

Building General Use Policy

Oakwood Wesleyan Church welcome the public to use the church facilities for weddings, banquets, funerals, meetings and other functions. The following guidelines pertain to the usage of the church property:

Appropriate Use of Facilities

1. Smoking, illegal substances, and alcoholic beverages are not allowed on any part of the property.
2. Decorations must not damage, deface or scar church property, and should have someone assigned to promptly remove all decorations.
3. Any furnishing moved for your event must be returned to its original location by your party.
4. Usage of facilities are restricted to approved area, if additional areas are required, approval must be obtained prior to use. Additional fee *may* be required.

Scheduling

Please book your rental at least 2 months in advance, as congregational events related to the church is of first priority.

The Pastoral Staff has the right to deny usage of the church facilities if they feel rental is unbecoming for a place of Christian worship.

Application for Use

Persons wishing to use the facilities is required to complete an *Application for Church Building Use / Rental* Form, which is to be forwarded to the Church Office along with the required security deposit.

The Applicant signing and submitting the *Application for Church Building Use / Rental* Form will be the ***designated responsible person*** and will be held liable for payment of all fees for use of the facilities and for any damages that occur during that use.

Rental Rates

The room rental fee covers the use of the room (s) for the times specified only. Full payment (including security deposit) is required at least two weeks prior to an event. Payment must be made by cash or cheque payable to Oakwood Wesleyan Church.

Costs for Use

Security Deposit	\$200
Sanctuary (Wedding / Funeral)	\$550
Sanctuary (Concert/Recital)	\$180/hr
Sound Technician (for the duration of Wedding / Concert / Funeral rentals)	\$50/hr
Classroom (max. 20 persons)	\$35/hr
Banquet hall	\$60/hr
Banquet hall / Kitchen	\$85/hr
Custodial Staff	\$35/hr
Piano	\$100
Piano tuning	\$75
LCD Projector	\$50
Microphone (wireless/handheld)	\$35/per

**Fees are subject to change without notice.*

Please not that rehearsal, preparations and clean-up time must be included in the hours booked.

Security Deposit

1. The deposit is required at the time of reservation. The rental fee is due two weeks prior to the day of the usage/ rental.
2. The deposit will be returned in full providing the church is:
 - a) left clean
 - b) the furnishing has been returned to their original location
 - c) there are no damage to any part of the property
 - d) the usage / rental started and ended on time
3. If you choose to cancel your reservation, only 50% of the deposit will be returned; however, upon availability, changes to reservation date can be made with no penalty or additional cost.
4. If the church deny and/or cancel the reservation, the deposit will be fully refundable.

If you have any questions, please contact the church office at (416) 536-3357. You may also email your questions to: info@oakwoodwesleyan.org

Oakwood Wesleyan Church Wedding Guidelines

"Haven't you read," he replied, "that at the beginning the Creator 'made them male and female, and said, 'For this reason a man will leave his father and mother and be united to his wife, and the two will become one flesh? So they are no longer two, but one flesh. Therefore what God has joined together, let no one separate.'" - Matthew 19:4-6

Congratulation on your engagement. We understand that a wedding is one of the most important days in a couple's life, and we want to make your wedding at Oakwood Church as wonderful as possible. The following are the Oakwood Wesleyan Church Wedding Guidelines to help plan for your special day:

The Dates

For information on available dates please contact church office at 416-536-3357 or by email at info@oakwoodwesleyan.org. Wedding and rehearsal appointments can only be made at times that do not effect already existing programs or reservations.

The Minister

Oakwood Wesleyan Church minister officiates the weddings at the Church, however outside minister (s) may participate, assist, or perform your ceremony provided that this has been confirmed in advance with our officiating minister.

The Facilities and off-site Location

The Sanctuary

The sanctuary comfortably seats 250-300 people and will be made available two hours before the ceremony is scheduled to accommodate your florist, photographer and attendants.

Please consult the church minister before moving any of the furniture in the Church, any items moved for your event must be returned to their original locations by your party. Failure to respect this requirement will result in the forfeiture of the security deposit.

Small Space Wedding

Oakwood Wesleyan church is facilities are made available for those who prefer a simple inexpensive office wedding ceremony.

The ceremonies are performed during church office hours during the week. A maximum of 15 guests can be accommodated including the bride and groom.

Off-site Wedding

You may request the minister to perform your wedding at an off-site, based on the ministers availability, minister fee plus travel expense will apply if outside GTA.

