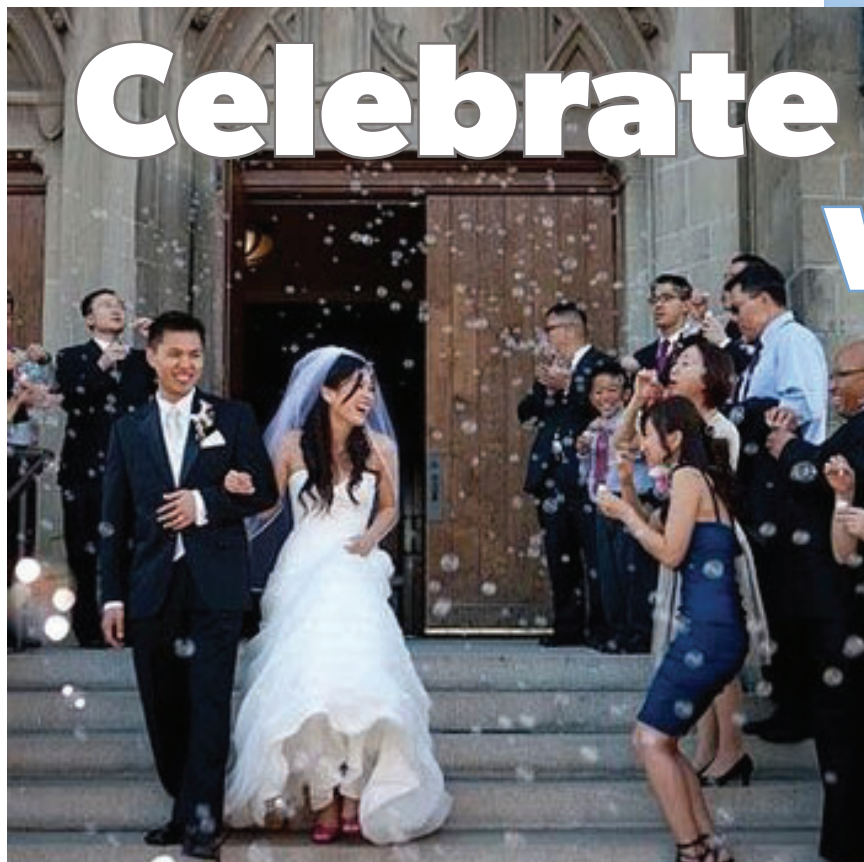




2619 Broadway Oakland CA 94612 510.544.3810
firstchurchoakland.org



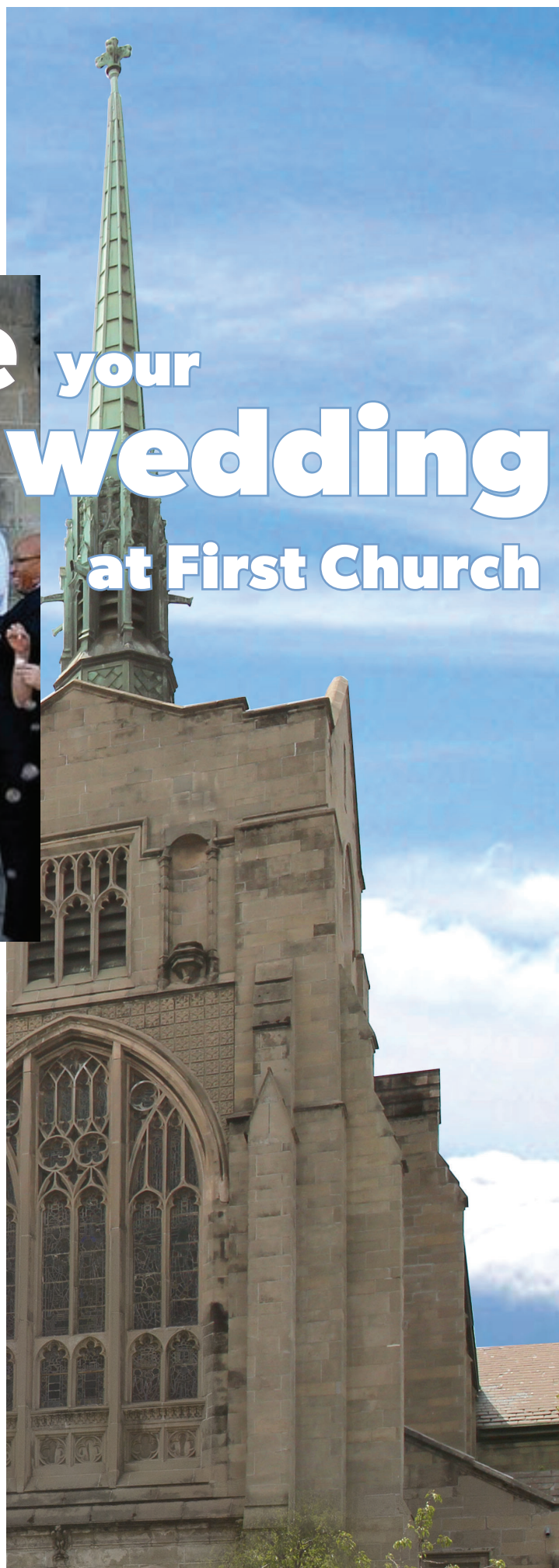
Celebrate your wedding at First Church

First Church is a very special wedding venue located in the heart of bustling Uptown Oakland. The church's campus can accommodate anything from very large weddings and receptions to smaller, more intimate gatherings.

