





# Booking the day

## Initial enquiry

- The Office Manager will send you a copy of the **Christ Church Wedding pro forma** (subject to terms of booking), which we will ask you to read before anything progresses.
- You will need to meet with a minister before your booking can be confirmed. Please bring your passports to that meeting. In some situations we may be unable to honour a request to marry at Christ Church.
- The minister will ask you to complete a **Marriage Enquiry Form**. If you're to be married by banns, the **Banns Form** will also need to be completed and returned to the office.

## Arranging the detail

- You will liaise with the minister and the Office Manager to agree a wedding date, and arrange three consecutive weeks when your banns will be read at the 11.15am service at Christ Church.
- The Office Manager will explain the process which you must follow to ensure that your banns are also read correctly at your local Parish Churches.
- It is important for the office to know what sort of wedding arrangements you will be booking at Christ Church: ceremony only, ceremony followed by tea, or ceremony and reception (including tea).
- You will be allocated a member of staff who will be present on the day and available to help with any issues that arise.
- The wedding rehearsal will be organised with the minister and Office Manager, and is usually booked for the evening before at 6–7.30pm.
- Please arrange a Wedding Booking meeting with the Christ Church office to discuss the above and any other details. (This is a separate meeting to the one you will have with a minister.)

# Fees explained

## Church of England fees for a wedding (2018 figures)

Marriage service (only) **£441**

Publication of banns **£29**

Wedding Certificate **£4 each** (two recommended)

## Christ Church fees: reception packages

The following fees are payable for the use, upkeep and maintenance of Christ Church facilities. They include hire of rooms and equipment only.

Use of hall for post-service tea **£100**

Use of auditorium for Wedding Breakfast  
(includes use of hall; *excludes set-up and catering*) **£1,000**

## When and how do I pay?

We ask for a 10 per cent deposit when booking a reception package. **All fees must be paid three months before the ceremony date.**

Please make your bank transfer to 'St Andrew the Less PCC' and use the reference [260 Hall Booking].

Our bank details: Sort Code: **40-52-40** Account Number: **00022845**

**Please ensure that you read all the guidelines in this booklet before finalising your booking. We reserve the right to cancel a booking if these guidelines are not followed.**

# Reception arrangements

- **Set-up:** Church staff will not be available to assist with set-up or hosting on the day, unless a Christ Church reception package has been booked and paid for.
- **Kitchen:** You are welcome to make use of the kitchen servery area to prepare and serve your own food and drink. If you would like to use our main kitchen you will need a competent person in charge who is trained in current food hygiene practices and able to use the appliances safely.
- **Refreshments:** Use of the Christ Church crockery and serving equipment can be arranged on request. We can provide mugs and plates for up to 125 people. You will need to hire in any additional crockery. You will be responsible for recruiting volunteers to prepare, serve and wash up. At least one of these volunteers must be familiar with the kitchen.
- **Reception:** If you plan on having your reception at Christ Church, you will need to recruit a team to do any set-up that may be required during the day (such as setting up reception tables following the ceremony). A reception will also require a larger clear-up team who will need to stay behind after the reception. Please note that the maximum capacity for a reception is 125. *We do not allow ceilidhs upstairs, only downstairs.*
- **Alcohol** may be consumed but not sold, unless a licence has been granted from Cambridge City Council for the chosen date and time. Please make clear at the time of booking if alcohol is going to be served.
- You are welcome to use all **chairs and tables** – an inventory of these is available on request. Please do not use anything else in the cupboards unless this has been agreed in advance.

# Sound, music, screens

- **Sound system upstairs:** Christ Church has a comprehensive sound system which should easily accommodate your requirements on the day. The twenty-track mixing desk controls the band area, main lectern microphone, and radio and handheld microphones, as needed.

USB and headphone sockets allow music to be played from any device. There is also an induction loop for those who are hard of hearing, but please note that it only covers the central church area.

If you wish to have a band, you must have a suitable person to operate the sound desk. They must have experience and/or be available in advance for training in how to use our sound desk. If you are not having a band it is still advisable to have someone on the sound desk to operate the various microphones required.

- **Music:** You are responsible for choosing the music and songs for your service (in agreement with the minister), recruiting musicians, and informing the church office of any instruments you require or which will be brought in. We can then ensure that cables, microphones etc. are set up correctly. We usually ask that musicians do not set up their own sound as this can often lead to problems. Musicians must leave the music area as they found it.

If you wish to use an mp3 file, e.g. for the arrival of the bride or recessional at the end of the service, please send this to the church office in advance.

The band area features a keyboard and drum kit, plus amplifiers and inputs for guitars and bass. There is a box on the wall with 24 plugs and sockets, and several DI boxes. Singers can make use of two bespoke monitors for their vocals, while other musicians can get audio foldback from stand-mounted monitors. Floor boxes contain power and XLR connectors. There are numerous microphones & stands for vocalists and instrumentalists, as well as a plentiful supply of music stands, leads and cables.

- **Organ:** Installed in 1839 and enhanced several times since, the Christ Church organ is well maintained and in good working order. More detailed information on the history and specifications of the organ is available separately.



