

Wedding Policies and Information

INFORMATION FOR YOUR WEDDING

Your wedding ceremony is a sacred occasion with great spiritual significance. The decision to marry is one of the most important choices you make in life. The choice should not be taken lightly, nor should preparation for marriage be simply planning all the details of a beautiful wedding ceremony.

Your ceremony will be most meaningful to you, your families, and friends when there is careful planning. Our desire is to help you think through some critical issues, ask you some hard questions, and walk beside you through this unique time. For this reason, the following statements will govern your plans for your wedding here at PACOC. Please read them fully.

PREPARATION FOR YOUR WEDDING

FACILITY USE:

For those desiring to use the Park Avenue facilities and/or request the services of a PACOC minister, you will need to fill out a wedding reservation application. In order to use the facility, the couple will need to meet the pre-marital counseling requirement.

RESERVING FACILITIES

- The first step in preparation for a wedding at Park Avenue Church is the completion of an application by the bride and groom.
- No date will be taken or confirmed by phone. Completion of wedding application and reservation form, and \$200 deposit fee, are required at the time of placement of date on church calendar.
- The reservation may be cancelled up to two weeks prior to the wedding. Should the ceremony be cancelled after that appointed time, the deposit fee will be forfeited.
- It will be the responsibility of the bride and groom to cover the costs of any necessary repairs of damage occurring during the use of the facilities.
- No weddings or rehearsals will be scheduled during any church service, church activity, holiday weekends, or after 7:00 p.m. on Saturday evening.
- Any changes in wedding plans that affect church facilities must be made through the Wedding Facilitator at least two weeks prior to the event.
- Heat or air conditioning settings will be controlled by the wedding facilitator.

Reservations for weddings of those who are not members of the Park Avenue Church of Christ will be accepted 6 months in advance of the desired date.

SETTING THE DATE:

You must complete the Wedding Reservation Form with the wedding facilitator.

SETTING THE TIME:

Weddings and/or receptions taking place on Saturday must be finished by 9:00 PM. This is necessary due to the time involved in restoring the facilities for Sunday morning worship. Cleanup will begin promptly at 9:00PM.

MINISTERIAL STAFF:

It is not required that a minister of Park Avenue officiates at your wedding. However, should another minister officiate at your wedding, it will be your responsibility to acquaint him with all the procedures for weddings being held at Park Avenue and the minister must be approved by the PACOC ministerial staff.

PRE-MARITAL COUNSELING:

All couples being married at PACOC are required to complete pre-marital counseling.

ROOM RESERVATIONS:

- Two rooms are allotted for the bride and groom's dressing rooms. No one is to enter rooms that have not been reserved. Dressing rooms MUST be cleared of clothing and personal items immediately following the wedding. Personal items cannot be stored at the Park Avenue. Park Avenue is not responsible for lost or stolen property. We do not have security for valuables left in the dressing rooms.
- The person reserving the facility will be responsible for returning the rooms to the condition necessary for the room's primary purpose, e.g. classrooms will be arranged for classroom use, tables/equipment will be clean and returned to their primary location. Trash is to be removed.
- No area of the church may be used except those that are specified in the agreement with the Wedding Facilitator.

SMOKING/ALCOHOL:

There is no drinking of alcoholic beverages or smoking allowed on the PACOC campus at any time. This includes the lawns, parking lots, and the Prayer Garden.

WEDDING FACILITATOR:

The services of the Wedding Facilitator are a part of every wedding at Park Ave. They will serve as the point person at all weddings and rehearsals. They are members of the Church with special knowledge and training in the proper conduct and services of a wedding ceremony. Their role is to help make your wedding go smoothly, to see that the policies and procedures established by the Church are observed, and to ensure that your wedding day is full of joy. Any matters of decorum or etiquette should be discussed with them. They will be the contact person for all vendors and have the responsibility to state and interpret the Church's policies and procedures to visiting ministers, photographers, videographers, florists, and any others involved with your wedding in keeping with the standards to which you have agreed.

If you have an outside wedding planner, that person must work with the PACOC wedding facilitator. The Facilitator is available by telephone conference, appointment, or e-mail throughout the planning process. Generally, there are many conversations and this contact is welcome. The Facilitator is present for your rehearsal and will assist at the rehearsal and wedding as planned. They have the responsibility for coordinating signals, ceremony movement, instructions for ushering, and assisting the presiding minister as needed.