First Church will work with you to select a wedding venue package that best meets the need for you and your family on your special day. Venue spaces include:

- **The Sanctuary**
- **Fellowship Hall & Kitchen**
- **Courtyard**
- **Reception Room**
- **Session Room**

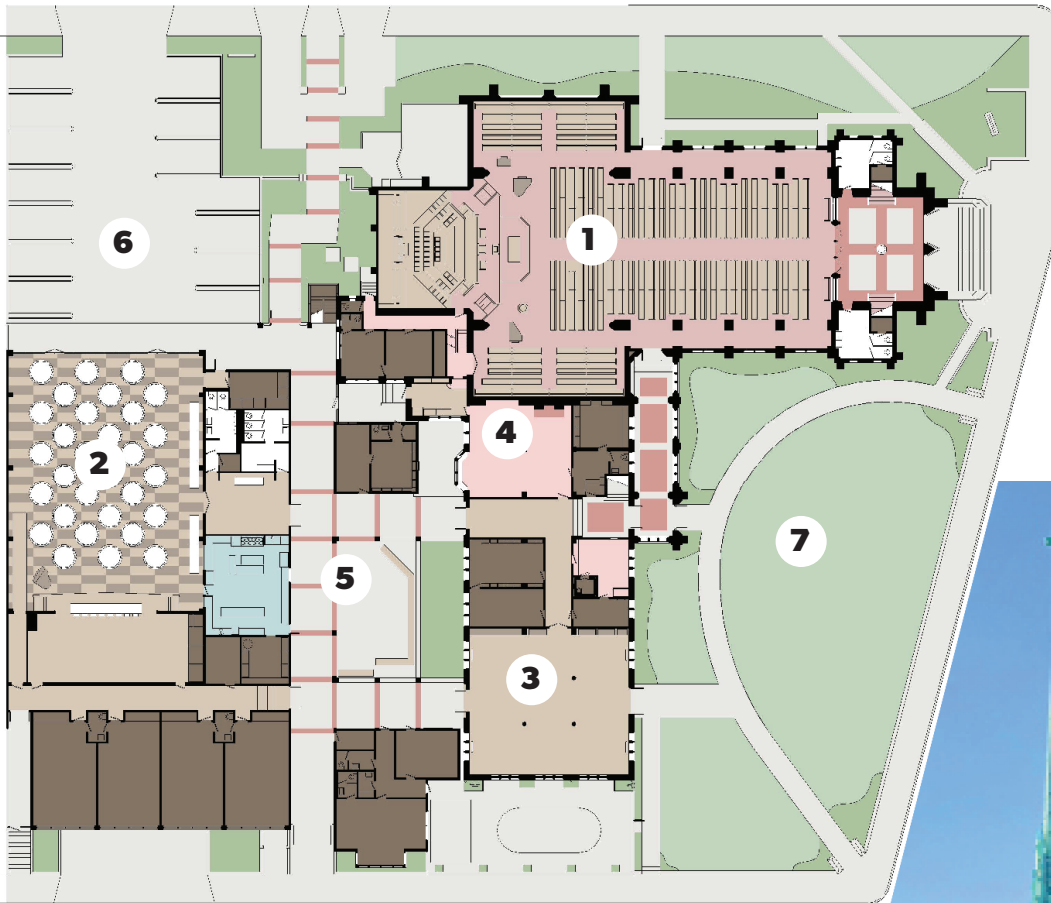
A full description of these spaces is provided in the following pages along with a campus map. You'll also find venue rental packages that you can select when you are ready to book your wedding day with us.



