verify that it works with our system.

Can you play my playlist?

For the ceremony, our computer (iMac) and tech team will play your music for the ceremony, but it is up to you to provide ad-free access to the songs & arrange the order of the music. Please work with Piece of Cake Coordinators to ensure the music is ready for your ceremony.

For the reception, we recommend recruiting a family/friend or hiring a professional to be the DJ or MC while our tech runs the system. Or, again, you may bring your own DJ with their own equipment. Our techs are not trained to be DJs or MCs, so it is your responsibility to provide ad-free access to music and arrange the order of music while the techs run the system.

Do you provide programs?

No, we recommend designing & printing your own, or using one of our easels if you choose to make a sign instead.

Do you allow dancing?

Yes.

Do you allow alcohol?

No, we do not allow drugs or alcohol.

Do you allow candles?

Yes and no – we know candles can be used safely in decorations! We also care about limiting fire hazards and protecting this beautiful shared space. If you have an idea involving candles, please ask beforehand. Only dripleless candles may be used -- even wax spills take lots of extra time to clean up! Here are some examples:

- Candles along the main aisle of the worship center: yes if unlit, but it's not safe in our facility to have lit candles on the floor where people are walking.
- Candles on tables in the FLC: yes, we ask that the flame is enclosed (ie. encased in a glass votive/jar, or tealights floating in water).

Will we have use of the entire building?

Unless otherwise arranged, wedding events include renting the following rooms: Lobby, Worship Center, Family Life Center, Kitchen, Bride's Room (209/Library), Groom's Room (FLC Balcony), and Conference Room (for staging and other family items). If there are any other room requests, please let us know! Because some of our facility is used as a licensed Child Development Center, we don't allow full access to all parts of the building. Please plan on keeping children supervised in designated parts of the building.

Will the doors be unlocked? What's the security plan?

We are an urban location, and to maintain security for guests we keep doors locked during set up. Please do not prop open doors. Large events may be asked to provide greeter volunteers. In order for your guests to have a safe event without interruptions, the doors are only unlocked when our staff has appropriate supervision of the lobby.

Can I set up a day early?

This depends on the church calendar & staff availability because our church is a shared community resource. We have a M-F licensed Child Development Center, so we plan setup according to specific availability & safety needs. We typically reserve the Worship Center the evening before to set up the ceremony space and conduct the rehearsal. If your event includes the FLC, we arrange for completing setup the morning of the wedding. Working with Piece of Cake to determine a time for family & friends to help with setup/teardown is a key strategy to lessen the custodial fees of your wedding.

Can I store gifts or décor at the church after the wedding?

Please remove all personal items after the event. The church is not responsible for wedding gifts brought to the church or left in the church. Please select someone in advance to take charge of gifts. Likewise, all personal items (apparel, food, décor, flowers, etc.) should be removed from all rooms (including dressing rooms) after the event. The church is unable to store things for the next day.

Can I use your kitchen?

We make our kitchen available for staging and plating by the family, or the use of a catering company. We have limited fridge storage, oven use, or stove use. We do not have the staff team to support using dishes, cutlery, or dishwasher. If you forget a serving item or two, we are happy to accommodate by sharing what we have, but we ask that you hand wash any items used & return them to their original spot.

What will be on stage for the ceremony?

We will clear the stage of all instruments (except the grand piano). Large church décor pieces are not removed from the stage (ie. backdrop, cross). You are welcome to cover any backdrop, or use the pipe & drape at no extra cost on stage for a neutral wedding background.

Do you provide décor?

No. We have a few large items we're willing to use, but please communicate in advance if you would like to use them (ie. Pipe & drape, wine barrels, moveable wood walls).

Which items are available from the church?

Rectangle 8ft tables

Rectangle 6ft tables

Round 6ft tables

Cushioned Burgundy Chairs for FLC

Pipe & Drape (Grey, cream or red, as well as hooks to hang from the pipe).

15 round white tablecloths

4 Rolling wood backdrops

4 wine barrels

3 carafes for hot beverages

2.2L coffee maker (please provide your own coffee)

10 large wood easels

2 large metal easels

*All other décor will need to be provided by the people using the facility

*Some items are subject to availability at the time of the event. Please coordinate with Piece of Cake for what you plan to use.

What about parking?

We have a parking lot at Chemeketa & 17th streets that will be available for wedding guests. During the week, many of the parking spots are taken by our Child Development Center, and parking along Court Street has a 2hr limit between 8am-6pm. On weekends the parking lot is empty and there is no limit for street parking.

Do you provide the marriage license?

You should apply at Marion Count Courthouse for your marriage license at least one week prior to the day of the wedding. Please give it to the officiating pastor by rehearsal in order to complete the paperwork & perform the ceremony. Please confirm with your officiant who will turn in the paperwork.