

THE CHURCH OFFICE



Wedding Policy
and Manual

[Your Church Name Here] *Wedding Policy and Manual*

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Building Use Policy

One of the most meaningful ways that the building can be utilized for the **[Your Church Name Here]** family is to be a place where weddings and receptions are held. In order to ensure that **[Your Church Name Here]** facilities are available for weddings without undue conflict with other ministry use of the building the following policies have been put in place:

A. Building Use - Weddings

1. The building will be available for weddings to all church members. The facilities will not be available for weddings outside the church family.
2. In order to ensure general availability of the building, a limit of two Saturday's per month will be made available on a first come basis.
3. All reservations should be made on the church calendar a minimum of four months prior to the wedding date wherever possible.
4. Weddings may be held on Friday nights or Saturdays. Rehearsals can be scheduled for Thursday or Friday nights depending on ministry activities.
5. The building will be available to wedding participants for decorating and set-up based on other ministry uses of the building. The Administrator will be able to help you coordinate the availability of the centre.
6. Only one wedding per day will be scheduled. This is to ensure that the building will be available for the greatest possible use by the church family.

B. Building Use - Receptions

1. If wedding participants hold **both the wedding and reception** at the building, the reception needs to be completed by 10:00 p.m. If the wedding is on a Saturday, they should also understand that there may be an additional fee due to staff having to come in after hours to reset the church for Sunday morning. These requests will be considered on a case-by-case basis.
2. Activities at a reception must be in keeping with the building's primary purpose as a church facility:
 - o Smoking or vaping is not permitted in the church facility

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- o Alcohol can be served during a reception or evening party. We do not permit alcohol to be sold on the premises and therefore do not permit outside companies to provide a bar in the facility.

C. Building Use - Rentals

1. Tables and chairs can be provided by the church for the wedding ceremony and/or receptions. Use of these items is free of charge.
2. Tables, chairs, and kitchen equipment are not permitted to be taken off the church property for receptions or other wedding events held in another location.
3. Please refer to the equipment list and specify what equipment you would like to utilize or hire from the church. A price list hire for any of the other equipment please contact the administrator to discuss the price list for these items.

D. Building Set-up

1. Wherever possible, the day before a wedding we will try and make the facility fully available for you to make your preparations.
2. Whenever the main hall is being used for a ceremony the facilities manager will provide a standard chair layout as a starting point for you to move around as you will.

E. Sound Technician – Wedding

1. If the **Engaged Couple** wishes to obtain a video tape of the wedding, they must arrange for a **Videographer** to do this, as the **PA Technician** does not video tape the weddings.
2. PA or Sound equipment should not be moved without prior approval from the **PA Technician or the Church Administrator**.
3. The **PA Technician** can assist in locating a proper power outlet for lights and any other non-sound electrical items. Extension cords can be provided please request these items on your equipment list form.
4. Please be mindful that not all of the church's resources are at the disposal of the wedding. Permission should be sought prior to using any church equipment. Being as comprehensive as possible with up front communication will allow the **PA Technician** to serve you to the best of his ability.

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F. PA Technician - Receptions

1. Songs or music for the reception can be played either from a Spotify playlist or another other streaming service.
2. If live music or a DJ is desired for the reception, the **PA Technician** is not able to provide DJ services or tech support for a live band at an on-site reception. If a DJ or band has been hired, they will be required to provide their own sound system and tech support.
3. Should the **Engaged Couple** desire a visual presentation at the reception, please finalise the details with the PA Technical at least one month before the wedding.
4. Should the use of microphones be required for any speeches, again please speak to the PA Technician at least one month before the wedding.

Fees and Honorariums

[Your Church Name Here] Services:

- o Building use for wedding only – Free to Church Members
- o Building use for wedding and reception – Free to Church Members
- o Officiating Pastor – Free to Church Members
- o Church Registrar- Free to Church Members

Additional Services

- o Facilities Manager- £15 per hour to Coordinate Sunday Morning Set Up.
- o Opening and Lock Up Charge £25
- o Sunday Morning Set Up Team £10 per hour per person.

Non- **[Your Church Name Here]** Services

- o PA Technician - £50 (If reception requires a PA Technician – additional £50)
- o Music Coordinator- £50
- o Musicians- £40 per person

We would ask the best man if he would distribute the honorariums on the day of the wedding.

Guidelines for Decorating

Every couple has a unique vision for the style of their wedding. Please find below some information that will help you plan your decoration.

A. Main Hall

- o Candles
 - o Candles can be placed around the windowsills of the main hall and on any table decorations for your reception.
 - o Candle lanterns may not be placed along the center aisle, as this poses a fire risk.
 - o All candles should be mounted in appropriate non-flammable holders, which are designed to capture melting wax.
- o Fire Procedures
 - o The door handles on the auditorium doors may not be tied shut, as doors must be able to be opened freely in case of an emergency.
 - o Please have your ushers familiarize themselves with the [Your Church's name here] Fire Procedure, as they will need to act as stewards in the event of a fire.
- o Flowers
 - o Flowers can be used throughout the building, the church has limited glass vases, so please bring your own.
 - o Please contact the office should you have any flowers delivered to the building during office hours.

B. Walls and Ceilings

- o Neither tacks nor nails are permitted for use to attach items to the tops of doors and walls.
- o We would ask that nothing be suspended from any of the ceilings throughout the building.

C. Chairs and Tables

- o Church-owned chairs and tables may be used for weddings and receptions. Use of other church equipment and furnishings must be approved by the

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church through the Administrator, please refer to equipment information sheets.

- o According to church policy, church equipment and furnishings may not be used off site for non-church sponsored events.

D. Sound Equipment and Power

- o Sound equipment should not be moved without prior approval from the PA Co-coordinator or Church Administrator.
- o The drums, as well as other musical and sound equipment, can be removed from the stage area for weddings, under supervision of the PA Technician.

D. General Information

- o Due to space limitations, there is no permanent storage available for items used in a wedding and reception. Decorative items that do not belong to the church must be removed immediately following the event.

Wedding Checklist

- Contact Local Registrar- Giving Notice of your planned Marriage
- Organise Registrar for the Wedding Day
- Organise Officiant for the Wedding Day
- Organise Venue for the Wedding Ceremony
- Organise Reception Venue
- Appoint Best Man, Ushers and Bridesmaids
- Finalise Guests list and arrange Invites
- Organise Gift Lists
- Arrange Wedding Dress
- Organise Wedding Suits
- Buy Wedding Rings
- Organise Wedding Cake
- Photographer
- Videographer
- Florist
- Decorations
- Caterers
- Arrange the hire of equipment, place setting, glasses etc
- Arrange Wedding Cars
- Drinks Reception
- Appoint Music Coordinator
- PA Technician
- Arrange Set up and Clear up Teams
- Plan your Ceremony- Wedding Vows, Prayers, Address, Songs, Readings
- Write out a running order for the day's events
- Arrange a wedding rehearsal
- Evening Party / Entertainment
- Arrange Honeymoon
- Make arrangements for the wedding night, hotel etc
- Passport Changes
- Organise Travel Money / Insurance for Honeymoon etc