- **Plasma screens:** Two 16x9 format plasma screens at the front of the church, one at the rear, and two in the side arches can be used during your wedding service.

The display is operated from a Windows PC next to the mixing desk, and could be used to present hymn words, videos, a photo slideshow or anything else you might need before, during or after the service.

It will be your responsibility to prepare slides in 16x9 format and ensure they are sent to the church office in advance. We advise text to be no smaller than 36pt. On the day you will need someone in place to operate the church audiovisual PC, which is set up to run presentations simultaneously on the five plasma screens.

- **Church hall (downstairs):** If you are using the church hall for tea after the ceremony, there is a sound system in the main room which can play music and be used for announcements. A small mixing desk links to a box for up to eight inputs (XLR or jack) plus CD player, laptop and VGA inputs. A ceiling-mounted projector can be used along with a pull-down screen.
- **More information:** If you would appreciate some assistance with any of these areas, or related tasks such as choosing hymns and songs, you are welcome to contact Matt Bennington, the Music Minister at Christ Church: [matt@cccarn.org.uk](mailto:matt@cccarn.org.uk).

# A few rules & responsibilities

- **Auditorium set-up:** Christ Church will take responsibility for setting up the auditorium in preparation for your wedding service. The auditorium can seat up to 350, depending on how the seats are laid out. A member of staff will be present for the service (possibly longer depending on the package you have booked) to troubleshoot and to answer last-minute queries. Please ensure you have read the Terms and Conditions for use of the building.
- **Clear-up:** You are responsible for ensuring the building is left clean and tidy. This will require recruiting a team of volunteers who will stay behind after the wedding. Ideally at least one of this team should be familiar with the building. Use of the church bins should be kept to a reasonable level. Excess rubbish such as empty glass bottles should be disposed of elsewhere.

Clear-up often involves more work than you might think. Therefore we strongly suggest you have at least four people washing up any cutlery/crockery and at least four others clearing up tables and chairs. These people should be prepared to stay until the clear-up is finished (i.e. not people who can only help for 10 minutes).

- **Confetti:** Please note that the use of confetti inside the building is only permitted when you take responsibility for ensuring that it is all vacuumed up afterwards. Biodegradable confetti – even better, rose petals – may be used outside the front doors of the church.
- **Cleaning:** The building is used by many people each week. In order to maintain standards for everyone, please ensure you leave the facilities (including toilets) in the same condition as you find them. The cleaning cupboard is located opposite the toilet cubicles with the key at high level. You are welcome to use any materials and equipment in this cupboard, but please lock them away at the end of your booking.
- **Fire safety:** Please read the notices at various points throughout the building.

- **Security:** For your own security, please ensure external doors are either locked or supervised for the duration of your booking.
- The **First Aid Box** is located on the back of the door of the chair cupboard off the main hall downstairs. Please fill in the Accident Book in the event of an accident and notify church staff after the booking.
- **Smoking** is *not* permitted anywhere on the premises or in the churchyard.
- Please ensure **noise** is kept to a reasonable level and have regard for our neighbours, especially when leaving the car park late in the evening.
- All bookings must be clear of the premises by **11pm**, unless agreed in advance.
- **Insurance:** Please note that we are not insured for any loss or damage to personal belongings. In addition, our public liability insurance does not cover all bookings; we will advise you at the time of booking if this is a requirement.
- We would ask that you take care of the **fabric and furnishings** but we understand that accidents happen. Please email us to report any damage, which you will normally be required to pay for.



# Christ Church wedding checklist

## Before the day

- You are responsible for producing your Orders of Service, however, the minister will be glad to offer some guidance.
- Recruit a team if you plan to serve tea and cake and/or have your reception in the building after the service. You will need at least four people to help set up the hall/auditorium beforehand in your desired style, and to return the church to normal afterwards.
- We can offer the church supply of tea & coffee at a small cost – please contact the office for details.
- Please arrange with the Office Manager for a suitable day and time to decorate the hall and church. We love our building and want to care for it well, so please speak with the assigned Ministry Trainee or Office Manager to ensure proper use of the facilities.
- In most cases, the photographer will visit the church before the wedding day to gain a feel for the building. We will ask for the photographer to speak to the minister to discuss where photos should be taken. Some couples like to have a group photo of the bride, groom and congregation just as the couple reach the top of the stairs (on their way down).
- Recruit band musicians and/or an organist, and let the church office know so that the required microphones and cables can be set up ready.
- Arrange a time for your sound desk operator to be trained, and recruit someone to operate the church audiovisual PC if you wish to use the plasma screens.

## On the day

- How many rows of seats would you like us to reserve at the front for close family members?
- How many parking spaces would you like reserved?
- The groom and best man should arrive at least 45 minutes before the service starts.
- Clear the ends of pews and bannisters of decorations and flowers where necessary, and any stems or leaves possibly left in the ancillary rooms.
- Make sure you take everything with you on departure. It's easy for things to be left at church, particularly if you have also used the building for tea and/or your reception.





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