



# C3 FACILITIES USE POLICY-WEDDINGS

Rev 11.2023

## I. Introduction

Church property and facilities are intended to be used primarily for the ministry functions of Christ Community Church (“C3”). C3 recognizes, however, that its ministry to its members and to the community at large is enhanced through a broad use of its facilities. Accordingly, the use of C3 Facilities by other religious organizations, nonprofit groups, individuals, and approved for-profit organizations is permitted subject to approval, provided such use does not interfere with normal church functions. C3 Ministry Departments’ Events will take precedence.

## II. Purpose

This document (the “Contract”) sets forth policies, procedures, responsibilities, and terms of agreement relating to the use of C3 Facilities by any person or entity (“User”) and serves as the official policy governing use of C3 Facilities. The Contract includes all Addendums, Schedules, and other necessary documents in conjunction with the lease of C3 Facilities. All previous policies become null and void as of the date of formal approval of this C3 Facilities Use Policy by the Session of C3.

## III. General Use

In no Event shall persons or groups who hold, advance or advocate beliefs, or engage in practices that contradict the church’s faith and doctrines of the Presbyterian Church in America use the C3 Facilities. This policy applies to all church buildings, equipment, and grounds (the “C3 Facilities”), regardless of whether the facilities are connected to the church’s sanctuary, because the church sees all of its property as holy and set apart to worship God (see Colossians 3:17). C3 reserves the right to determine, in its sole discretion, if any requesting group does not align with its beliefs, faith, and doctrines, and deny use of the C3 Facilities to any group.

## IV. General Policy

### A. Use of C3 Facilities

Facility use requests (“Event(s)”) will be considered based on the size and nature of the Event, number of attendees, availability of space, date and time, impact on the church budget and personnel, and purpose of the Event.

C3 may sometimes allow use of the C3 Facilities under license or lease by some non-church organizations whose activities are consistent with the church’s mission and whose proposed activity benefits the church community.

1. Non-members with limited scope (example weddings and receptions)

2. Community Homeowner's Associations
3. Non-profit groups (must have general liability insurance - see Section F for further information)
4. For-profit groups with restrictions / limitations: seminars, banquets, celebrations that do NOT have items or services for sale at the time of the Event are allowed
5. Community organizations: creative arts, chamber of commerce, scouting, etc.

The following groups may not use C3 Facilities:

1. Political
2. Quasi-political
3. For-Profit Fundraising Groups
4. Educational / Tutorial
5. Groups that need consistent multiple days, Monday-Friday during business hours (8am-4pm)

**B. Public Accommodation**

C3 Facilities are not a place of public accommodation. C3 Facilities are exempt from property taxes. Any use that jeopardizes the property tax exempt status of C3 is prohibited.

**C. Use of Alcohol**

C3 does not provide for the serving of alcohol at Events under lease of the property. In some instances, the use of alcohol will be permitted (example: wedding receptions) and must be pre-approved by C3.

When approval is granted:

1. Beer, champagne, and wine ONLY are allowed on C3 Facilities. If the use of alcohol is requested, a signed Alcohol Waiver and Release of Liability Form (attached hereto as Addendum 2) is required. The completed Alcohol Waiver and Release of Liability must be submitted to C3 2 weeks prior to the date of the Event, or C3 reserves the right to deny the use of alcohol.
2. Any Event that includes the use of alcohol is required to have a bartender who holds a Tennessee Server Permit. Evidence of a Tennessee Server Permit must be submitted to C3 2 weeks prior to the date of the Event, or C3 reserves the right to deny the use of alcohol.
3. Any event that includes the use of alcohol is required to have Security on site for the entirety of the Event, provided either by a Franklin Police Department ("FPD") officer(s) on site, a retired or off-duty police officer(s), or a private security company ("Security"). Evidence of the procurement of such Security must be submitted to C3 at least 2 weeks prior to the date of the Event, or C3 reserves the right to deny the use of alcohol.
4. Wine is allowed for any sacrament of communion that takes place at C3 Facilities. No alcohol waiver is necessary for that use.

**D. Child Care**

C3 does not provide childcare for any User Event. There are to be NO unsupervised children in the C3 Facilities under any circumstances.

#### E. Available Facilities and Facility Use Fees

While it is C3's intent and desire to provide use of C3 Facilities as a gift to our members, regular attenders, and our local community, certain fees must be assessed for the costs of use to C3 for the maintenance and wear and tear to the building and grounds, equipment, cost of personnel, utilities, etc. (the "Rental Fee" or "Fees"). An initial quote for Fees will be provided based on the information submitted to C3, and an invoice will be sent prior to the Event. If there are changes to the Event, or if additional spaces/Resources are requested, there may be additional Fees for these changes, and an invoice for those additional Fees will be sent within 2 weeks after the Rental Date. All invoices are due upon receipt.

Event Fees fall into 3 separate categories: Minor Events, Major Events, and Weddings. This Policy addresses only the category of Weddings. For information concerning Minor Events or Major Events, please see the general C3 Facilities Use Policy. As each wedding is different, wedding Fees are based on the size and scope of the wedding and the Events surrounding each wedding, and the attached Schedule of Fees for Weddings provides the range of Fees for weddings.

NOTE: There is a separate Wedding Policy, which is Addendum 3 to this Contract, that gives specific information regarding the use of C3 Facilities for weddings.

#### F. Requirements, Responsibilities, and Restrictions

##### 1. **Insurance**

All non-C3 Users must be protected with a certificate of comprehensive or commercial insurance coverage, with the exception of individuals, families, and wedding parties, unless a commercial caterer is hired in which case a certificate of insurance will be requested from such catering company. The coverage must have minimum limits for each occurrence of \$1,000,000; and a general aggregate of \$2,000,000. In addition, all Users must execute an Indemnity Agreement (attached hereto as Addendum 1) as part of this Contract, which Agreement will be provided upon approval of the requested Event.

##### 2. **Contracts and Agreements**

Use of C3 Facilities may be used only through this Contract. C3 does not accept any costs or liability arising from the activities associated with any non-C3 User Event.

##### 3. **Public Safety**

Coordination with a Franklin Police Department officer(s), a retired or off-duty police officer(s), or a private security company ("Security") shall be required for any Event which may require extraordinary preparation to assure the safety of persons and property. Such determination will be made in the sole discretion of C3, and C3 will notify the User of this determination prior to approval of the Event. The responsibility for coordinating with Security will rest with the User for the scheduled Event.

##### 4. **Care of C3 Facilities for all Users**

- a) The conduct of all persons attending programs are expected to be respectful of the property, maintaining noise levels that respect others in adjoining spaces.
- b) Activities and programs are limited to the space that is assigned.

- c) The C3 Facilities are designated as non-smoking; therefore, smoking is not permitted inside any of the buildings or within 50 feet of any of the entrances or ventilation intakes of the C3 Facilities.
- d) Dining or the serving of food is limited to designated areas and must be pre-approved by C3.
- e) Use of dripless candles is allowed only in designated areas and must be approved by C3. Candles must never be left unattended. Electric or battery-operated flameless candles may be used in any space and do not require approval.
- f) C3 furniture, furnishings, or equipment are not to be removed from C3 property or moved from room to room. Use of pushpins, nails, and/or tape on the walls is prohibited. Nothing may be hung from the ceilings.
- g) Dyed flower petals may not be used in any area. Items such as birdseed, rice, and bubbles are to be used outside only.
- h) The User is expected to leave C3 Facilities reasonably clean and in the same condition they were prior to the Event. The User must remove all items associated with their Event immediately following the Event. The User will be held responsible for any damages done to church property or equipment. Please immediately report any damage of church property, equipment, or furnishings to the Facilities Manager or one of the custodial staff.
- i) The following items are not allowed in or on the church property:
  - Weapons
  - Alcoholic beverages (unless pre-approved)
  - Use of tobacco products (inside the building)
  - Fireworks
  - Controlled substances/drugs

**G. Limited Availability**

Approval of the use of C3 Facilities is subject to the following limited availability of space. Once all slots have been filled for the calendar year, no further use of space will be approved for that calendar year. All requests are subject to availability and to Section H(8) below.

**1. Main Building**

Event	Available Slots
Weddings/Receptions and Rehearsal Dinners (not in conjunction with a wedding held at C3)	Unlimited, subject to available space/date, with a minimum of 2 weeks between bookings

**2. Harpeth House**

Event	Available Slots
Weddings/Receptions and Rehearsal Dinners (not in conjunction with a wedding held at C3)	Up to 2 per calendar quarter, with a minimum of 3 weeks between bookings

## H. Scheduling and Approval

1. All individuals wishing to reserve the C3 Facilities for a wedding must do so in writing on the C3 Wedding Request Form, which can be found on C3's website at [christcommunity.org/engage](http://christcommunity.org/engage). The User will receive a reply within 5 business days after submission of the Form.
2. No group or person may reserve space on behalf of another organization or person. The group reserving the space must be the primary user of the space for the Event and may not sell, sublease, or transfer reservations to another individual or group.
3. All requests must be made in advance as follows:
  - a) Weddings must be requested at least 3 months in advance of the date of the Event.
  - b) Any files for A/V needs (i.e., slides, pictures, digital files, etc.) must be provided to and accepted by C3 no later than 3 weeks before the date of the Event. No changes can be made to any AV requests after the date that is 15 days prior to the date of the Event.
  - c) All final Setup Diagram(s) (part of the Schedule of Fees attached to this Contract) for the requested space(s) and requests for Resources (as listed on the Schedule of Fees attached to this Contract) must be provided to and accepted by C3 no later than 3 weeks before the date of the Event. No changes can be made to any setups after the date that is 15 days prior to the date of the Event.
4. Major Events and Weddings can be requested up to one (1) year in advance, but must be requested prior to the 3 month deadline above.
5. All Events must be concluded and the building vacated by 10:00 pm. Special arrangements must be made at the time of scheduling for any Event lasting past 10:00 pm, and are subject to an additional Fee of \$200 per hour beyond 10:00 pm.
6. The reservation process is completed only when the User has received a written confirmation of the requested Event from C3. All requests will be confirmed as soon as possible after the complete submission of the C3 Facilities Use Request Form. If any items are missing from the C3 Facilities Use Request Form, it will not be deemed to be a complete form and will be returned to the User for completion before the approval process can begin. Confirmation of the requested reservation is dependent upon receipt by C3 of the executed signature page of this Contract.
7. A list of the final details of the Event (the "Event Detail Report"), including the date(s) and time(s) of the Event (the "Rental Date"), all requested Resources (as listed on the Schedule of Fees attached to this Contract), Setup Diagram(s), and other details of the Event will be provided to User to be verified and signed by User 2 weeks prior to the date of the Event, and the Event Detail Report will become part of this Contract upon its execution.
8. No Events will be approved during the following times:

