We are absolutely thrilled that we can be a part of your big day. We think marriage is the most amazing gift from God. We want to give honor and “our best” to your wedding day. Our team will do everything we can to accommodate your needs, make your ceremony special, and do our best to bring out your unique personalities!

Please read through this entire packet so you have an idea of what’s available, what it will cost, and how to proceed.

We need the following preliminary criteria to be met in order to have your wedding at Puget Sound Christian Center:

• We ask that either the bride or the groom be a regular attender of our church (except in special situations).

• Whether you want one of our pastors on staff to officiate your wedding, or you want to use an (approved) outside pastor, we ask that you complete some type of pre-marriage prep classes. If needed, we have pre-marriage prep classes available (there is a fee involved).

We also would like you to take a look at a word from our staff pastors:

Why Your Purity Matters
In answer to a question that arises more than any other question when inquiring about weddings at PSCC... Will a staff pastor officiate (marry us) if we’re living together or compromising our sexual purity or have done so in the past?

Answer: Our pastors take a Biblical stance when it comes to purity. They take seriously their role as pastors to live by the Word of God, as well as teach Godly principals. The Bible says that all have failed and fallen short of the glory of God (Romans 3:23). When we confess and repent (turn away) we are candidates for forgiveness. His mercies are new every day. If you have compromised your purity and want to make a new start, God is able. And we are available to help you walk through this incredible change of heart. Our pastoral staff is ultimately excited and wants to help in any we can to come up with a process that will lead you to a place of wholeness & restoration. If you are determined to engage in premarital sex or live together, and will not discuss other options with one of our pastors, this may make their decision to officiate your wedding difficult.
1. Because of our full & busy calendar, we can only accommodate weddings for people (a bride or groom) who have been regularly attending our church (special exceptions may apply).

2. Our sanctuary has seating comfortably for around 300 guests (we can push 350 people in if necessary). We also have a smaller chapel room that will seat between 50 to 100 guests comfortably.

3. Weddings & receptions can ONLY be held during the following times.
   - **Friday** evening starting NO LATER than 7pm
   - **Saturday** wedding ceremonies must begin at or before 2pm. The reception must be complete by and cleaned up by 6pm.

4. Please note that our stage (in the main sanctuary) includes several platforms, a drum set, and backdrops that are not easily moved. Our standard practice is to remove everything EXCEPT for the 3 stage platforms, our drum set, the white backdrop and decorative black frames hanging in front of the white backdrop.

5. For both Friday evening and Saturday weddings, we will allow a setup time on Friday from 9am to 5pm.

6. A one-hour rehearsal will be held prior to the wedding and is included in the basic wedding fees - this will usually be held the evening before the actual wedding (*depending on availability of our facility).

7. On the day of the wedding, separate dressing rooms will be provided for the men and the women. These dressing rooms will have a bathroom and mirror available. You can use these rooms after the ceremony as well to change clothes if necessary. We suggest that you clear out all valuables out of these rooms before the ceremony starts. We cannot be responsible for any lost or stolen property from the facility or the parking lot.

8. No alcohol is allowed on the church property. We also do not allow smoking inside the facility.

9. You will be responsible for all damages to the property during the rehearsal, wedding & reception.
ONSITE Wedding Package: $600.00*
This does not include a suggested honorarium to the pastor.

Fee includes:
- Use of Facility (rehearsal night and wedding day)
- Event Coordinator** (please see bottom of next page for details)
- Technical Support (audio & video) for both rehearsal & ceremony
- Clearing of stage & reset after ceremony (some items cannot be cleared)
- Custodian for after the ceremony
- For both Friday & Saturday weddings, availability for setup starting on Friday at 9am and ending at 5pm.
- Before ceremony - 4 hours for pictures and prep at facility

Please be aware:

1. An honorarium to the pastor is determined by the bride and groom and needs to be presented at the wedding. This is not part of our wedding fee schedule (suggested $300).

2. We require that you have completed some type of pre-marriage prep classes. Pre-marriage prep classes are available by one of our staff pastors or counselors for an additional fee. We will refer you to the people who facilitate those sessions and they can tell you the fee based on your needs and amount of sessions.
OFFSITE Wedding Package: $500.00*

Fee includes:
• Officiating Pastor
• Wedding Coordinator**

Please be aware:
1. Offsite wedding arrangements are strictly for those who want a staff pastor from Puget Sound Christian Center to officiate their wedding ceremony. These reservations are not for help with securing a location for the wedding or reception. We will provide an Event Coordinator who’s job is to help the bride and groom walk through the elements of the actual ceremony and be the liaison between them and the officiating pastor. The Event Coordinator is not responsible for decorating or any other type of arrangements besides working with the bride/groom and the pastor on the ceremony.

