

Deposits and Fees

A deposit of \$100 is required with the wedding application to request a date on the church calendar. This deposit is non-refundable, but does apply to the total reservation fee. (Deposit will be refunded if Cherry Hills is unable to approve your date).

An initial \$300 deposit is required within 30 days of receipt of the confirmation letter.

The final payment of the reservation fee is due no later than 30 days prior to the wedding date.

Failure to submit the final payment 30 days prior to the wedding will result in the wedding being removed from the church calendar and all deposits forfeited.

If cancellation occurs less than 30 days prior to the wedding date, 50% of the total fees paid will be refunded.

The following are included in the facility fee:

- Wedding Event Coordinator to facilitate the rehearsal and wedding ceremony (the coordinator does not act as a wedding planner)
- Wedding Hostess – to attend the rehearsal and wedding to assist the coordinator
- Use of selected decorative items (urns, candelabras, tables, chairs, etc.)
- Facilities for the wedding (3 hour usage)
- Facilities for the rehearsal (1 hour usage)
- Administrative costs associated with the wedding
- Lighting and sound technician (present at the wedding, not the rehearsal)
- Church operations department support

The following are not included in the facility fee: marriage license, honorarium for the officiating pastor (suggested honorarium is \$250), any fees associated with premarital counseling. (Please note, a marriage license is only valid for 30 days from the date of issue.)

All fees should be made payable and remitted to:

Cherry Hills Community Church
3900 Grace Blvd.
Highlands Ranch CO 80126
(Attention: Pamm Paylor)

Credit card payments are available by phone. Call 303.325.8268 for details.