All C3 Facilities:

  - ◆ Holy Week
  - ◆ Memorial Day holiday
  - ◆ Independence Day holiday

- ◆ Labor Day holiday
- ◆ Thanksgiving Week
- ◆ During the weeks of December 15 – January 5 of each year

Harpeth House only – in addition to the times listed above:

- ◆ Sundays
- ◆ Wednesdays
- ◆ The months of June – July of each year

I. Cancellations

1. **Cancellation by C3:**

Once approved, space is guaranteed except in case of an unforeseen emergency or natural disaster. In such an emergency, C3 may cancel the use of the C3 Facilities without prior notice and will attempt to reschedule the Event. If the Event cannot be rescheduled, C3 will refund any Fees, as well as the non-refundable deposit (if any). If an emergency occurs during an Event, the Event may be terminated. C3 is not responsible for any costs incurred due to Event cancellation or termination resulting from an emergency or natural disaster.

2. **Cancellation by User:**

Cancellations up to 30 days from the date of the Event will receive a full refund of any Fees, excluding the non-refundable deposit.

Cancellations up to 2 weeks from the date of the Event will receive a 50% refund of any Fees, excluding the non-refundable deposit.

Cancellations less than 2 weeks from the date of the Event will not receive a refund for any Fees including the non-refundable deposit.

*[SIGNATURE PAGE FOLLOWS]*

This C3 Facilities Use Policy is executed on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

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Signature

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Printed Name

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Name of Organization (*if applicable*)

**ADDENDUM 1**  
**INDEMNITY AGREEMENT**

This INDEMNITY AGREEMENT (this "Agreement") is made effective as of the Rental Date(s) listed on the Event Detail Report (the "Contract") which is made a part of this Policy by reference, by and between Christ Community Church ("C3"), 1215 Hillsboro Road, Franklin, Tennessee 37069 and \_\_\_\_\_ ("User"). C3 and User are sometimes individually referred to as "Party" and collectively referred to as the "Parties."

WHEREAS, User desires to use C3's property located at 1215 Hillsboro Road Franklin, Tennessee 37069 (the "Facilities") on the Rental Date(s) specified on the Contract, and C3 agrees to make such Facilities available to User on such Rental Date(s); and

WHEREAS, in exchange for making the Facilities available to User for such purposes, User desires to indemnify C3 from any claims and/or litigation arising out of User's use of the Facilities.

NOW THEREFORE, in consideration of the mutual covenants and conditions contained herein, C3 and User hereby agree as follows:

**TERMS**

**1. Indemnification.** User shall fully defend, indemnify, and hold harmless C3 from any and all claims, lawsuits, demands, causes of action, liability, loss, damage and/or injury, of any kind whatsoever (including without limitation all claims for monetary loss, property damage, equitable relief, personal injury and/or wrongful death), imposed against or incurred by C3 arising out of a third party claim ("Claim") against C3, whether brought by an individual or other entity, or imposed by a court of law or by administrative action of any federal, state, or local governmental body or agency, of personal injury, death, or property damage arising out of, in any way whatsoever, any acts, omissions, negligence, or willful misconduct on the part of User, its officers, owners, personnel, employees, agents, contractors, invitees, or volunteers, except to the extent of any acts, omissions, negligence, or willful misconduct on the part of C3, its officers, owners, personnel, employees, agents, contractors, invitees, or volunteers. This indemnification applies to and includes, without limitation, the payment of all penalties, fines, judgments, awards, decrees, attorneys' fees, and related costs or expenses, and any reimbursements to C3 for all legal fees, expenses, and costs incurred by it based on any such Claim.

**2. Authority to Enter Agreement.** Each Party warrants that the individuals who have signed this Agreement have the actual legal power, right, and authority to make this Agreement and bind each respective Party.

**3. Amendment; Modification.** No supplement, modification, or amendment of this Agreement shall be binding unless executed in writing and signed by both Parties.

**4. Waiver.** No waiver of any default shall constitute a waiver of any other default or breach, whether of the same or other covenant or condition. No waiver, benefit, privilege, or service voluntarily given or performed by a Party shall give the other Party any contractual right by custom, estoppel, or otherwise.

**5. Attorneys' Fees and Costs.** If any legal action or other proceeding is brought in connection with this Agreement, the successful or prevailing Party, if any, shall be entitled to recover reasonable attorneys' fees and other related costs, in addition to any other relief to which that Party is entitled. In the Event that it is the subject of dispute, the court or trier of fact who presides over such legal action or proceeding is empowered to determine which Party, if any, is the prevailing party in accordance with this provision.



**6. Entire Agreement.** This Agreement contains the entire agreement between the Parties related to the matters specified herein, and supersedes any prior oral or written statements or agreements between the Parties related to such matters.

**7. Enforceability, Severability, and Reformation.** If any provision of this Agreement shall be held to be invalid or unenforceable for any reason, the remaining provisions shall continue to be valid and enforceable. If a court finds that any provision of this Agreement is invalid or unenforceable, but that by limiting such provision it would become valid and enforceable, then such provision shall be deemed to be written, construed, and enforced as so limited. The intent of the Parties is to provide as broad an indemnification as possible under Tennessee law. In the Event that any aspect of this Agreement is deemed unenforceable, the court is empowered to modify this Agreement to give the broadest possible interpretation permitted under Tennessee law.

**8. Applicable Law.** This Agreement shall be governed exclusively by the laws of Tennessee, without regard to conflict of law provisions.

**9. Exclusive Venue and Jurisdiction.** Any lawsuit or legal proceeding arising out of or relating to this Agreement in any way whatsoever shall be exclusively brought and litigated in the federal and state courts of Tennessee. Each Party expressly consents and submits to this exclusive jurisdiction and exclusive venue. Each Party expressly waives the right to challenge this jurisdiction and/or venue as improper or inconvenient. Each Party consents to the dismissal of any lawsuit that they bring in any other jurisdiction or venue.

**10. Signatures.** This Agreement shall be signed by an authorized representative of C3, and by User or an authorized representative of User, and is effective as of the date first written above.

**C3**

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Signature

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Printed Name

**User**

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Signature

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Printed Name

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Name of Organization (if any)

**ADDENDUM 2**

**ALCOHOL WAIVER and RELEASE of LIABILITY FORM**

Christ Community Church does not provide for the serving of alcohol at Events held under rental of the Facilities and DOES NOT ALLOW THE USER TO PROVIDE FOR THE SERVING OF ALCOHOL AT THE EVENT UNLESS preapproval is obtained and THIS LEGALLY BINDING RELEASE OF LIABILITY, AND ASSUMPTION OF RISK AGREEMENT IS SIGNED.

Please read carefully before signing.

I, the undersigned (User) acknowledge that the serving of alcohol for my Event carries potential risks and dangers beyond the control of Christ Community Church.

I, as the responsible party, assume all liability for myself and all Event participants, invitees and other guests for any form of negligence that may arise from the consumption of alcohol by the Event participants, invitees and other guests.

I hereby agree to indemnify, defend, release, and hold harmless Christ Community Church, Including the officers, members, and employees collectively (“Releasees”) from all liability to me, my invitees/guests, my next of kin, my conservators, assigns, heirs, guardians or other legal representatives for any and all claims, demands, losses or damages, suits, fines, including court costs and attorneys’ fees, for any injury, death, or damaged property arising out of making available/serving alcohol at this Event.

I hereby waive all legal rights to pursue any form of legal action against Christ Community Church and the Releasees.

I hereby acknowledge my responsibility to hire a licensed bartender; and City of Franklin Police Officer, a retired or off-duty police officer(s), or a private security company (“Security”) to be present during the reception; and such Security must remain until guests have departed the campus.

I HAVE READ THIS AGREEMENT AND HAVE SIGNED IT FREELY. I FULLY UNDERSTAND IT TO BE A COMPLETE AND UNCONDITIONAL RELEASE OF LIABILITY TO THE GREATEST EXTENT OF THE LAW.

Name of Event \_\_\_\_\_ Date/s of Event \_\_\_\_\_

Signature of Responsible Party (User)

\_\_\_\_\_ Date of Signing \_\_\_\_\_

Printed Name of Responsible Party

\_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

### **WEDDING POLICY ADDENDUM 3**

*But from the beginning of creation, 'God made them male and female.' 'Therefore, a man shall leave his father and mother and hold fast to his wife, and the two shall become one flesh.'*

Mark 10:6-8

From the beginning God gave the marriage of one man and one woman as a gift to all mankind to bless and preserve his creation (Genesis 2:18-24), and as an illustration of the spiritual intimacy he desires with his people (Isaiah 54:5, Ephesians 5:32). Jesus affirmed the beauty of marriage by reinforcing, clarifying, and protecting the original vision for marriage (Matthew 19:4-6), and by participating in the joy of the ceremony, performing his first miracle to enhance the wedding celebration of friends (John 2:1-11).

We believe God ordained the marriage of one woman and one man as the foundational unit for stability of human society and for growth of the human race. Therefore, we are ready to encourage the union of a man and a woman who are ready to commit themselves to one another in marriage.