2. We require that you have completed some type of pre-marriage prep classes. Pre-marriage prep classes are available by one of our staff pastors or counselors for an additional fee. We will refer you to the people who facilitate those sessions and they can tell you the fee based on your needs and amount of sessions.

**A NOTE ABOUT THE EVENT COORDINATOR

The Event Coordinator will be your on-site church representative. Even if you have your own wedding coordinator, the Event Coordinator will be on-site and available to represent the church and be your point of contact for everything on-site. The Event Coordinator will assist in scripting your ceremony and will be the final point of contact for every component and transition involved.

They will make sure the areas of the facility reserved are open and ready to receive you. They will monitor temperature, sound levels, overall quality control, and troubleshooting should anything arise.

They will walk you through all paperwork, make payment arrangements, and be the one who pays everyone from the officiating pastor to the sound technician the day of the wedding.

Our Event Coordinators are part of a select team. You will find them to be professional, courteous, helpful, friendly, positive, and knowledgeable. They are “can-do” people with a strong working understanding of the values and policies of Puget Sound Christian Center
1. Receptions are held in our multipurpose room we call the “mezzanine.”

2. Our reception facility could handle upwards of 400 people, however we only have round tables & chairs for around 200 people. You would need to rent additional tables and chairs if necessary.

   We have the following available for use:
   - 25 round tables
   - 10 rectangle tables
   - 100 padded chairs
   - 100 metal folding chairs

   **We have more tables than we have chairs to fit around them (if you count the rectangle tables). You may need to bring in more chairs.

3. We do not allow birdseed or rice to be thrown on the property. ONLY bubbles are allowed.

4. Our fees include the setup of the tables and chairs. You are responsible for decoration, catering, and tear-down of tables and chairs. The only part of tear-down that we take care of is sweeping/mopping the floor, cleaning the bathrooms, and garbage removal.

5. You are responsible for TEAR-DOWN of tables & chairs, clearing of your decorations, and generally cleaning up the room to the way it was originally. Our custodian will sweep & mop the floors, clean the bathrooms, and remove the garbage.

6. Sound system and video projection is available - please see the Reception Rental Cost sheet (pg. 7)

7. If you are having both your wedding and reception in our facility, we allow setup availability for wedding & reception on the Friday of the wedding weekend from 9am to 5pm. If you are just hosting your reception in our facility, we will make special setup arrangements for you depending on facility availability and the time of your reception.
Basic Reception Package: $400.00

Fee Includes:
• Set up of tables and chairs in mezzanine (multi-purpose room)
• Reception Coordinator to help oversee the overall event
• Custodian for post-reception clean-up
• Use of room for 4 hours from start to completion of reception
• Use of our large coffee makers

Please be aware:
1. The above fees include setup of ONLY tables & chairs. There are additional costs if you need the entire event setup.

2. The reception coordinator is NOT responsible for setup or tear-down of your reception. The reception coordinator is there for the purposes of making sure you have what you need and helping to make your event go smoothly. He/she is not the DJ or responsible for every detail of how your reception runs.

3. We recommend you plan on renting decor and catering equipment including linens, tableware, decorations, and serving utensils. We do have a few large coffee brewers available.

Additional fees apply to these extras:
• Sound system: $100
• Projector: $50
• Tech person to operate sound system or projector: $100.00
• Use of facilities for over 4 hours: $50.00 per hour (time limitations may apply)
• Setup of entire reception by Reception Coordinator: $50 an hour
PUGET SOUND CHRISTIAN CENTER

NEXT STEPS FOR MAKING A RESERVATION

1. For ALL packages (and any combination of them) listed in this packet, a “Wedding Reservation Application” must be submitted online at least 5 months prior to the event date.

   To begin the reservation process, please visit our website at www.pssc.net. Click on the “Contact Us” link at the bottom of the page and then, in the drop-down list, click on the “Event Proposal” page. You will see the “Wedding” section.

   For any of the packages in this packet (or combination of) we require a $100 deposit (which is refundable if we determine we are unable to host your wedding / not refundable if you cancel after 90 days before your wedding).

   This deposit can be made online (at the end of submitting your application) or by check payable to PSCC. The mailing address is:

   Puget Sound Christian Center
   4020 South 56th Street
   Tacoma, WA 98409

2. Please do not send out invitations or announcements until you have received definite confirmation of the proposed date for your wedding & reception (or whichever is applicable). Once confirmation is given, the address to be used on your invitations should read:

   Puget Sound Christian Center
   4020 South 56th Street
   Tacoma, WA 98409

3. Unless you specify otherwise, we will send you approval through the email address(es) you used to complete the online application. The application & approval process, including the final approval by email, is considered the “contract” for your wedding event.

4. Please allow at least 3 WEEKS to receive approval for your wedding date.