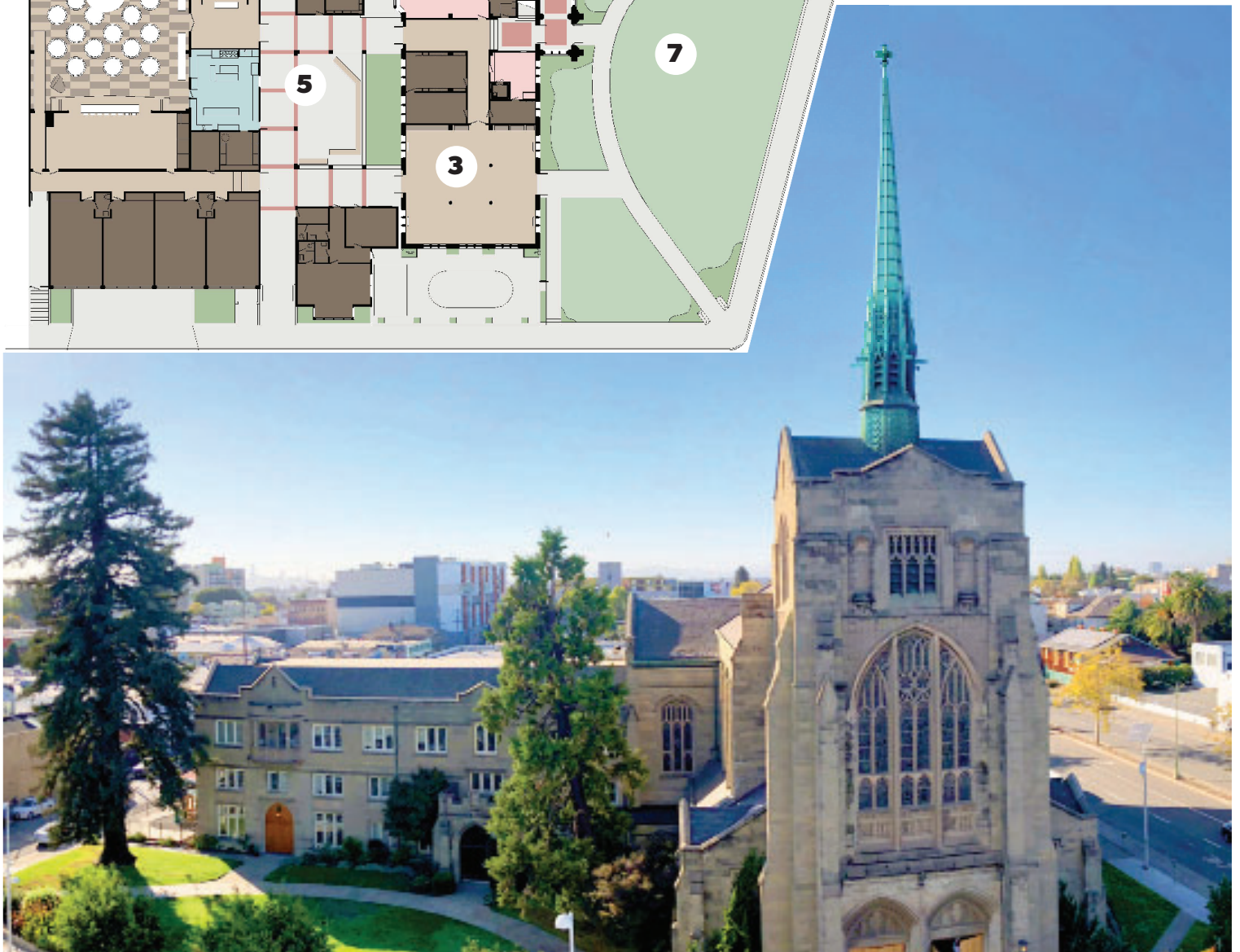
The First Church Campus

A center for celebrations!

Whether your event is a large gathering for family and friends or a smaller more intimate party, First Church has spaces to accommodate your needs. The campus is located on the corner of Broadway & 27th Street. It is conveniently near major freeways and BART and just blocks away from other central Oakland attractions.



- 1. The Sanctuary**
- 2. Fellowship Hall
& Kitchen**
- 3. Reception Room**
- 4. Session Room**
- 5. Courtyard**
- 6. Parking Lot & Garage**
- 7. The Broadway Lawn**





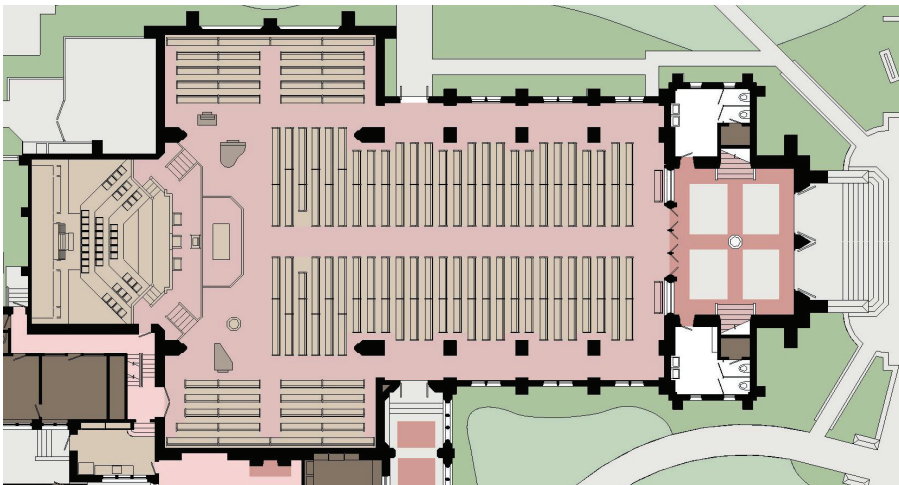
The Sanctuary

The Sanctuary is an incredible space designed to make gatherings look incredible and feel special - just what you want on your wedding day! This historic, iconic space is perfect for a classic traditional wedding.

Light filters into the room from all sides through beautiful stained glass windows that rise a full fifty feet to the ceiling above. The chancel and pews include beautiful hand-carved woodwork, that look even better when accented by your own beautiful flowers. And the magnificent Rosales Opus 16 pipe organ fills the space with regal celebratory music. Weddings in the Sanctuary are truly memorable events.

The Sanctuary can seat up to six hundred people. But smaller gatherings of fifty can feel just as intimate. Use of the space includes microphones and audio system. Use of musical instruments, including the organ, the Steinway grand piano or harpischord can be included, along with musicians to play them.

You do not need to use the church's clergy to perform your ceremony, but you may request this. The church is open to ceremonies performed in other religious traditions or to civil ceremonies. We also welcome and perform same-gender and trans wedding ceremonies.



