



702 Whaley Street Columbia, South Carolina 29201 | Phone (803) 785-5254

WELCOME

Thank you for considering RADIUS Church-Southside as a potential location for your wedding. RADIUS wants to serve our community by being hospitable. We are happy to partner with you to make your wedding an event that brings lasting joy and that honors God. Your wedding ceremony will be the story of your love and God's love for your new family.

START HERE

The first step to scheduling your wedding at RADIUS Church is to read these wedding guidelines with our event coordinator and decide if RADIUS-Southside is a good fit. If so, you will submit the contract with your security deposit. Your first payment (50% of the total fee) will be due 2 weeks after your contract is received. At that time, your date will be secured on the calendar. Failure to provide 50% of the wedding fee within two weeks will terminate your reservation. Your final balance will be due 30 days prior to your event.

ARE WE A GOOD FIT?

All ceremonies held at RADIUS Church need to be consistent with the church's values and beliefs. RADIUS Church reserves the right to approve, alter or deny any aspect of the event based on these beliefs. These can be found online at <http://radiuschurch.org/beliefs>.

RADIUS PARTNERS AND FRIENDS of RADIUS

RADIUS Covenant Partners and Children of Partners

The facility is available to RADIUS partners and children of partners pending facility availability. A RADIUS Pastor can be available to perform your wedding ceremony.

Friends of RADIUS

The facility is available to Friends of RADIUS but will be evaluated on a case-by-case basis. If you are not a RADIUS partner, you must have one who is willing to "sponsor" you by affirming your character. A RADIUS Pastor can be available to perform your wedding ceremony. Non-RADIUS pastors may also be used to officiate your ceremony but must be approved during the application process.

RADIUS requires that all couples who wish to be married by a RADIUS Pastor participate in a premarital consultation with a RADIUS Pastor as well as engage in our Marriage Mentor process (with an assigned RADIUS couple). Guest pastors are welcome to participate and officiate; however, all requests must be made during the application process.

RESERVING THE SANCTUARY AND OTHER FACILITIES

The sanctuary, and other church facilities, may be reserved for weddings and receptions on a first come first serve basis.

As a **partner, you** may submit a date request no earlier than one (1) year in advance. Even if the date is open on the church calendar, this does not guarantee the date. Please do not book other venues based upon this request. Your request will be taken into consideration during our calendar staff meeting after you meet the criteria. If there are no conflicts, your date will be approved.

As a **friend of RADIUS**, you may submit a date request no earlier than nine (9) months in advance. Even if the date is open on the church calendar, this does not guarantee the date. Please do not book other venues based upon this request. Your request will be taken into consideration during our calendar staff meeting after you meet the criteria. If there are no conflicts, your date will be approved.

All applicants must have an in-person meeting with the Event Coordinator to walk through the venue.

ACCESS AND DECOR

We know you want your day to look and feel special. Here are the guidelines for making that happen and preserving the beauty of our facilities.

Access to the facilities is as follows: one hour before and after rehearsal; four hours before and one hour after the wedding; and two hours before and one hour after an event taking place in the gym.

The following are guidelines for decorations: You will meet with your Event Coordinator to help firm up your plans and make sure they work in the space.

- No nails, tacks, tape, pins, staples, gum or anything that will mar woodwork or furniture may be used.
- All potted plants must be in drip trays. No rose petals sprinkled on carpets.
- Only dripless candles may be used. Candle stands are not permitted in the aisles.
- All materials used in connection with the decorations must be removed from the building immediately after the event. All set-up and clean-up is the responsibility of the event participants and clean-up should be completed within 1 hour following the event. Failure to arrange for removal may result in forfeiture of security/damages deposit.
- All equipment not provided by RADIUS Church must be delivered and picked up during the time span given for your event.
- You need prior permission to move any furniture and must be replaced after the ceremony.

- No confetti, rice, glitter, sparklers, or non-biodegradable items may be used on campus or in any of RADIUS Church's facilities. Balloons, bubbles, or birdseed are an acceptable alternative for outdoor events.

MUSIC

- Your music selections should honor God and create a worshipful atmosphere for your wedding ceremony.
- It is encouraged to have your musicians at your rehearsal. At that point they can meet the technician and rehearse in the sanctuary.

Upon receiving your signed contract and security deposit, an AV technician will be assigned to your event. If one is not available for your date, you will be responsible for finding a technician that will be trained by the AV staff at RADIUS Church. Half of the AV technician fee will be required for the training of the external technician. You will be responsible for providing a playlist to the AV technician 2 weeks prior to your rehearsal.

CAPTURING YOUR MEMORIES ON THE BIG DAY

During the ceremony, the photographer or videographer needs to stay off the platform area. Pictures should be taken from the back of the church or the balcony.

Videography is allowed, provided the equipment does not distract the ceremony, impede the movement of guests, or damage the facilities. The videographer must remain 10 feet from the front rows during the ceremony.

HELP ALONG THE WAY - YOUR TEAM AT RADIUS SOUTHSIDE

Event Coordinator (\$300)

Once your event date is confirmed on the church's calendar, we will assign to your event an Event Coordinator. The Event Coordinators will:

- (1) Guide you through the event process as it pertains specifically to RADIUS Church and your needs.
- (2) Provide answers and guidance concerning best use of the church facilities, procedures, decorations, custodial services, and scheduling.
- (3) In the case of any discrepancy between the event participants, vendors or any other member associated with the event, the Event Coordinator will make the final decision.
- (4) When you have selected your wedding planner/director, they must be approved by the Event Coordinator. You are required to have at a "day of coordinator."
- (5) Please provide a list of your vendors one month before the wedding.