Applications from Christ Community Church (C3) members and from members of other churches of the Nashville Presbytery (PCA) will be considered for acceptance in accordance with the terms of our policy and the availability of requested space(s). Additionally, we will consider requests from non-members at our discretion. At C3, our hope is to assist brides and grooms, family and friends in the joy of the ceremony and celebration of the wedding day.

The following are instructions given to you as guidelines for the planning and conducting of the wedding ceremony.

1. **Pastor Performing Ceremony**

We require that the officiant to be a pastor of Christ Community Church or another properly licensed and ordained pastor who we deem shares our commitment to the basic and essential orthodox doctrines and practices of the historic Christian church. Pastors performing weddings within our facilities must be approved by our C3 pastoral staff.

2. **Premarital Counseling**

A premarital counseling requirement was adopted by the Elders of Christ Community Church (the Session) whereby either the officiating minister or a premarital counselor can help prepare a couple for their marriage. If you are using an outside source for premarital counseling, please have the pastor/counselor email the Wedding Hostess to confirm the completion of this requirement no later than *2 weeks prior* to the wedding.

3. **Wedding Hostess**

The Wedding Hostess serves as a liaison between the church and the bride/groom. The Wedding Hostess is **not** a Wedding Planner or the personal assistant to the bride, groom, or wedding party. The Wedding Hostess is the church's staff representative to ensure the policies of the church are adhered to and serves as on-site representative the day of the rehearsal and wedding/ reception. The Wedding Hostess is the church's point of contact person for the bride, groom, and their designated point of contact person.

4. **Wedding Planner**

Although preferred, it's not a requirement that the bride/groom have a Wedding Planner. Christ Community Church can recommend a Wedding Planner, if desired. Contact the Wedding Hostess for those details. All Wedding Planner fees are contracted and paid by the bride/groom.

5. **Music**

It is the Bride and Groom's responsibility to contact musicians.

## SCHEDULE OF FEES FOR WEDDINGS

Wedding Fees vary depending on the size and scope of each wedding; below are the ranges of Fees within which every Wedding's Fee will be determined. An Initial Quote within the ranges below will be given upon approval of the wedding. However, there may be fees added for changes or additional spaces/Resources that are requested throughout the planning process, and such fees will be provided as changes are made. The Final Quote will be provided 30 days from the date of the wedding and will be due and payable upon receipt. Individuals who are Members of Christ Community Church for at least 30 days prior, as well as immediate family of such Members, will receive a 30% discount.

**Ceremony Only \$1,150 - \$1,500**

**Reception Only \$1,700 - \$2,500**

**Ceremony & Reception \$2,150 – \$3,000**

**Rehearsal & Dinner Only \$430 - \$1,500**

**Refundable Security Deposit \$500 (in addition to Rental Fee)\***

Included in Rental Fee:

- Ceremony/Rehearsal space in the Worship Center, Harpeth House, or Outdoors
- A/V Services – Ceremony, Reception, and/or Rehearsal
- Rehearsal: 1 hour of use of Facilities for Rehearsal; 3 hours for Rehearsal and Rehearsal Dinner
- Wedding/Reception: Up to 10 hours of use of Facilities on wedding day
- Dressing Rooms: 1 each for the Bride and Groom
- Candelabras and driplless or flameless candles (Wedding Hostess will provide details)
- All Chairs, Tables, and setup
- Tablecloths
- Reception/Rehearsal Dinner space in the Event Center, Harpeth House, or Outdoors
- Wedding Hostess time:
  - ◊Planning: 5 hours of time to plan for rehearsal, wedding, and reception
  - ◊Rehearsal: 3 hours on the day of rehearsal
  - ◊Wedding: 4 hours for wedding only; 10 hours for wedding and reception
- Additional Wedding Décor (Wedding Hostess can provide specifics)
- Pipe & Drape

Items Subject to Additional Fees

Additional wedding hostess time	\$30/hour
Honorarium for Minister	\$300
Dinner Service	\$3/person
Exceeding the allotted time(s) of rehearsal or wedding	\$100/hour
Kitchen use & Kitchen Manager	\$150/day + \$50
Disposal of floral arrangements	\$50
Failure to complete Kitchen Checkout List	Forfeiture of Security Deposit
Striking and Re-setting Harpeth House Den for round tables	\$150
Video recording of ceremony	\$50
Security Fee	\$20/hour for any events on site during Mustard Seed Preschool hours
Stage Prep/Reset	\$200 to set up and reset the stage for any group not using the standard setup

\*If the Facilities are returned in the same condition as rented, with no damage, the Security Deposit will be refunded within 2 weeks after date of wedding to the same address from which it was received



## WORSHIP CENTER

The Worship Center will seat up to 900 people.

Resources available (included in rental fee):

Upholstered Chairs & Stadium Seating

Stage: Upper – 36' x 15'

Lower – 8' x 8'

Resources available (subject to additional fees):

Audio/Visual: Microphones (handheld & wireless), Monitors, Inputs

Projector, Cameras (3)

Truss Lighting



MAIN BUILDING: EVENT CENTER  
CAPACITY: 265

The basic layouts can be modified by moving/removing tables, chairs, the stage, and/or the food service tables, as long as the capacity does not exceed 265 people. The Farm Table must remain in the room.

Resources available (included in rental fee):

Chairs, Upholstered and Non-Upholstered  
6' Round Tables  
8' Rectangular Tables  
Configurable Risers/Stage

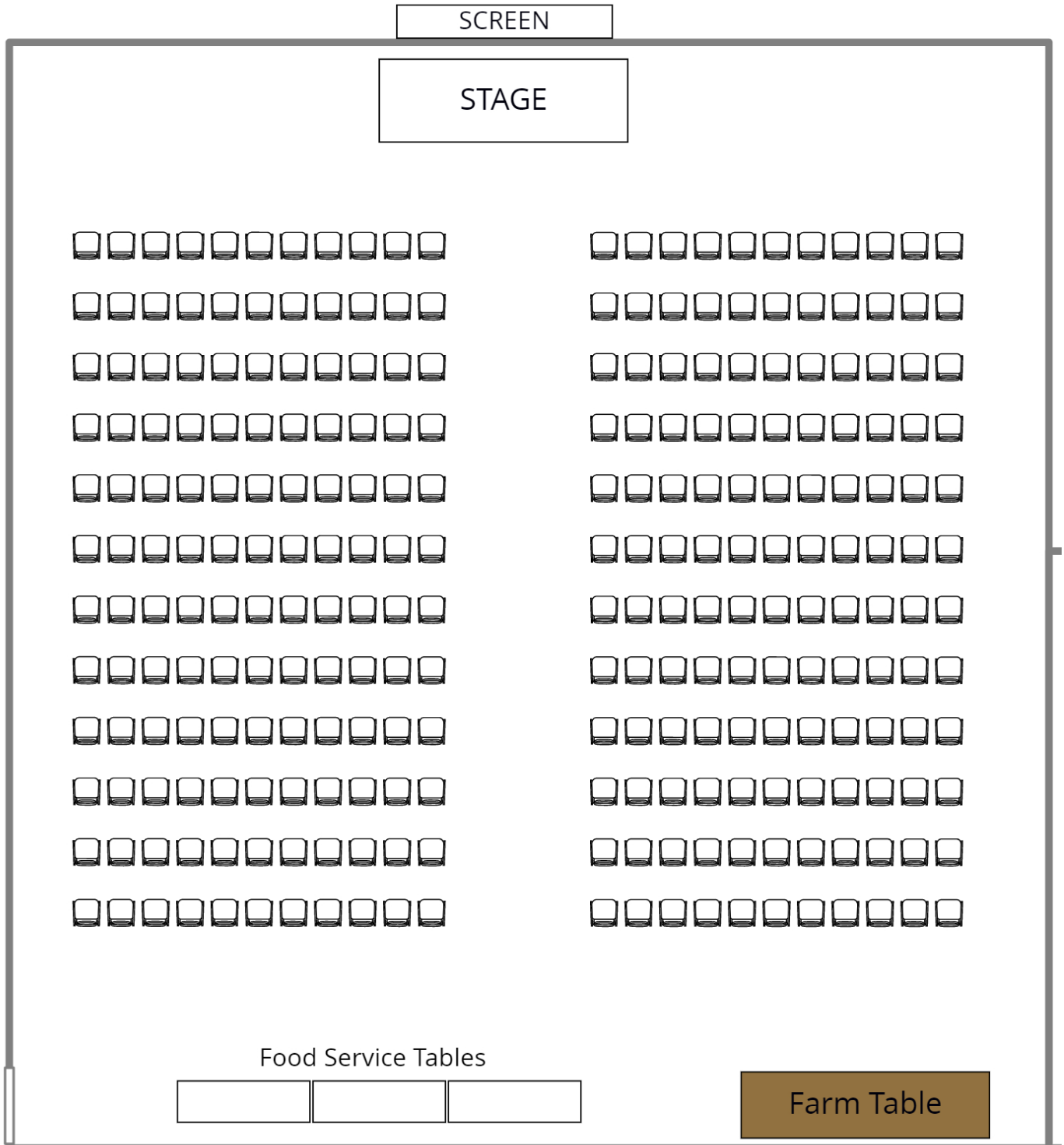
Resources available (subject to additional fees):

Audio/Visual: Microphones (handheld & wireless), Projector  
Tablecloths: White, Black, Grey  
Dinner Service: Dinner, Salad, Dessert Plates, & Silverware