It is the responsibility of the bride to contact the Wedding Facilitator early in planning to schedule meetings to discuss detailed planning information. The first meeting should be scheduled for two months prior to the wedding. The final meeting should be scheduled for one week prior to the wedding. This meeting should include the Wedding Facilitator and the bride and groom.

The full payment for your ceremony as noted in your Wedding Contract is due at the final meeting.

Basic Responsibilities of the Wedding Facilitator:

- Review Wedding and Building use policies with the couple.
- Meet with the bride about room arrangements and the use of the kitchen, reception area, and dishes.
- Help organize order of service.
- Assist the officiating minister, or in the absence of the officiating minister, conduct the rehearsal.
- Arrange with the church office to have the church open for the florist for decorating and the delivery of the cake.
- Arrange for an authorized sound technician. Only an operator of Park Avenue is allowed to run the sound system.
- Provide the couple with the name and phone number of the church secretary to schedule counseling with the minister.
- Approve music that is to be used for the ceremony.
- Verify that all fees have been paid and are consistent with requested facility use.
- Assist the bride and mother in any way possible.
- Monitor and adjust the Heating/AC for all areas in use.

REHEARSAL:

- Wedding rehearsals are usually scheduled for the evening before the wedding and lasts approximately one hour.
- Rehearsal starts promptly. It is the responsibility of the bride and groom to have the wedding party present and on time. Participants should arrive 15 minutes early. Wedding party includes parents, attendants, readers, ushers, and possibly grandparents.
- The marriage license must be given to the wedding coordinator at rehearsal.
- **Rehearsal will be finished by 8:00pm.**

SOUND SYSTEM

Our Sound System is quite complicated. Our trained technicians are the only people approved to operate the Sound System in the Worship Center or ARK. The Fee for this service is included in the rental of the auditorium but is a separate fee for the ATRIUM/ARK.

- Lighting Requirements- Photographer, videographer, bride-groom, parents, etc., needing the use of special lighting for ceremony will need to express this to the sound operator several (three at least) days prior to the wedding.
- Projection Requirements- If a "slide show" is to be used it needs to be available to the sound & media operator several days (three at least) prior to the wedding rehearsal to insure CD will work with our equipment. This is to be submitted to the wedding facilitator two weeks prior to the wedding. Music used on the CD must meet the guidelines as set forth in the wedding music policy.

WEDDING MUSIC:

It is important to keep in mind that a church wedding is a service of the church and the music you choose for your ceremony should be appropriate in every respect. Only acapella or recorded instrumental music may be used. If your ceremony requires the use of our sound system in any way you must use one of our approved sound technicians. All music & video must be submitted to the PACOC wedding facilitator two weeks prior to the event.

BIRDSEED AND RICE:

Birdseed/rice/bubbles/balloons/confetti may **NOT** be thrown/used inside or outside of the church building. "Sparklers" may not be used on campus.

FLORAL/DECORATING POLICIES

- It is the responsibility of the bridal party to make sure your florist is aware of and abides by the policies of Park Avenue.
- Whenever candles are used, they **must be the dripless variety** and must be set in candelabras or vases, which will catch and contain all drippings so that the floor will be thoroughly protected. The bride and groom will be responsible for getting a member of the PACOC custodial staff or a professional cleaning service to clean any wax from floor coverings and furniture.
- If flower petals will be dropped, the use of an aisle runner is mandatory because fresh flowers can stain the carpet. Otherwise, silk flower petals may be used.
- All decorations, flowers, plants and other equipment shall be removed from the church building immediately following its use. (There are no facilities within the building for storing these items)
- Rearrangement of furniture, fixtures, promotional material, signs, banners or church properties can be made upon the approval of the Wedding Facilitator, but they must be returned to their original location and condition.

- Nails, tacks, staples, pins, tape or anything that can mar the woodwork or walls may not be used. Wrapped florist wire or ribbon is acceptable to be used on pews.
- For weddings taking place Monday thru Saturday, the auditorium can typically be decorated the day before the wedding between 9-5 p.m.
- The florist, a family member or friend is expected to remove all decorations and equipment immediately following the ceremony.

PHOTOGRAPHER'S POLICY

Upon arrival, please identify yourself to the Wedding Facilitator who will advise you where to set up photographic equipment and stationary backdrops. She is the person in charge.

The use of flash photography during the wedding will need to be discussed with the officiating minister before the ceremony begins.