On-site Audio Technician (\$200)

Due to the complex nature of the facility audio, video & lighting systems, all events requiring the use of audio-video equipment are required to be supported by one of the church's approved technicians to operate the equipment. The technician will be scheduled through the campus coordinator.

RADIUS reserves the right to waive or retain this requirement depending on the size and scope of the event.

ALCOHOL, TOBACCO, AND DRUGS

RADIUS Church allows the service and consumption of alcohol by / to all event attendees over the legal drinking age (21 years of age). Acceptable forms of alcohol are limited to beer, wine, and sparkling wine. The service and / or consumption of ALL forms of "hard liquor" (i.e. vodka, tequila, scotch, whiskey, et. al) are prohibited on RADIUS Church premises.

While on RADIUS Church premises, we ask all event attendees to conduct themselves in accordance with biblical and church values and to maintain appropriate control of their persons while under the influence of alcohol.

While RADIUS Church allows alcoholic beverages to be served and / or consumed, we reserve the right to "shut down the bar" (stop the service) of alcohol at any point should the on-site Event Coordinator become aware of inappropriate behavior (or any behavior that is inconsistent with proper social conduct.) Drunkenness is prohibited. The bar will be shut down 45 mins before the end of the event.

All RADIUS Church facilities are drug-free and tobacco-free.

ADDITIONAL FACILITIES GUIDELINES

Please review the following restrictions. To avoid potential conflict, it is suggested that these be brought to the attention of all participants. Any questions should be discussed with your Event Coordinator.

- Breakage of and/or damage to any church equipment or property must be reimbursed at replacement value and will first be deducted from your deposit. Any remaining cost will be invoiced following the event.
- RADIUS Church is not responsible for lost or stolen property. Please do not bring valuables. RADIUS Church is not responsible for property left at the church before, during or after an event.
- Excessive cleanup will result in a forfeiture of your deposit.

Make Sure you Recoup Your Security Deposit

Failure to comply with our guidelines will be considered a breach of contract and the security deposit for the event will be withheld. The facility will be inspected immediately after the event by an authorized RADIUS representative. If you have any questions about the security deposit, please ask your Event Coordinator.

RADIUS CHURCH FEE SCHEDULE

Security/Damages Deposit (\$500.00)

The security deposit is due with your signed contract. This deposit secures your date on the church facility calendar and will be returned to you within 30 days following your event. Failure to comply with any of the policies stated, including breakage and excessive clean-up could result in forfeiture of your deposit. Charges for damage and cleanup are assessed by the RADIUS staff and will be determined to be refundable or retained. The \$500 deposit is refundable if no damage occurs, cleanup after the event is satisfactory and the event takes place in compliance with the above-stated policies. If all of the above criteria isn't met, RADIUS will determine how much, if all, of the security deposit will be retained and will inform the person who signed the contract of the amount.

Payment:

Please visit <https://radius.ccbchurch.com/goto/forms/1066/responses/new> to pay your security deposit via credit/debit card. This is the only payment method accepted.

Contracts can be dropped off or mailed to:

RADIUS Church-Southside
702 Whaley Street
Columbia, SC 29201

Your 50% payment, due (2) weeks after the signed contract is received, as well as your final payment, due (30) days before your event date, should be paid online via credit/debit card. You will receive an online link for these payments after your contract and security deposit are received.

I, _____, the undersigned, having read and understood the RADIUS Southside Wedding Contract document provided to me by an employee or authorized representative of RADIUS Church, do hereby agree to abide by all policies, procedures and guidelines outlined in said document. I understand and agree that I will take personal responsibility for both the physical safety and health of both myself and attendance of my event, including but not limited to traveling to and/or from RADIUS Church. I understand that any failure on my part to abide by these guidelines could result in the loss of any deposits (or other potentially refundable monies). Further, I agree and understand that: in the event of my failure (or the failure of any member, associate, attender or representative of my event) to abide by any policy, procedure or guideline outlined in said document that is deemed harmful, hazardous, malicious or in any other way out of line with conduct acceptable on RADIUS Church property, RADIUS Church reserves the right to immediately, physically remove me (or said member, associate, attender or representative of my event) from the RADIUS Church premises. I will, to the best of my ability, abide by the spirit of policies, procedures and guidelines outlined and will conduct myself in a manner consistent with positive social interactions when on RADIUS Church property.

_____ (Purchaser Signature)

_____ (Date)



Name of Bride: _____

Address: _____

Phone Number: _____

Name of Groom: _____

Address: _____

Phone Number: _____

Wedding Planner Name: _____ Cell: _____

Email Address for Payment Links: _____

Wedding Date: _____ Wedding Time: _____

Rehearsal Date: _____ Rehearsal Time: _____

Note: Access to the sanctuary/gym 4 hours prior to the event or 1 hour prior to rehearsal.

Please circle the area to be reserved:

Gym/Kitchen Sanctuary Other: _____

Wedding Officiant: _____

Additional Request: _____

_____ (Signature of applicant)

_____ Date



Facility Fees Sheet- For Online Payments

Partner Fees	
Sanctuary Rental	\$600
Event Coordinator	\$300
AV Technician	\$200
Cleaning Fee	\$100
Partner Total	\$1200

Non-Partner Fees	
Sanctuary Rental	\$1900
Event Coordinator	\$300
AV Technician	\$200
Cleaning Fee	\$100
Non-Partner Total	\$2500

\$500 Refundable Deposit due in addition to above fee schedule