



THE ORCHARD CHURCH

EVENT POLICY

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EVENT POLICY

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EVENT POLICY

THE ORCHARD CHURCH EVENTS POLICY

We are honored that you are considering The Orchard Church for your event. We will do everything we can to see that your event goes as smoothly as possible. This packet includes The Orchard's policies and procedures for events held at The Orchard.

Event Date Information

Before you do anything else, you will need to complete our event request form. To get the form, you can either call The Orchard Church office (901-316-5664) or e-mail info@theorchardchurch.com.

Once that form is received and reviewed, we will let you know if your request to reserve areas within The Orchard is approved for the desired event date. Events can be scheduled on most any day if it does not interfere with scheduled church events. Event date request will be treated on a first come, first serve basis regardless of membership at the church.

After your event date, has been scheduled, a \$200 refundable deposit is required to reserve the church. Please note, your deposit is forfeited if you cancel your event less than two weeks prior to its occurrence. Please drop off the deposit to The Orchard Church office. You can make the check payable to "The Orchard Church." Please put in the memo field the name of the event you are securing with your deposit.

Membership is not required for an event at our church. Events cannot be scheduled on these holidays: Easter, Memorial Day, July 4th, Labor Day, Thanksgiving, the last two weeks of December, New Year's Eve, New Year's Day, and other holidays as determined by staff.

Please know that when you reserve an area of the church for your event only those areas are reserved because other events or activities may be going on at the church. We will do our best to make sure there are no interruptions to your event, but you should know that our church is a busy place.

Wedding Ceremonies & Receptions

We request that you schedule your wedding with our offices at least three (3) months prior to your wedding date. Also, a wedding cannot be scheduled more than twelve (12) months in advance.

In addition to completing the event request form, a wedding application must also be completed for Wedding Ceremonies & Receptions. To receive that application, you can either call The Orchard Church office (901-316-5664) or e-mail info@theorchardchurch.com. Please note, the building reservation and wedding application approval process can take several weeks.



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Once your applications are approved you will provide your \$200 deposit to The Orchard Church. Upon receiving your deposit your date will be reserved. Once your wedding date has been reserved, you will be assigned an Event Point of Contact (POC) to assist you with your wedding. She/he will contact you once your application has been approved to begin the process of planning your wedding.

Please see our Wedding Specific Information section within this document for additional information on policy and procedures for weddings conducted at The Orchard.

Event Point of Contact (POC)

The Event POC is your contact person for your event and is required for any event held at The Orchard. She/he is the one best equipped to help personalize your event while staying within our church's policy guidelines. Her/his desire is to accommodate your requests. However, she/he has been given guidelines to which she/he is held accountable. Should you have a request that our guidelines do not accommodate, please write your request and ask the Event POC to discuss your request with The Orchard staff. Only those requests made directly through POC to The Orchard staff can be honored.

Please allow your Event POC to handle all details of planning your event as far as the church facilities are concerned. However, the Event POC is not a wedding planner or coordinator. Please do not call the church offices to ask questions or speak to other staff regarding issues. If you have questions, the Event POC should be contacted to take care of all communication with the church staff for you. This is easiest for the staff, but it also ensures that you get accurate information. Most importantly, allowing the Event POC to handle these details for you will be the best way to ensure the Event POC knows all the details of your event so that she/he can make your day go as smoothly as possible.

Who Can Perform the Ceremony?

Any pastor not affiliated with The Orchard Church must be approved. Only ministers of like faith and practice are considered. In order for a Non-Orchard minister to be approved, we will request to see a copy of the minister's service, including the vows the bride and groom are to take, prior to the wedding ceremony. Any requests for a lay person to officiate or assist in the ceremony/service must be approved by The Orchard. Please note, Tennessee law requires an ordained minister to officiate.

Music

Most music will be permitted. However, your musical choices need to be tasteful and honorable to God as approved by The Orchard.



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If your event requires the use of the church sound system, the church will secure the technician. The sound technician will be available at the rehearsal to run the songs with the musicians and set the volume levels for the event. This will require a fee (see fee schedule).

If a disc jockey (DJ) is hired for your event he/she must bring his/her own equipment; he/she is not allowed to use The Orchard Church A/V equipment at any time.

