



## Crabtree Valley Baptist Church Wedding guidelines

**Building location:** 4408 Lead Mine Rd, Raleigh, NC 27612  
**Mailing address:** P.O. Box 30954 Raleigh, NC 27622  
(All church fee payments need to be sent to the PO Box address)  
**Phone:** 781-5345 **Fax:** 782-8285

We welcome the opportunity to help you with your wedding plans. One of the first things you should do is schedule a visit of the church to see if it will suit your needs. Our office hours are Mon-Thurs, 9:00-3:00, please call 781-5345 prior to your visit to make sure that someone will be here to show you around.

**Ceremony:** You are welcome to use your own clergy. If you need clergy for your ceremony, you may contact the church at 781-5345 or by email at [pastor@crabtreevalleybaptist.org](mailto:pastor@crabtreevalleybaptist.org)

**Other questions:** please contact the Secretary, Peggy Utley by phone at 781-5345 or at [cvbc@crabtreevalleybaptist.org](mailto:cvbc@crabtreevalleybaptist.org)

**Cost for use of church facilities:** \$50.00 deposit is required to secure date  
\$200.00 sanctuary  
\$200.00 large fellowship hall  
\$100.00 small fellowship hall  
\$100.00 use of kitchen facilities (\$50.00 returned if no damage)

**It is required that the church be cleaned by the church custodian.**

**General cleaning charges:** \$100.00 for sanctuary  
\$100.00 for large fellowship hall  
\$50.00 for small fellowship hall  
\$50.00 for kitchen

**Additional fees can also include:**

**Wedding Coordinator** (in order to use our facilities it is required that the bride and/or wedding director work with the church's wedding coordinator)

**Sound equipment operator** (needed for video, microphones, music cd's, soloist, etc.)

Payment for these services are made directly to the individual. Cost may vary depending on need and time required.

**General Rules for church use:**

1. No rice is to be thrown outside
2. Flower girls need to use silk flowers (real petals can stain carpet).
3. Use of drip-less candles only.
4. No smoking is allowed inside or in front of the church.
5. No alcohol is allowed on church property.
6. Any furniture or items moved must be returned to proper place.
7. Church is to be cleaned by the church custodian.

Updated: 03/2010