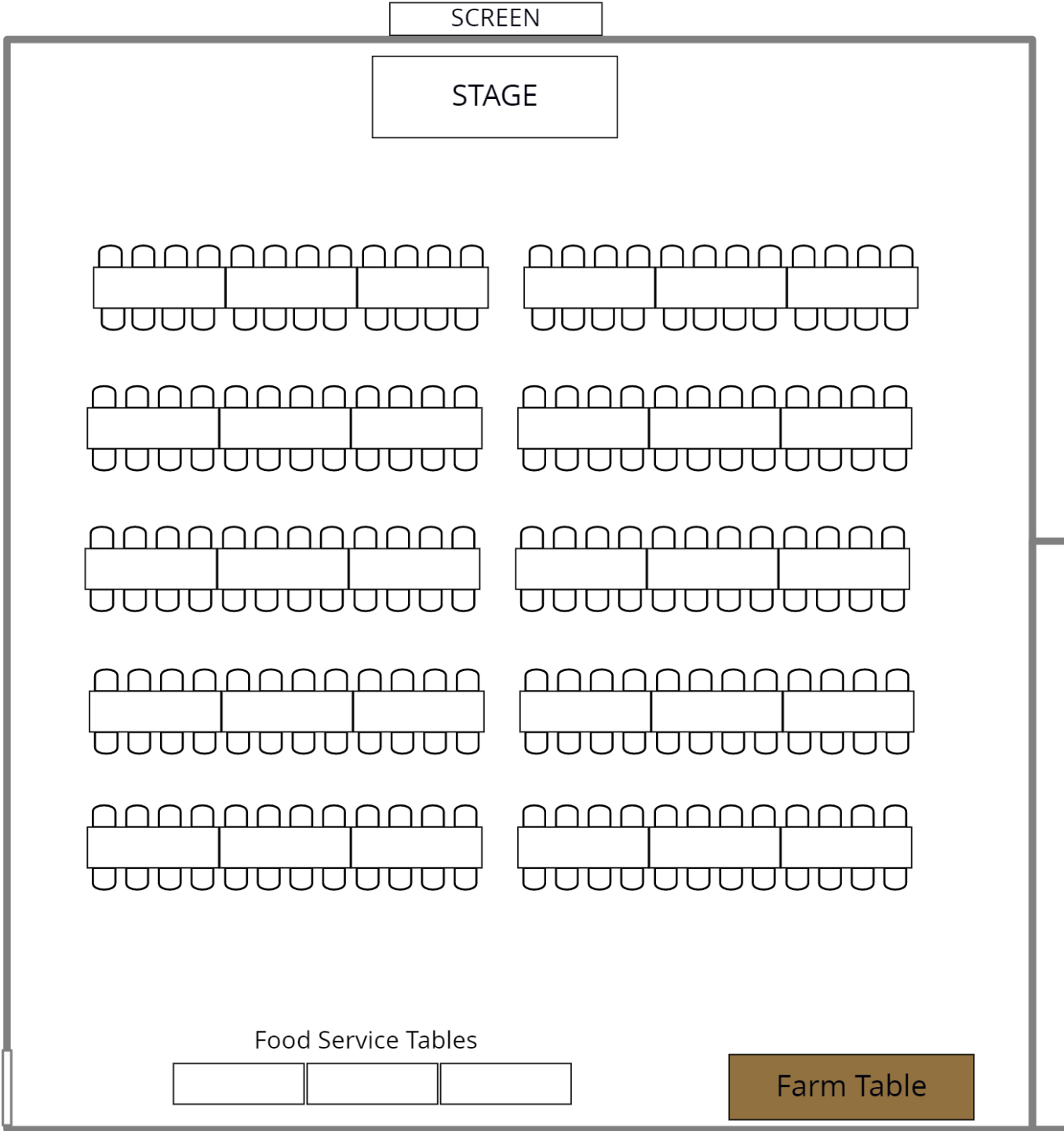


# EC 1

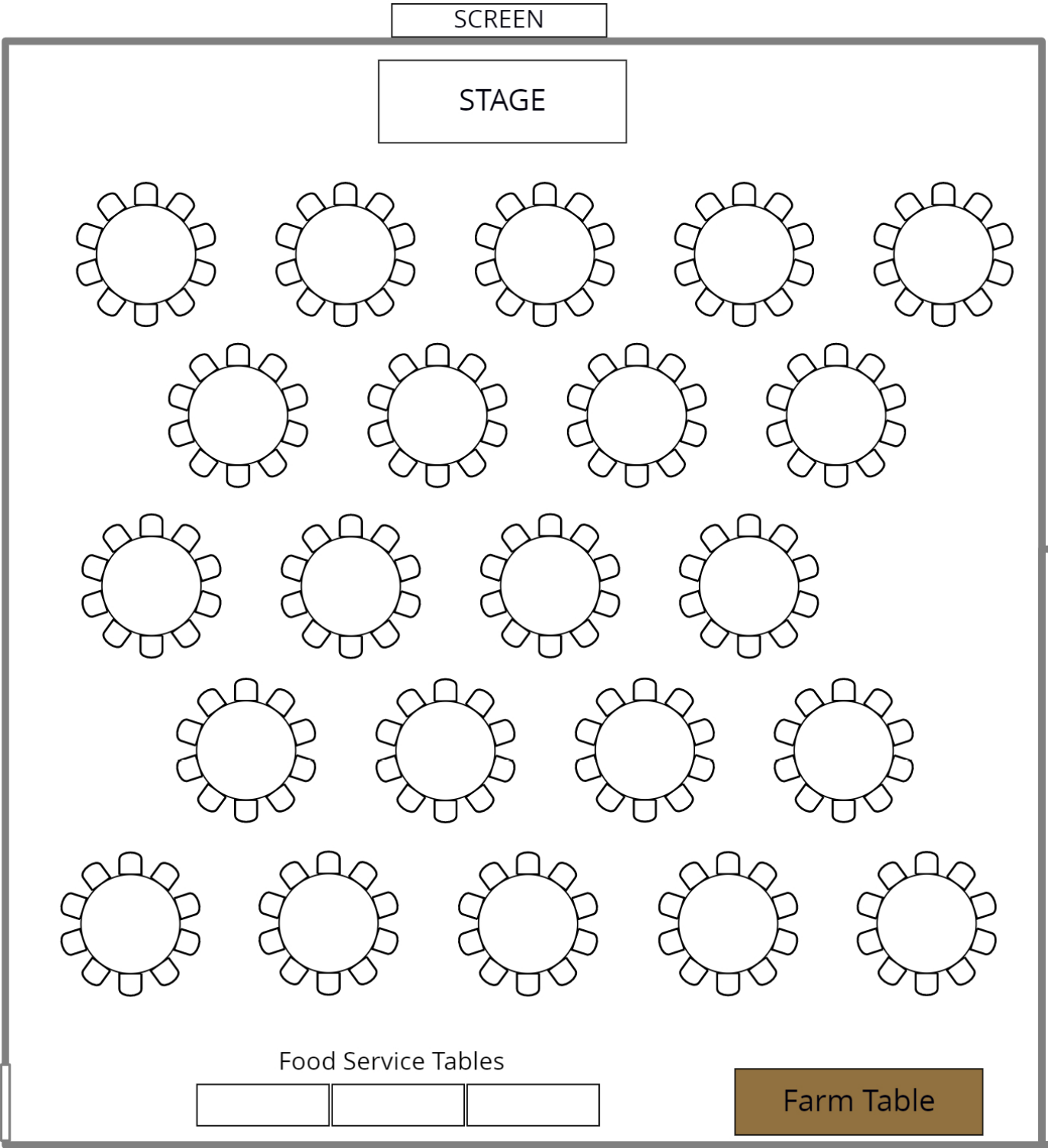
## Classroom Style – 264 Chairs



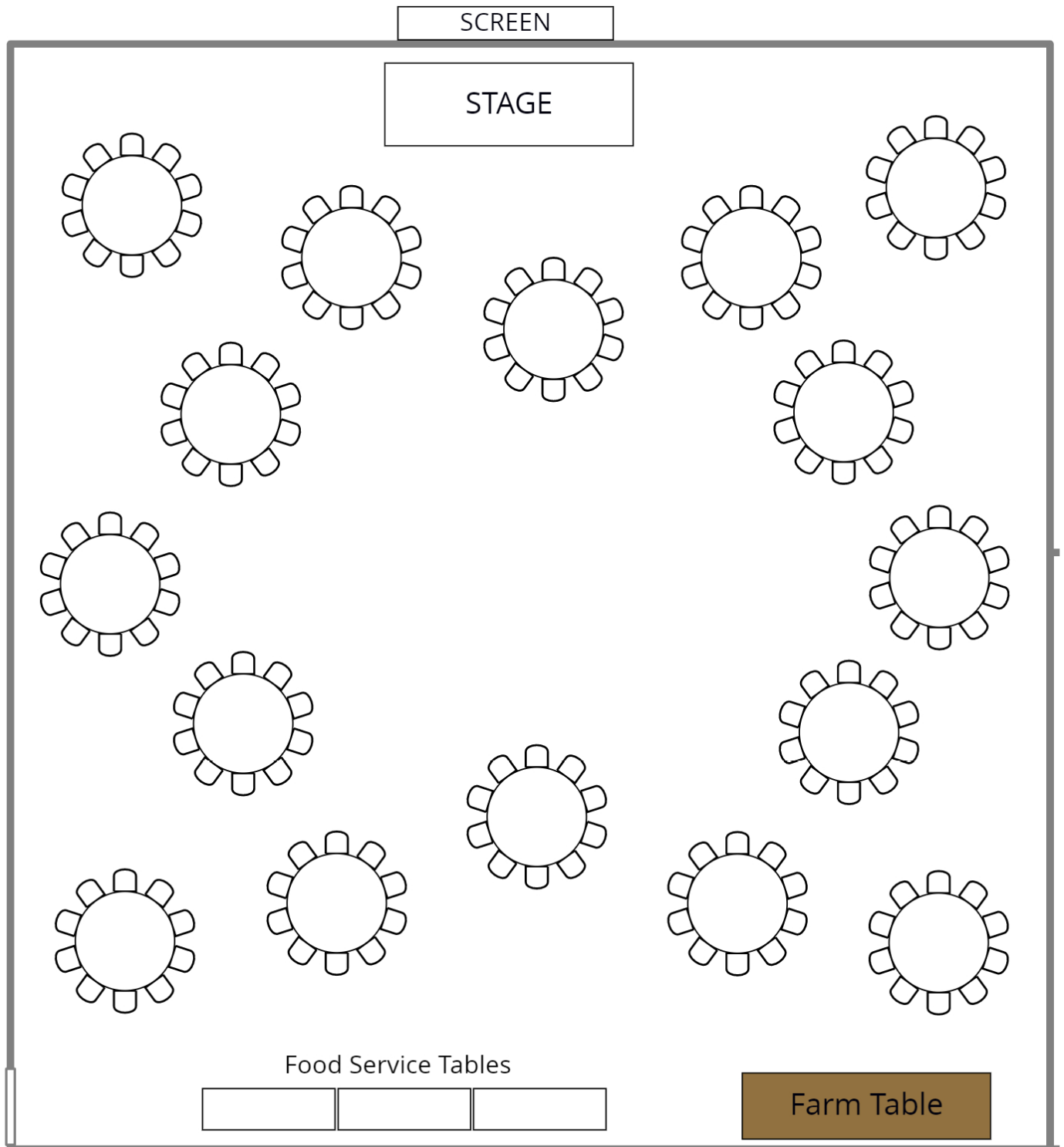
**EC 2**  
**30 Rectangular Tables – 240 Chairs**



**EC 3**  
**22 Round Tables – 220 Chairs**



**EC 4**  
**16 Round Tables w/Dance Floor Area – 160 Chairs**



## MAIN BUILDING: COMMERCIAL KITCHEN

The Kitchen can be rented in conjunction with the Event Center only. Rental of the Kitchen is subject to guidance/training on the professional equipment, and on User's performance of the attached Kitchen Checkout List.