Orchard Musicians

If you would like to request recommendations for musicians for your event, you can contact your Event POC. Please note that your agreement with the singer/instrumentalist is with that individual directly and not with The Orchard. A minimum of \$150 honorarium is recommended per singer/instrumentalist.

Lighting

The lighting in the auditorium is dimmable. If you are planning on using any of the lighting equipment, it is mandatory to use an Orchard approved technician. Please see fee schedule for cost.

Video & Photography

Video recording is permitted. There are screens for video and presentations which can be used in some of our rooms. It is mandatory to use an Orchard technician to run slides or video. Please see fee schedule for cost.

Photography is allowed. For funerals, no photographs of the deceased should be taken without permission from the family.

Decorations and Flowers

Church décor may not be moved or relocated without the consent of the church. Please speak to your POC about any requests to change décor in the church area you are using. Flowers must be in rust-free, leak-proof containers. No nails, tacks, or tape are to be used.

Decorations may be used as long as they do not cause damage to walls or structures. Candles must be dripleless. Decorations must be removed the day of the event.

Church premises should be left clean and in the same condition they were in prior to the event. The Orchard will verify that the premises have been cleaned appropriately.

The Orchard Event POC must be advised of any scheduled deliveries made to the church before the event. Please work with the Event POC if you desire to come by the church to make decoration/set-up decision at any time prior to your event.



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Personal Items/Valuables

The Orchard Church is not responsible for any personal property including automobiles or property in automobiles on the church premises. The church is not liable for such items lost, stolen or damaged during these events.

Supplies/Accessories

The Orchard Church does not have the capability to store any event items. We may have tables and chairs available if you are doing your reception at the church.

Any additional tables must be removed within 2 hours of the event ending. This timeframe can be adapted based upon the discretion of The Orchard. The Orchard does not supply table cloths, table décor or any other decorations.

Meals/Food

Meals can be held at The Orchard if space is available. The prep-kitchen is available to be used. Set-up and clean-up of personal items is the responsibility of the family. A cleaning fee will be charged for all such meal areas (See [fee schedule](#)).

No food can be left behind. Please make sure the prep-kitchen is left the way you found it upon arrival.

Event Preparation & Restoration

You will need to schedule arrival and departure times with your Event POC. As you are decorating, please keep in mind that you may not move anything within the church without prior permission (stage equipment, sanctuary chairs, foyer decorations/furniture, etc.).

You are responsible for putting everything back in its original location. The Event POC must be given the name and telephone number of a contact person who will be responsible for overseeing that your event preparation and restoration is in accord with The Orchard's policies. This person will also be responsible for any lost and found items to be picked up at the church. Please do not drag the chairs during set-up or clean up. This causes scratches on the floor and could result in losing your \$200 deposit.

Security & Medical Personnel

The Orchard requires medical and security staff to be on site for all events. Numbers of security and medical staff may vary dependent upon the number of event attendees (See fee schedule for cost).

Parking/Traffic Assistance

Parking assistance is not provided by the church. The church does not have any resources to assist in traffic control.



Smoking, Vaping, Drugs and Alcoholic Beverage

It is expected that members of the event will refrain from consuming alcoholic beverages and drugs. No alcoholic beverages or drugs are to be used during the event, nor are any alcoholic beverages or drugs allowed on the premises/property. There shall be no smoking or vaping in any part of The Orchard Church.

Damages

Any damages to The Orchard Church or its property will incur a fee for repair or replacement of damaged items and will result in loss of deposit in addition to charges for repair or replacement.

Liability Release Clause

In consideration of The Orchard Church allowing its building to be used for an event, you agree to hereby release, forever discharge, and hold harmless The Orchard, its pastor, officers, agents, employees and members from any and all liability, claims or demands for personal injury, sickness or death, as well as property damage and expenses, of any nature whatsoever which may be incurred while you are using The Orchard's facility. Furthermore, you hereby agree to hold harmless and indemnify said church, its pastor, officers, agents, employees and members for any liability sustained by said acts of the aforementioned church parties, including expenses incurred attendant thereto.

Insurance Requirements

Certificate of insurance acceptable to The Orchard Church shall be filed prior to an event. The insurance shall be issued by an insurance carrier Best rated as A- or better. The insurance certificate shall show evidence of Commercial General Liability with no less limits of:

- \$1,000,000 per occurrence.
- \$1,000,000 general aggregate.
- Certificate holder shall be named as additional insured.