FELLOWSHIP HALL

Fellowship Hall is a great place for large receptions and parties. When decorated for your special event, and filled with your family and friends, the Hall comes alive with celebration.

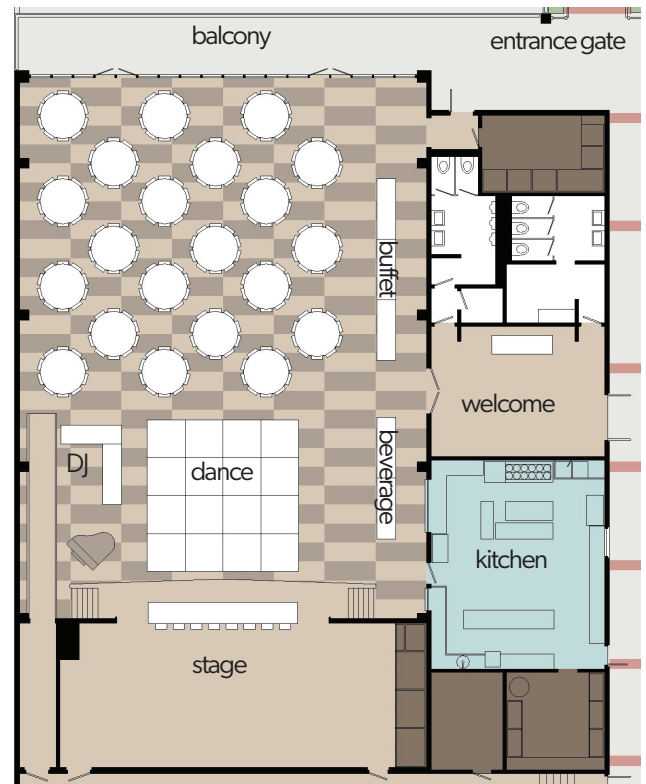
The Hall has room for up to 260 people for banquets, and can be arranged for parties with dancing, live music, catered buffets, or table service.

Use of the Hall includes the stage and the adjacent commercial kitchen, which is an ideal place for caterers to stage meals. Beer and wine service is allowed, but liquor is not. The adjacent courtyard can be use for overflow space.



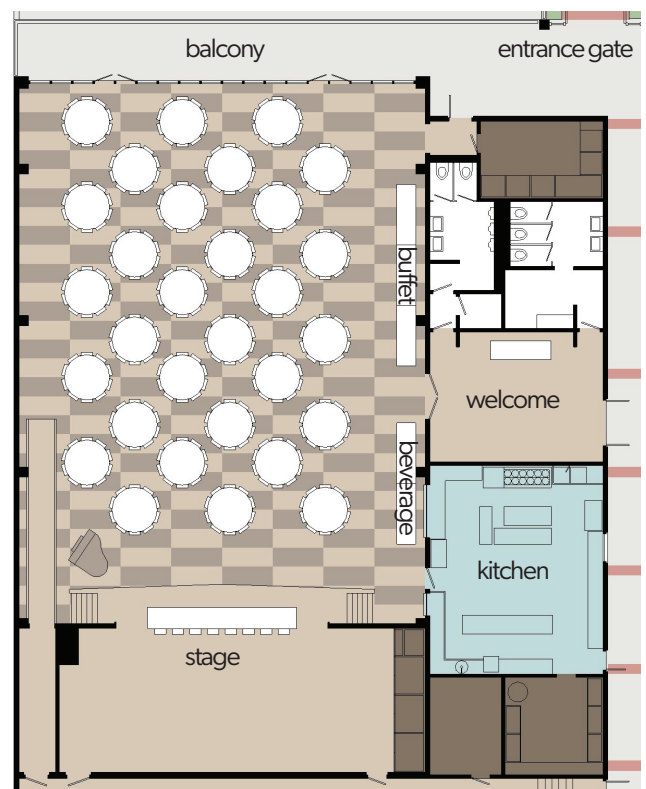
Banquet with Dancing

- Table seating can be provided for up to 210
- Room for DJ, band, dance floor and buffet tables
- Courtyard can accomodate overflow



Banquet

- Seating can be provided for up to 256.
- Stage can accomodate presentations, music
- Courtyard can accomodate overflow



The Reception Room

The Reception Room is great place to prepare a wedding party before the big event. It can also be used for small wedding receptions, with access to our commercial kitchen right across the courtyard. The space has also been used for small, combination weddings and receptions, with both events taking place in the room for maximum efficiency.