### Resources available (included in rental fee):

Use of any refrigerator (walk-in or reach-in)

Use of walk-in freezer

Use of warmer

Use of ice maker

Use of all sinks, prep tables, racks, and equipment contained within the Kitchen

Use of all stoves and ovens, subject to supervision by C3 Kitchen Manager\*

Use of dishwasher, subject to supervision by C3 Kitchen Manager\*

Use of coffee brewers and grinders, subject to supervision by C3 Kitchen Manager\*



# CHRIST COMMUNITY CHURCH

## Main Kitchen “Checkout” List

Event Name: \_\_\_\_\_

Date/Time: \_\_\_\_\_

Person Responsible: \_\_\_\_\_ Phone: \_\_\_\_\_

**Please check off items completed (N/A items not used). Sign, date and leave on kitchen counter. Thank you!**

	<b>COFFE POTS USED</b> – dump coffee/rinse out/clean drip tray – leave lid off to air dry
	<b>ALL ITEMS USED</b> – wash/rinse/sanitize ( <b>Sanitabs are under dishwasher</b> ), air-dry on towels on sink drain
	<b>DISHWASHER</b> – drain/Power off, Rinse garbage disposal ( <i>if used</i> )
	<b>TABLES &amp; SURFACES</b> – (incl cutting boards) wipe down & sanitize ( <b>Solution under dishwasher</b> )
	<b>DIRTY LAUNDRY</b> – Place dirty laundry in DIRTY hamper - <b>All aprons worn must be laundered</b>
	<b>SINKS</b> – Drain and wipe down sinks after use/wipe up spills
	<b>MICROWAVE</b> – clean any spills/splatters inside
	<b>WALK-IN REFRIGERATOR/FREEZER</b> – cleaned of spills (if necessary) - <b>Ensure doors are CLOSED</b>
	<b>REACH IN REFRIGERATOR</b> – cleaned of spills (if necessary) – <b>Ensure doors are CLOSED</b>
	<b>ICE MACHINE</b> – CLOSED / scoops replaced in containers <b>FACING MACHINE</b>
	<b>WARMER</b> – interior cleaned/exterior wiped down <b>and powered OFF</b>
	<b>OVENS</b> – temperature setting down AND fan switch <b>powered OFF</b> / hood fan & lights <b>powered OFF</b>
	<b>STOVE &amp; GRILLS</b> – cleaned of any spills - dials <b>OFF</b> (ensure pilots lights are still on)
	<b>TRASH</b> – place all trash in bagged trash cans
	<b>NO FOOD</b> is to be left from your Event – please take all leftovers with you <ul style="list-style-type: none"> <li>• <b>Please initial this box to confirm that NO FOOD has been left, including in the fridge/freezer</b></li> </ul>
	Replace <b>ALL</b> items used to the correct storage places, both in the Kitchen and the Kitchen Pantry
	Sweep Kitchen floor if necessary (Hang broom back on nail by ice machine)
	Please report any issues that need attention/repair:

**Non-Performance of this Kitchen Checkout List will result in an additional Fee of \$100**

**PLEASE ALSO MAKE SURE YOU TURN OFF ALL LIGHTS AND CLOSE ALL DOORS BEFORE LEAVING THE BUILDING. THANK YOU!**

MAIN BUILDING: NARTHEX

CAPACITY: 140

The basic layouts can be modified by moving/removing chairs and tables, as long as the capacity does not exceed 140 people.

Resources available (included in rental fee):

Upholstered Chairs

Leather Couches (2)

Leather Wingback Chairs (2)

Large Sideboards/Credenzas (2)

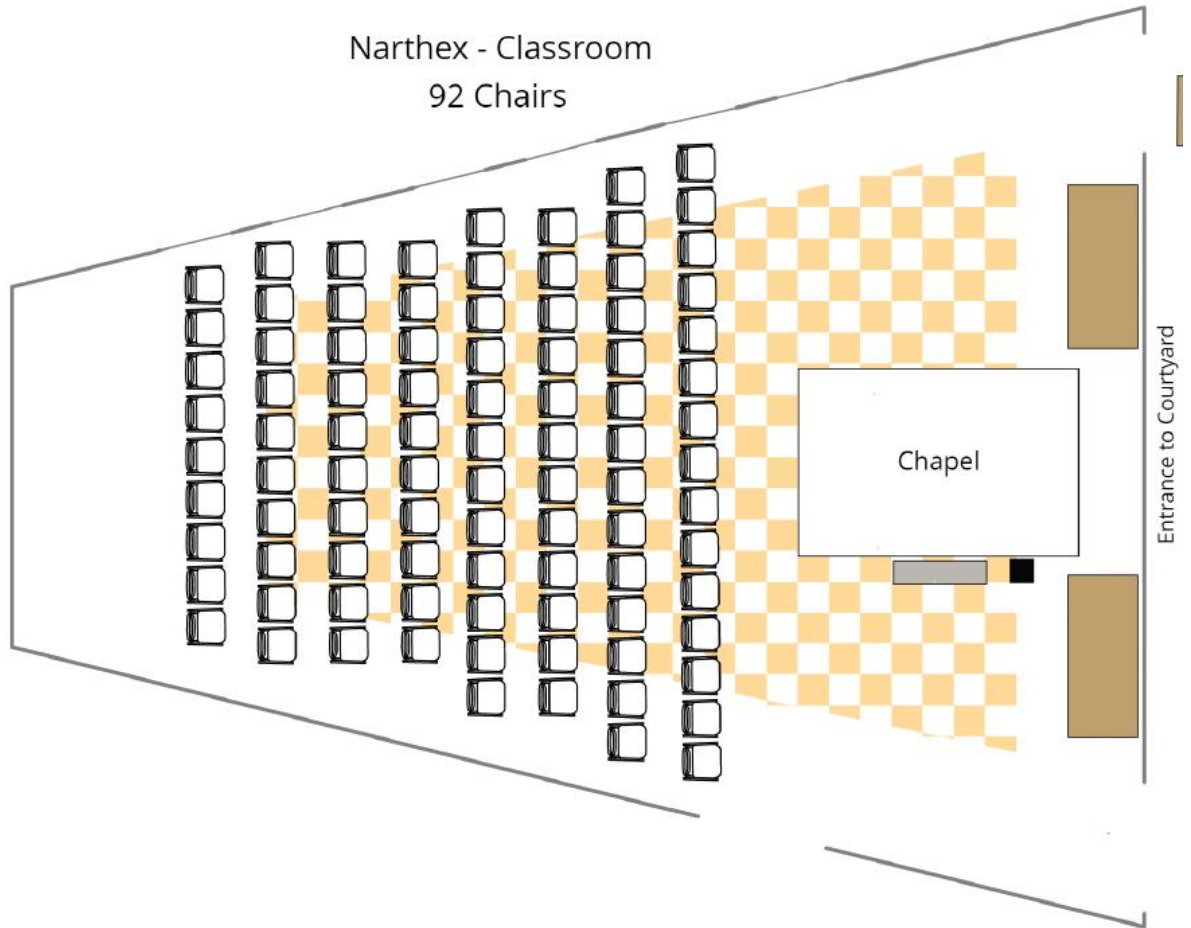
Wooden Pub Tables (4) and stools

Smaller Black Pub Tables and backless stools

Resources available (subject to additional fees):

Audio/Visual: Microphones (handheld & wireless)