This insurance certificate shall include:

Certificate Holder:

The Orchard Church, 3690 South Houston Levee Road, Collierville, TN 38017

The contract signee is responsible for contacting an insurance provider on their own to insure their event. Once their event is insured they will submit proof to The Orchard Church with or before final payment is received. Event will be canceled if proof of insurance is not provided.



WEDDING SPECIFIC INFORMATION

Event Point of Contact (POC)

The Event POC will be available during your rehearsal and wedding day. She/he will communicate all of your requests including setup, technical instructions, needed items, etc. with the appropriate Orchard staff.

Premarital Counseling

Premarital Counseling with Orchard Pastoral Staff is mandatory for all couples having a wedding ceremony at The Orchard Church. It is your responsibility to call the church for information regarding Premarital Counseling sessions with Orchard Pastoral Staff. This should be done as soon as your wedding date is confirmed.

It is critically important that all couples attend Orchard Premarital Counseling. With all the pitfalls that can destroy a marriage, spiritual and scriptural preparations are necessary for both parties. Both parties must attend each marriage preparation session unless you have discussed it with the officiating pastor.

In the event that distance would make travel to the premarital sessions inconvenient, the couple may elect to establish premarital counseling with a church of like faith and purpose. The pastoral staff of The Orchard would prefer to confer with the minister who counsels for the purpose of prayer and preparation.

Rice/Confetti/Birdseed

No rice, confetti, or birdseed are allowed inside or outside the building. Bubbles or sparklers are permitted outside of the building beyond the entry walkway. Please do not blow bubbles or light sparklers inside the church.



FUNERAL SPECIFIC INFORMATION

Memorials

In certain circumstances, the family may request a contribution to the church or a charitable organization in lieu of flowers. The church will not manage, receive or distribute designated funds for an outside institution. Undesignated funds and funds designated for an established project at The Orchard will be received by the church. Funds designated for a project or ministry not previously established will need Orchard approval.



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Fee Schedule

Below is a list of fees.

Role	Member	Non-Member	Notes
Event Point of Contact	\$250	\$450	Fees for non-members and members.
Room Fee	\$200 for Worship Room \$150 for Student Room \$100 for Large Group Room	\$500 for Worship Room \$300 for Student Room \$200 for Large Group Room	The room fee is for 4 hours. If the room is needed for more than four hours there will be an additional charge.
Setup Fee/Room	\$150 for Worship Room \$100 for Student Room \$75 Large Group Room	\$150 for Worship Room \$100 for Student Room \$75 Large Group Room	
Rental Fee	\$3.75 per table. \$.25 per chair	\$7.50 per table \$.50 per chair	Chair fee is not applicable to the Worship Room.
Pastor	\$500 for wedding \$300 for funeral	\$500 for wedding \$300 for funeral	Paid directly to pastor.
A/V Operator Video Operator Lights Operator	\$240.00 - Basic Package (4 hours)	Basic Package + \$30.00 hour/tech	
Cleaning	\$150 for one room \$75 for every additional room used	\$150 for one room \$75 for every additional room used	
Medical Personnel	\$25 per hour per person	\$25 per hour per person	
Security Personnel	\$25 per hour per person	\$25 per hour per person	Number of security personnel will be determined by attendance.

Event Fees

A \$200 refundable deposit is due at the time of application. This deposit is forfeited if you cancel your event less than 2 weeks prior to its occurrence. The remainder of fees are due two weeks prior to your event. If your event occurs less than two weeks from your scheduling date, your deposit and remaining balance are due upon booking of the event.

Please note that if additional hours are required to meet special requests – e.g. unusual setups outside of our normal setups/guidelines or anything that would require extra manpower – these special requests will require additional fees.



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CONTRACT

I have read and understand the aforementioned event guidelines and policies at The Orchard Church. My signature constitutes my agreement to abide by them.

Name _____

Signature _____ Date _____

Address _____

City, State and Zip Code _____

Phone _____

E-mail _____

Date of Event _____

Start Time _____ End Time _____

Point of Contact (POC)

Information is only necessary if the person running the event is different than the individual signing the contract.

POC Name _____

POC Phone _____

POC E-mail _____

OFFICE USE

Deposit Received: Yes No

Total Cost of Event: _____

(Note: Total Event Cost does not cover any damages or destruction of property that may occur during the event.)

Orchard Representative _____