

Wedding Information Sheet

We are delighted that you are interested in using the facilities of the Mansfield Church of Christ for your wedding. Our ability to give you special attention as you plan your special day is an honor for us, and hopefully, will provide a much needed service to you.

If you choose to have your wedding at our location, you will be asked to read and sign a contract for the use of our facilities. Feel free to ask any questions about our requirements, or, about the contract itself, at that time.

Our fee includes the personnel to run your sound and video. It also includes an experienced wedding planner that is available for your rehearsal and your wedding. If you choose to take advantage of her services, you will need to contact her for an initial appointment at least four months in advance of your wedding day.

An event coordinator will be on site during your wedding day. She will see that the florist, photographer, and caterer have access to the building. She will make sure that all policies of the facility are followed, and that your day is everything you had dreamed it would be.

Fee Structure:

The Auditorium seats over 700, and is rented for \$950.00 for 6 hours of use. This time includes the rehearsal, usually the day prior to the wedding. After the availability of the church has been confirmed, you will meet with the wedding coordinator to sign a contract. At the signing of the contract, a deposit of \$300 will be due to secure the church for your date. Payment in full will be expected 90 days prior to the event.

You may also be interested in our Fellowship Room which is used for receptions, and rents for \$550 for 4 hours. This time includes any decorating or set-up time. Any additional time needed will be billed at an additional \$50.00 an hour. The area is perfect for 100 to 150 people, seated. If you are only planning a 'light' reception, it will accommodate more. Keep in mind that there is no alcohol or tobacco allowed any where on the property.

If you have additional questions, please feel free to email me at mcockrell@mansfieldisd.org. I will be happy to answer your questions and set a time to go over the building use contract.

Melody Cockrell