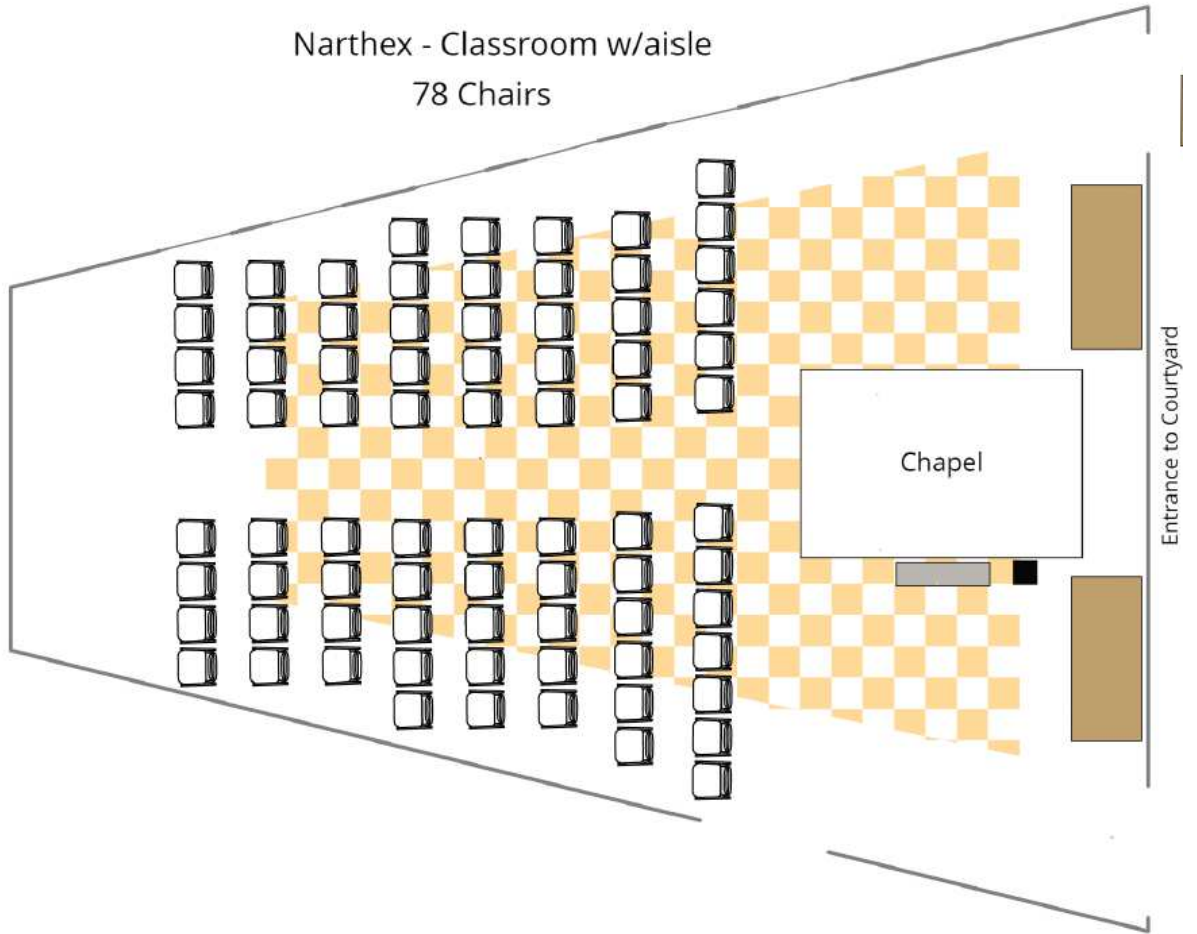
# N 1





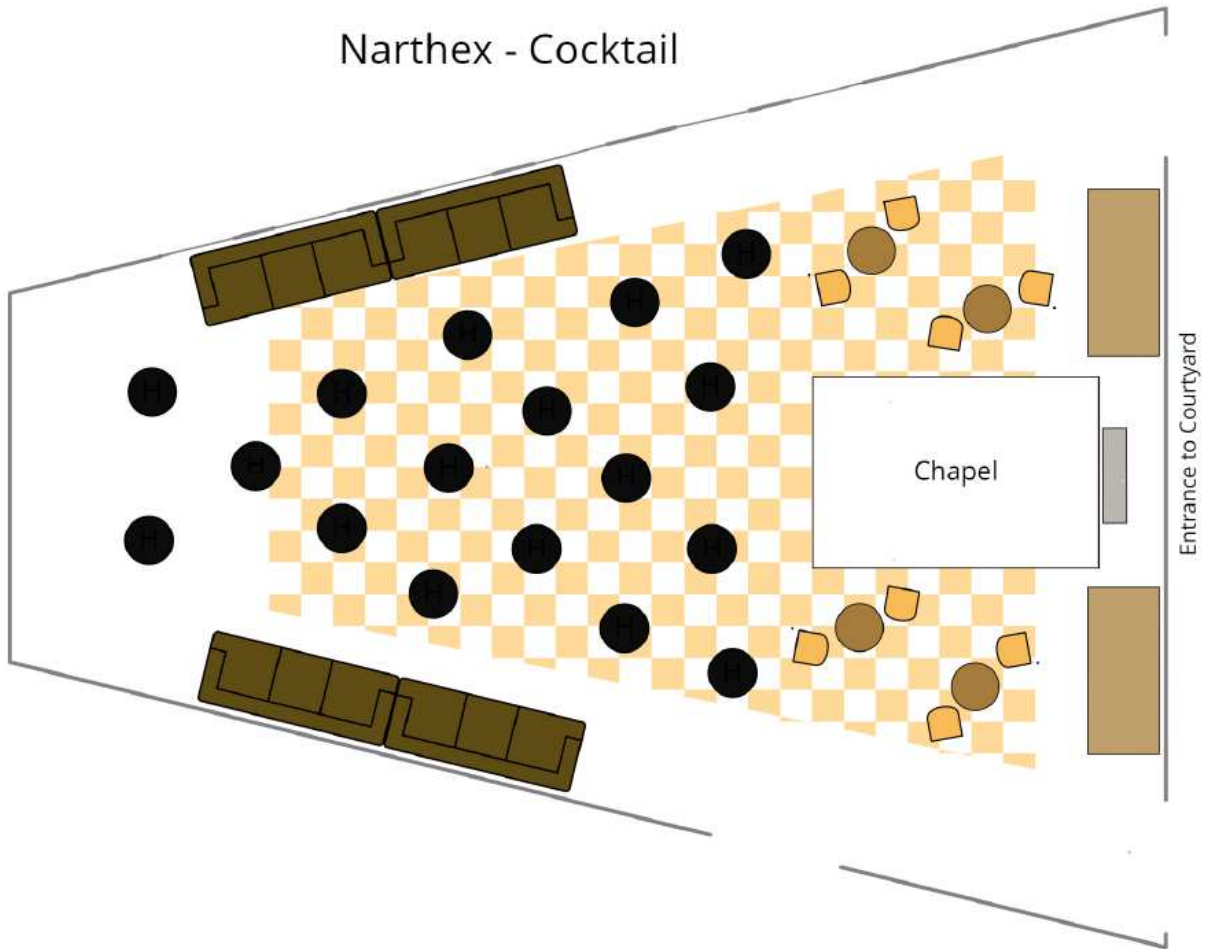
# N 2

Narthex - Classroom w/aisle  
78 Chairs

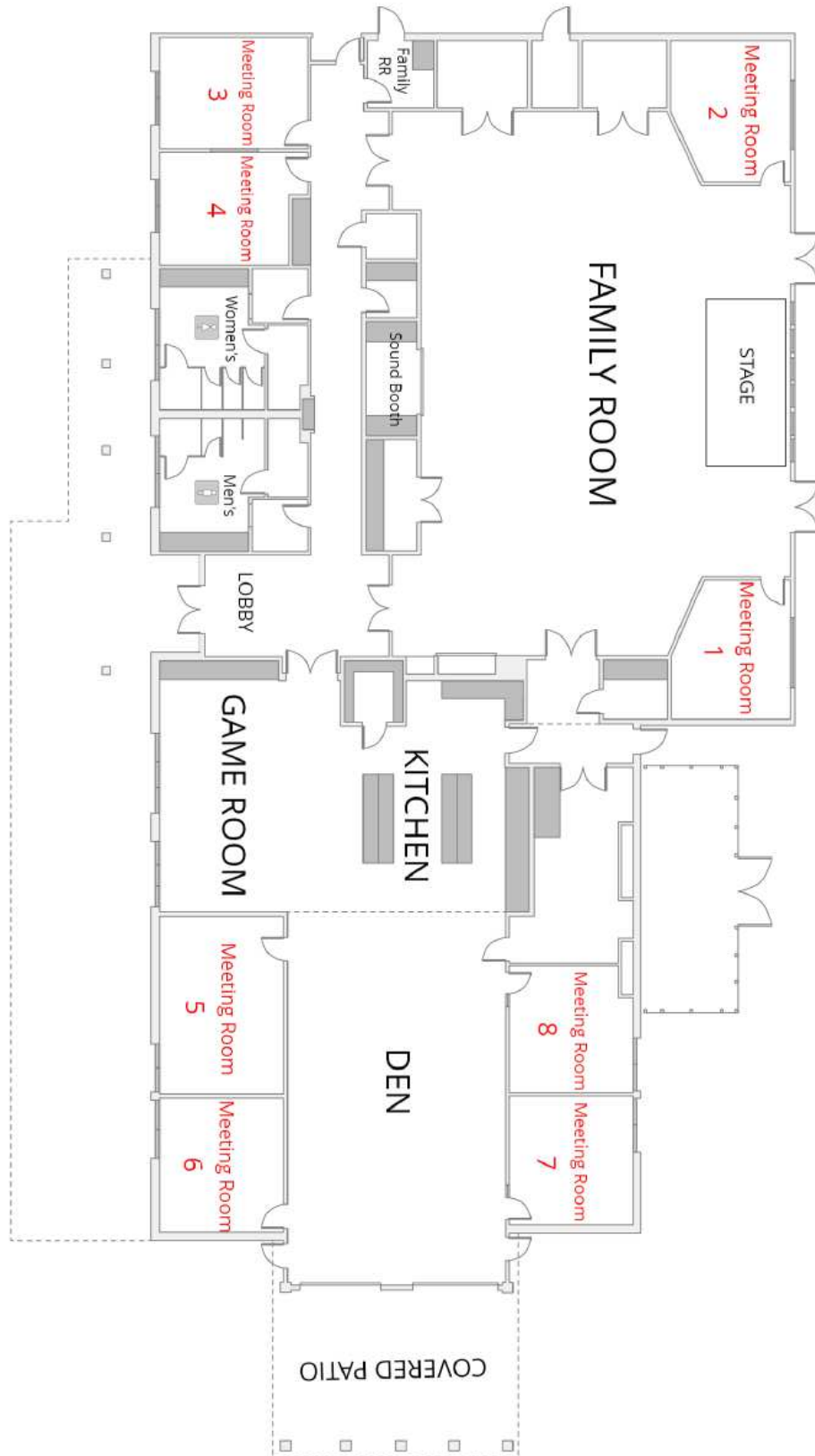


# N 3

## Narthex - Cocktail



# HARPETH HOUSE – LAYOUT



HARPETH HOUSE: DEN & GAME ROOM/KITCHEN

CAPACITY: 125

The existing furniture in the Den/Game Room area can seat up to 40. Banquet seating at round tables is 96 (Weddings and Major Events ONLY).