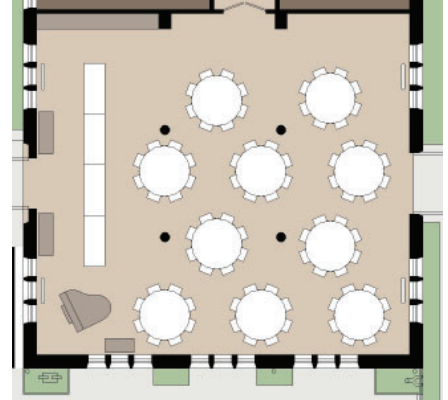
The 1,500 square foot space can come equipped with microphones and an audio system, a large TV monitor and a grand piano. We can also provide table and chair set-up.



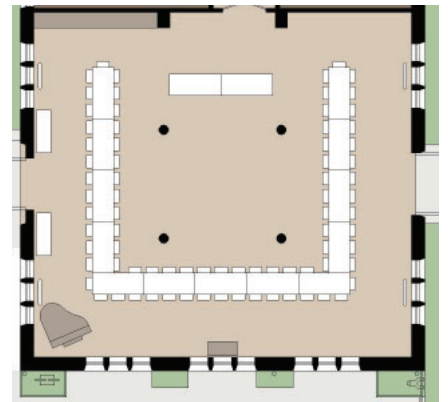
Banquet

- Seating for up to 80 can be arranged with either round or long tables.
- Nearby kitchen can be used for warming, cooling and food prep.
- Hospitality counter provides beverage service, catering space.
- Courtyard and lawn can be used for overflow space.

Banquet A



Banquet B



The Session Room

The Session Room comes included with every wedding venue rental. Located adjacent to the Sanctuary, this room serves as a convenient bridal ready room or as location for gathering the entire wedding party before or after a ceremony.

A small workroom adjacent to this space can be used for preparing floral arrangements and decorations. A small, private restroom is also a convenient amenity for a bridal party preparing for a ceremony. This room is comfortably furnished.



All packages include: room set up, cleaning after the event, security staffing during the event, and limited parking.

The Wedding Package A

(the wedding only)

This package includes the Sanctuary and the Session Room, and adjacent work areas. Includes one hour of rehearsal in the Sanctuary the day before plus 2 hours of decoration time.

- First three hours is \$1,950
- Additional time is \$350 per hour
- No food or beverage service for wedding guests is permitted

The Wedding Package B

(the wedding with light entertaining)

This package includes the Sanctuary, the Session Room, adjacent work areas, Kitchen + the Reception Room. Includes one hour of rehearsal in the Sanctuary the day before, plus two hours of decoration time.

- First three hours is \$2,350
- Additional time is \$500 per hour
- Food and beverage service for wedding guests is permitted in the Reception Room & Session Room

The Wedding Package C

(a small wedding)

This package includes just the Reception Room, Session Room, adjacent workrooms, and Kitchen. Includes one hour of rehearsal in the reception room the day before plus two hours of decoration time.

- First three hours is \$1,200
- Additional time is \$300 per hour
- Food and beverage service is allowed

The Wedding Package D

(the wedding & the reception)

This package includes the Sanctuary, the Session Room, adjacent work areas, Kitchen and the Fellowship Hall. Includes one hour of rehearsal in the Sanctuary the day before, plus three hours of decoration time.

