

MOUNT OLIVE CHURCH



# WEDDING RENTALS

WHAT YOU NEED TO KNOW





# One step at a time

## **Read**

Look through this booklet and become familiar with Mount Olive rules, availability, prices, and rental procedures. Make sure you reach out with any questions or clarifications!

## **Do**

Fill out your wedding rental form on our website to let us know how we can accommodate you! We'll give you a shout to let you know if your requests are viable and if your wedding date fits in our calendar!

## **Meet**

Once your perfect date is confirmed, set up a meeting with the office to go over the rental agreement and tour the available spaces in the church building.

## **Finalize**

Submit your finalized & signed rental agreement. *\*any changes made to this form must be completed 2 weeks prior to your event and BEFORE paying\**

## **Pay**

Send an E-transfer to [payments@mountoliveefc.com](mailto:payments@mountoliveefc.com) or write a check to Mount Olive Evangelical Free Church. The amount of \$300.00 is required as a damage deposit and to secure your rental. Please include your *name* and "*damage deposit*" in the memo. The remainder of the rental fee is due 2 weeks prior to your wedding day.





# Officiants & Premarital Counselling

Your wedding is an important moment. Having someone you know personally as the officiant can be both meaningful and memorable. If you know a licensed Officiant or Pastor personally, we encourage you to reach out to them to perform your wedding.

If you are a part of our Mount Olive Congregation or do not have external Pastoral connections, please reach out to the office to set up a meeting with one of our Pastors to discuss the possibility of performing your wedding.

\*Although paying your officiant is not mandatory, we recommend a thank-you of \$150-\$300 for the extra work and time they put into preparing for your special day.\*

We have a number of contacts that provide pre-marital counselling, depending on the Pastor marrying you, they may want to journey with you themselves! Inquire on pre-marital availability when you book at appointment with an officiant!



QUESTIONS?

office@mountoliveefc.com  
403-443-7779



# Booking Info

## **Availability**

Mount Olive first and foremost operates as a church and as such prioritizes the regular Mount Olive Ministries. We are never open for bookings on Sundays, or Tuesday & Wednesday nights. Other days depend on the time of year and programs running.

## **Rehearsals/Pre-Wedding Day Decorating**

As a part of our rental agreement, the cost of the wedding includes time for rehearsal and pre-wedding day decorating. You will be required to submit a time that you will arrive the day prior to your wedding to set up/rehearse.

## **Decorations**

Mount Olive does not have decorations for public use. Please bring all of your own decorations. No tacks, staples or other fasteners are to be used on any Mount Olive furniture, fixtures or other surfaces in the church building. Only masking tape may be used for hanging decorations on the walls.

## **Clean Up**

You are responsible for removing all decorations on the day of the wedding and leaving the church as you found it when you leave by 11pm. Any extra messes or damage found will be accounted for and charged accordingly.

## **Dos and Don'ts**

Mount Olive values the health and safety of guests and hopes to keep it's facilities in the best possible condition. Because of this we do not allow the consumption or use of drugs or alcohol AND ask that you do not use confetti, rice, rose petals, or bubbles within Mount Olive's building or property

Please see the *Mount Olive Rental Agreement* for more specifics on what is or isn't allowed during your rental.





# What's Available?

<b>Room</b>	<b>Recommended Use(s)</b>	<b>Occupancy</b>	<b>Price</b>
Sanctuary	Ceremony	300 seats	\$200
Sanctuary	Wedding Ceremony & Reception	340 (140 around tables)	\$500
Kitchen	Food Prep	NA	\$250
Chapel	Rehearsal Dinners, "Getting Ready Room," Small Ceremonies	40	\$150
Nursery	"Getting Ready Room," Kids Space	10	\$50



# Tech

<b>Service</b>	<b>Pricing</b>
Ceremony Sound & Tech (Includes Rehearsal)	\$150
Reception Sound & Tech	\$40/Hr
Livestream/Video Recording (Ceremony Only)	\$75

\*All tech/sound responsibilities must be performed by Mount Olive technicians.

# Extras

<b>Resources</b>	<b>Pricing</b>
Tables & Chairs	Included
Tablecloth Rental	\$5.00/cloth
Coffee	\$20/1.5Gallon pot