Rental of the Kitchen is subject to User's performance of the attached Harpeth House Kitchen Checkout List.

Resources available (included in rental fee):

Use of refrigerator and freezer

Use of ice maker

Use of all sinks, dishwasher, and equipment contained within the Kitchen

Use of all stoves and ovens, subject to supervision by C3 Kitchen Manager\*

Use of coffee brewers and grinders, subject to supervision by C3 Kitchen Manager\*

Ping Pong Table & Foosball Tables

Gaming System and Consoles

Resources available (subject to additional fees):

Audio/Visual: PA System, TV Screens, HDMI hookups



**Harpeth House Kitchen “Checkout” List**

Event Name: \_\_\_\_\_

Date/Time: \_\_\_\_\_

Person Responsible: \_\_\_\_\_ Phone: \_\_\_\_\_

***Please check off items completed (N/A items not used). Sign, date and leave on kitchen counter. Thank you!***

	<b>COFFE POTS USED</b> – dump coffee/rinse out/clean drip tray – leave lid off to air dry
	<b>DISHWASHER</b> – loaded and turned on
	<b>ALL NON-DISHWASHER ITEMS USED</b> – washed & rinsed, air-dry on towels on sink drain
	<b>TABLES &amp; SURFACES</b> – (incl cutting boards) wipe down & sanitize ( <b>Solution under sink</b> )
	<b>DIRTY LAUNDRY</b> – Place dirty laundry in DIRTY hamper - <b>All aprons worn must be laundered</b>
	<b>SINKS</b> – Drain and wipe down sinks after use/wipe up spills
	<b>APPLIANCES</b> (Microwave, Toaster, Blender, etc.) – empty and clean any spills/splatters
	<b>REFRIGERATOR/FREEZER</b> – cleaned of spills (if necessary) - <b>Ensure all doors are closed</b>
	<b>ICE MACHINE</b> – CLOSED / scoop replaced on top of machine
	<b>OVENS</b> – cleaned of any spills/drips, <b>powered off</b>
	<b>STOVE &amp; GRILLS</b> – cleaned of any spills/drips, <b>powered off</b>
	<b>FIREPIT</b> (if used) – please return the KEY to kitchen counter and <b>power off</b> the gas line at the building
	<b>TRASH</b> – place all trash in bagged trash cans
	<b>NO FOOD</b> is to be left from your Event – please take all leftovers with you <ul style="list-style-type: none"> <li>• <b>Please initial this box to confirm that NO FOOD has been left, including in the fridge/freezer</b></li> </ul>
	Replace <b>ALL</b> items used to the correct storage places
	Sweep Kitchen floor if necessary
	Please report any issues that need attention/repair:

***Non-Performance of this Kitchen Checkout List will result in an additional Fee of \$100***

**PLEASE ALSO MAKE SURE YOU TURN OFF ALL LIGHTS AND CLOSE ALL DOORS BEFORE LEAVING THE BUILDING. THANK YOU!**

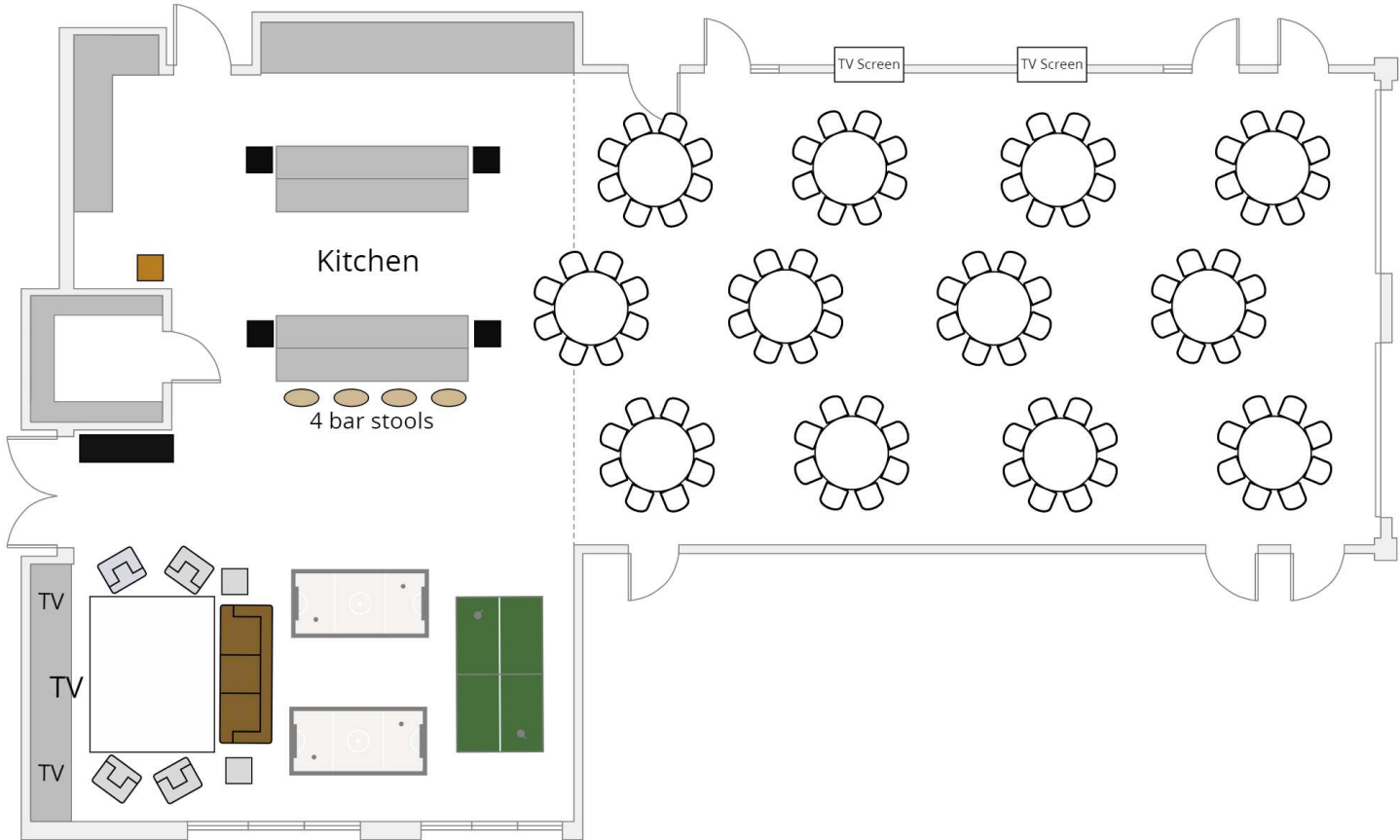
# HHD - 1



# HHD – 2

## 12 Round Tables – 96 Chairs

(this setup available for Weddings & Major Events ONLY)



HARPETH HOUSE: FAMILY ROOM  
CAPACITY: 427

The basic layouts can be modified by moving/removing tables, chairs, the stage, and/or the food service tables, as long as the capacity does not exceed 427 people. The Leather Sofas must remain in the room.

Resources available (included in rental fee):

Chairs

5' Round Tables

Stage:

Resources available (subject to additional fees):