Pre-marital counselling

Oakwood Wesleyan Church and our officiating minister believes in the sacredness of marriage and also understand that challenges and conflict will arise in every marriage. Therefore we want to help prepare couples for a successful marriage and in doing so we recommend that you meet with the officiating minister for a pre-marital counselling session.

In using Oakwood Wesleyan Church minister to officiate your ceremony, a date and time will be schedule for couples to meet with the minister for a pre- marital session. This session includes a marital assessment inventory designed by Enrich Canada to help start meaningful discussions with the couple. The assessment will help couples identify each other's strength and relationship weaknesses. The minister will use this assessment as a guide to assist the couple in managing conflict, communication, and other elements of a successful marriage.

*A \$45 fee is charged by Enrich Canada to complete the assessment.

Personalizing your Wedding

Special songs, Scriptures, personal vows or culturally significant rituals must be planned in advance of your rehearsal; preferable at the time of your meeting with the minister.

If you wish to have candles used during your wedding service you are responsible to supply them (please check with the minister as to the number required).

The Music

Please note that it is your responsibility to contact and make plans with the musician(s) of your choice well in advance of the ceremony.

The Decorations

Oakwood Wesleyan Church does not provide any type of wedding decoration such as candelabras, kneeling benches, arches, floral arrangements etc...These items may be ordered from florists or various wedding rental companies.

Please make arrangements with the church office for an appropriate time to set up decorations. Decorations must not damage, defect or scar the church property. Please have someone assigned to promptly remove all decorations, after the wedding ceremony. Failure to respect this requirement will result in the forfeiture of the security deposit.

The Rehearsals

We recommend that you schedule the rehearsal the night before the wedding; for example the Friday evening before your Saturday wedding date. Your wedding rehearsal will be scheduled for a maximum of 1-1/2 hours. (late charges will apply)

If a rehearsal dinner is planned, we suggest you schedule the rehearsal first, and the dinner afterward.

- For a small or private ceremony, a wedding rehearsal is not always necessary.
- Please bring your marriage licence to the reception and give it to the minister.

Promptness

Please inform your wedding party the importance of being on time for the rehearsal and wedding ceremony. We recommend the following:

- Ushers should be present 45 minutes before the ceremony to help organize and escort guests to their seats.
- The groom, best man, bridesmaids, ring-bearer, and flower girls should arrive 15 minutes before the planned starting time of the ceremony.
- The bride and maid/matron of honor must arrive at the time when the service is designated to begin. **(Delays to start time will result in late charges)**

Restrictions

Smoking and alcoholic beverages are not allowed in the church. Rice, confetti, bird seed, or real flower petals are not to be thrown inside or outside the building.

Reception

Oakwood Wesleyan Church has a reception room available. The church foyer area is not available for receptions. If you require to use our facilities additional charges will be apply. Please see the building use guidelines.

If you wish to invite the minister to your reception, please include him on your invitation list so that he can respond as would any other guest.

Wedding Fees

Sanctuary	\$550
Office Wedding (Mon -Fri).....	\$100
Office Wedding (Sat -Sun).....	\$150

(Payments are due 30 days prior to the ceremony)

Honorariums

Minister (Sanctuary wedding).....	\$350
Minister (Small Space wedding)	\$200
Minister (Offsite)	\$400

(cash or cheque payable to the minister is due 1 month prior to the ceremony)

Other Fees & Security Deposit

Pre-marital Assessment (paid to Enrich Canada)	\$45/hr
Sound Technician	\$50/hr

Delays to the start time of your ceremony will result in the following fees:

1-20 minutes late	\$100
21-40 minutes late	\$200
more than 41 minutes late	\$300

Security Deposit.....	\$200
-----------------------	-------

*(Security deposit is required 6 months prior to the wedding date. **reservation is not secure until the security deposit has been received.**)*

The deposit will be returned in full providing the church is:

- a) left clean,
- b) the furniture has been returned to its original location,
- c) there are no damage to any part of the property, and
- d) the wedding started on time.

** Security deposit will be refunded 30 days after wedding, if all wedding guidelines are followed.*

Cancellation

If you choose to cancel your reservation, 50% of the deposit will be returned. However, you may change your wedding reservation date with no penalty or additional cost.

Please write separate cheques for the church and minister in respect to the applicable fees.

If you have any questions, please contact the office at (416) 536-3357. You may also email your questions to: info@oakwoodwesleyan.org