- First three hours is \$3,250
- Additional time is \$500 per hour
- Food and beverage service is allowed in the Fellowship Hall

The Wedding Package E

(the wedding and reception - includes the all spaces)

This package includes the Sanctuary, the Session Room, adjacent work areas, The Reception Room, Kitchen, and the Fellowship Hall. Includes one hour of rehearsal in the Sanctuary the day before, plus four hours of decoration time.

- First three hours is \$4,125
- Additional time is \$600 per hour
- Food and beverage service is allowed in the Session Room, Reception Room, and in Fellowship Hall

Additional Fees & Requirements

Clergy/Officiant & Other Staff

- Use of the church's clergy is not included with your *Wedding Venue Package*. The venue rental is for use of space only. Requests for religious services involving the church's clergy can be forwarded to the clergy.
- The church will provide one staff member to serve as wedding event coordinator for the duration of your event.
- The church will provide security and janitorial services.

Music & Instruments

- Use of the church's musicians (organ or piano) - \$300 per hour
- Use of the church's pianos with your own musicians - \$50 flat fee
- Use of the church's organ with your own organist - \$100 flat fee (organist must be approved by the church's Director of Music).
- Live music or DJ music must conclude at 10 pm. Music at receptions must be consistent with the *City of Oakland Noise Ordinance*.

Tables, Chairs, Audio Equipment

- Table and chair set-up is included with your *Wedding Venue Package*. You may also use tables and chairs provided by your own catering company. No discount will be provided.
- The church will provide microphones and speakers for use during ceremonies. Inspection of the church's audio equipment and microphones should be made prior to your event to determine suitability for your use.

Food & Beverage

- All caterers and beverage servers must have their own insurance policies. Certificates of insurance must be submitted three weeks prior to your wedding date.
- Liquor service or sales are not permitted.
- Use of the kitchen is for warming and cooling of food prepared elsewhere (i.e. "catering kitchen"). Cooking is not permitted.
- Smoking is not permitted on campus grounds.

Decorations & Flowers

- No decorations of any kind can be taped, stapled, nailed or otherwise affixed to the walls or furnishings of any venue space on the church campus.
- Throwing rice, birdseed, etc. is not allowed.
- Use of the sanctuary candelabra is allowed. You may also use your own "unity candles." No other candles or flame are allowed anywhere on campus during the ceremony or reception.
- Use of the church's flower stands and urns is allowed.
- Flowers, bunting and other decorations are allowed but may not be attached to walls or furnishings.

Reservations, Deposit, Insurance & Damages

The church will not hold reservations without receipt of deposit, insurance, and damage deposit as follows:

- A deposit equal to one half of the *Wedding Venue Package* you have chosen must be submitted with your reservation. The remaining cost must be paid within three weeks of your wedding day.
- A damage deposit of \$1K must be submitted with your reservation. This will be returned in full following your event if no damages have been reported to church property.
- Purchase of \$1M event insurance is required. Certificate of insurance must be submitted within one week of your deposit and reservation or your reservation date will be forfeited and your deposit returned.
- Your reservation must include the amount of time needed for both set-up and take-down of your event. Exceeding your reserved time will result in additional charges.



2619 Broadway Oakland CA 94612 510.544.3810
firstchurchoakland.org

Wedding Application

Couple's Names: _____

Contact Person: _____

Note, the contact person is also the party responsible for payment and other contract obligations

Phone number: _____ Email address: _____

Mail address: _____

Total number of guests: _____

Date of wedding: _____

Start time of ceremony: _____

Start time of reception: _____ (if held here)

Total event time: _____ (in full hour increments, including set-up, take-down)

Wedding Venue Package: ☐ A
☐ B
☐ C
☐ D
☐ E

Rehearsal date and time: _____ (total hours, if desired)

Additional Information for Receptions

Do you plan to have: ☐ Live music
☐ DJ
☐ Dancing
☐ Catering

Additional Information for Weddings

Are you interested in contacting clergy to perform your ceremony? ☐
Are you interested in hiring the church organist or musicians? ☐