Audio/Visual: Microphones (handheld & wireless), Monitors, Inputs

Drop-down center screen, 2 TV Screens

Stage Prep/Reset

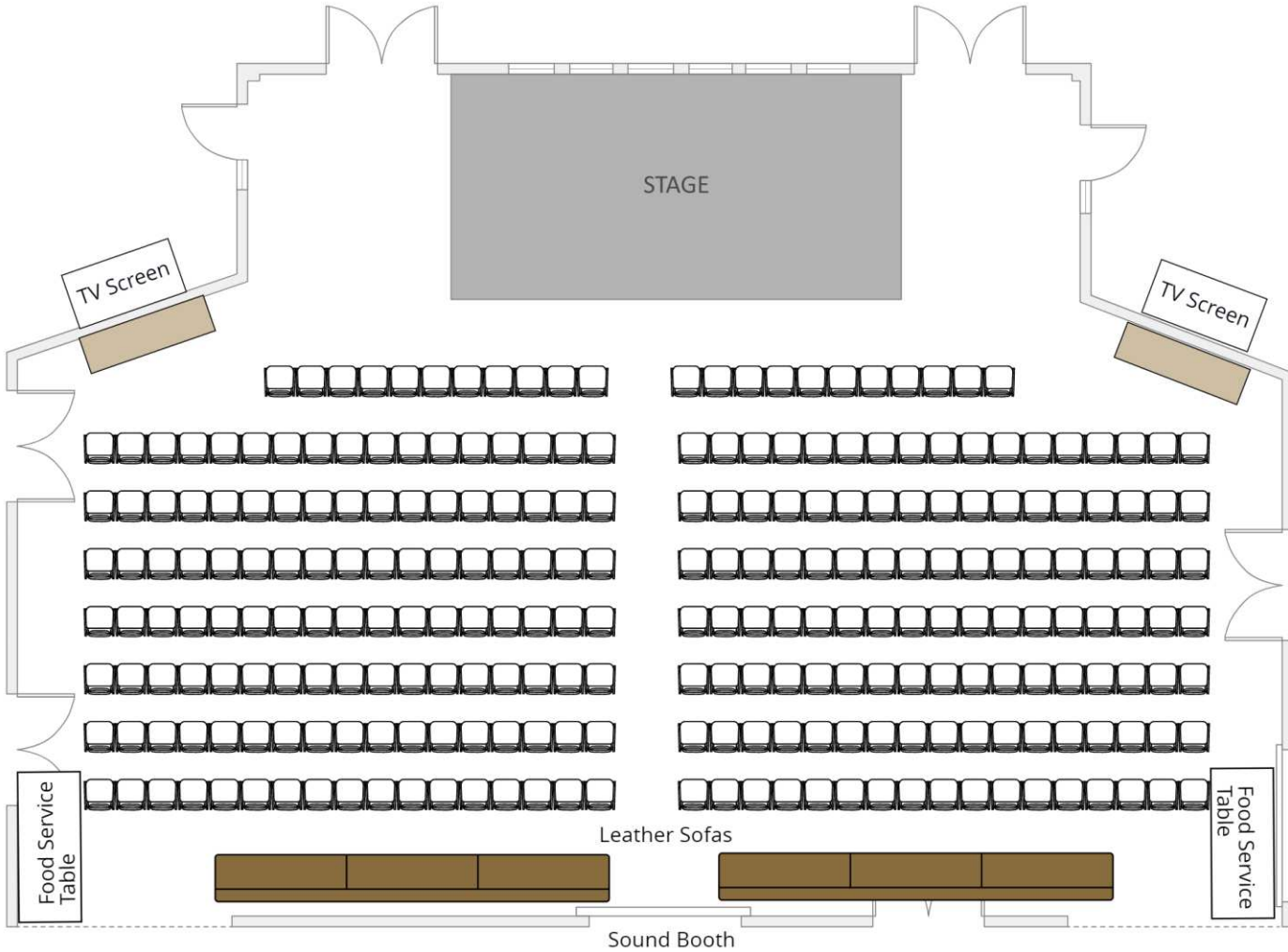
Tablecloths: White, Black, Grey

Dinner Service: Dinner, Salad, & Dessert Plates



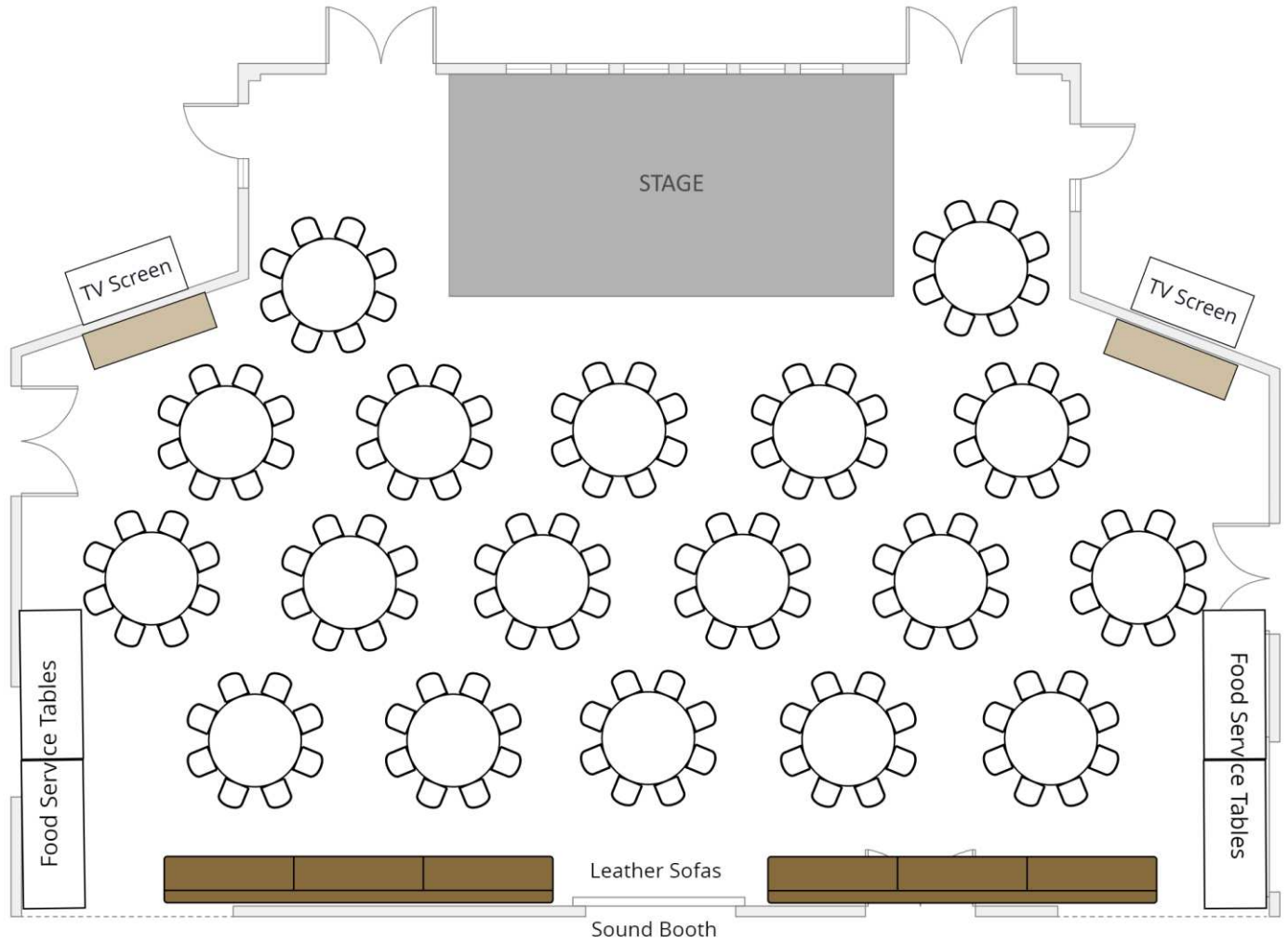
# HHF – 1

## 260 Chairs



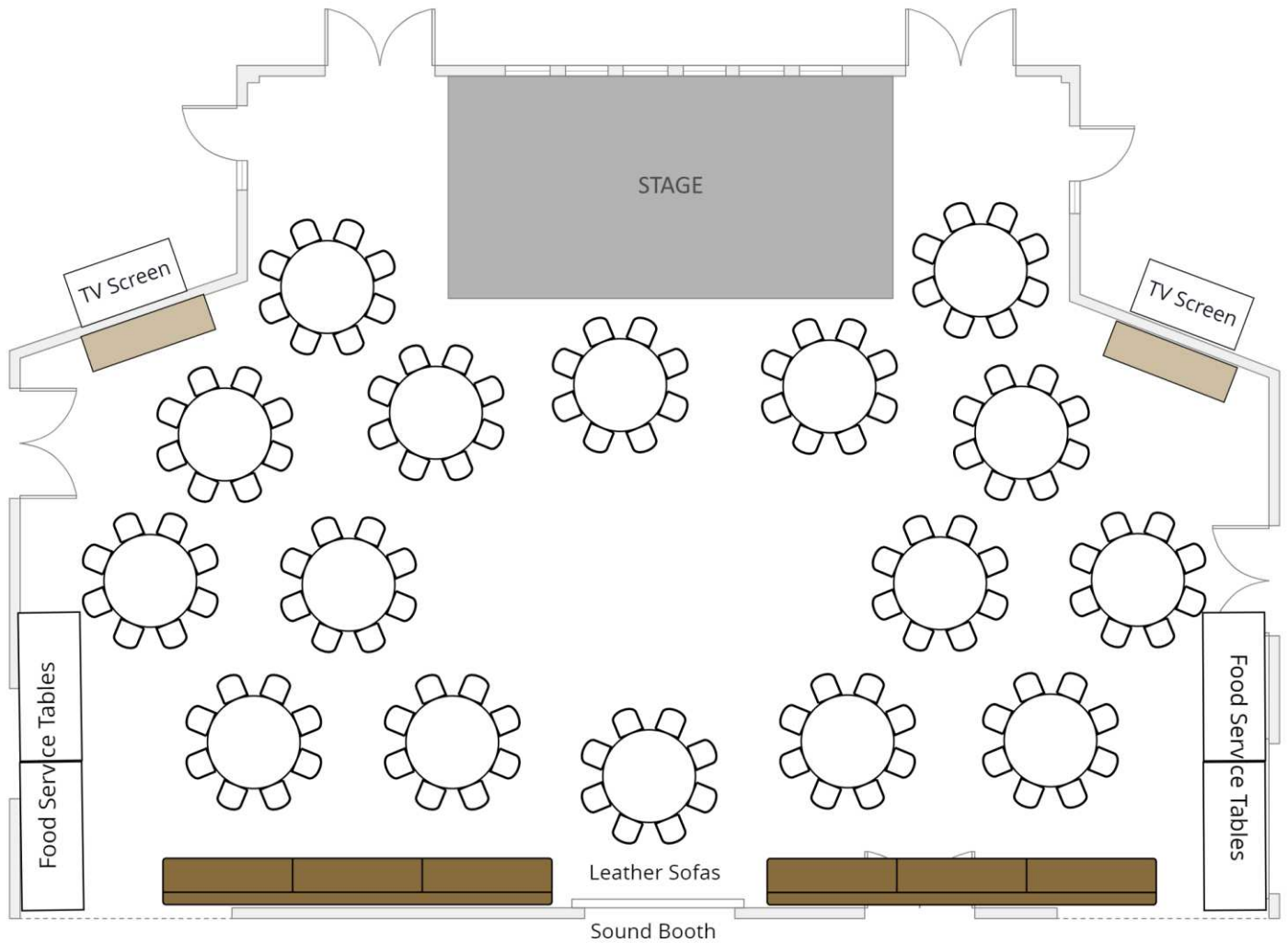
# HHF – 2

## 18 Tables - 144 Chairs



# HHF – 3

## 16 Round Tables w/Dance Floor Area – 128 Chairs



## HARPETH HOUSE: COVERED PATIO

The existing furniture on the Covered Patio area can seat up to 37; additional chairs can be added (based on weather)

Resources available (included in rental fee):

Patio Furniture

TV Screen

Firepit

Grill

Resources available (subject to additional fees):

Gas Fuel for Firepit/Grill\*

# HHP - 1