RECEPTION POLICIES

- Receptions may be held in the atrium or the ARK.
- The set-up and serving of the wedding cake and any other food is the responsibility of the wedding party.
- No red punch is allowed in any church facility.
- The church does not provide tablecloths.
- Dancing is not allowed at the reception.
- No beverages containing alcohol or stimulants of any kind may be served, brought into, or consumed on the church property at any time. Violation of the provision will result in the immediate cancellation of the ceremony by the Wedding Facilitator or the Minister.
- The church kitchen may be used in conjunction with the Atrium/ARK. The Wedding Facilitator must be present in a supervisory capacity.
- If a Wedding Facilitator is not used for the reception an 'assisting' PACOC member must be present at the reception.

GUIDELINES FOR KITCHEN AND LOBBY USE

- If any outside group wishes to prepare a meal in the kitchen, they must make arrangements for the PACOC food preparation ministry to prepare the meal.
- Use of the refrigerator and/ or freezer for storing items prior to the event must be arranged ahead of time through the church coordinator. Permission will be given provided there is adequate room in the refrigerator or freezer.
- Please do not remove items belonging to PACOC such as containers, pitchers, bowls, plates, utensils, etc., from the facility.
- The caterer or responsible party must bring their necessary containers if leftovers are to be saved from the event. All foods and containers brought for the wedding event must be removed.

- For safety reasons, due to the types of dangers involved with cooking in an institutional kitchen, small children are not allowed in the kitchen. Children 10 or older may be allowed in the kitchen only under direct adult supervision.

PROPER CLEANUP

- Cleanup is the responsibility of the wedding party.
- Counter tops and tables, except the wood tables in the Atrium, must be wiped clean with a clean cloth and disinfectant.
- Dishes, utensils, flatware, glasses, pots and pans, etc., are to be washed and drained, and put away.
- Appliances used must be cleaned.
- All trash should be taken to the dumpster.
- All spills should be cleaned immediately because of the danger of a fall.
- All items should be returned to the place they were found.

CHURCH MAP

A map noting the configuration of the tables, chairs, and other items will be furnished to the wedding party. The foliage at the front of the auditorium must not be moved. The podium and other furniture on the stage may only be moved by PACOC personnel. Other items specified elsewhere in this policy may not be moved from their current location. Of the items which may be moved, they must be moved back to their appropriate location by the wedding party prior to leaving that day. One way to make sure everything gets back to the right place is to take a picture before the wedding. Most phones have cameras on them now that make this easy to do.

SUMMARY

We hope this information and the accompanying forms will be helpful. If you have any questions, please call the Wedding Facilitator. She will be glad to help you or will refer you to the proper person.

When you are familiar with the policies and fees, please complete the forms and return them along with the appropriate deposit fee to the wedding facilitator. These completed forms and fees must be submitted to the church office before your wedding date is considered confirmed.

WEDDING FEES

	<u>Non-Members</u>	<u>Members</u>
<u>Auditorium</u>	\$550.00	\$325.00
<i>(Sound technician included in fee)</i>		
<u>ARK</u>	\$ 350.00	\$200.00
<i>(additional fee of \$75.00 if sound technician is needed)</i>		
<u>ATRIUM</u>	\$350.00	\$200.00
<i>(additional fee of \$75.00 if sound technician is needed)</i>		
<u>PRAYER GARDEN</u>	\$200.00	\$100.00
<u>Wedding Facilitator</u>		
<i>(Wedding Only)</i>	\$150.00	\$100.00
<u>Wedding Facilitator</u>		
<i>(Wedding/Rehearsal Dinner)</i>	\$250.00	\$150.00
<u>Wedding Facilitator</u>		
<i>(Wedding/Reception)</i>	\$300.00	\$150.00
<u>Wedding Facilitator</u>		
<i>(Wedding/Rehearsal Dinner/Reception)</i>	\$350.00	\$200.00
<u>TOTAL</u>	\$ _____	\$ _____

Wedding Deposit - \$200 payable at time of reservation. (This is a refundable deposit returned one week following the wedding, if nothing was damaged during the wedding activities.)

**PARK AVENUE CHURCH OF CHRIST
REQUEST FOR WEDDING RESERVATION**

Date Request Filed with Church Office: _____

Name of Bride: _____

Address: _____

Phone Numbers: Home _____ Work _____ Cell _____

Name of Groom: _____

Address: _____

Phone Numbers: Home _____ Work _____ Cell _____

Address after wedding: _____

Is either a member of Park Avenue Church of Christ? _____

Weddings at Park Avenue must take place by 7:00pm.

Proposed Date/Time of Wedding:

1st Choice:

Wedding Date: _____

Time: _____

Rehearsal Date: _____

Time: _____

2nd Choice:

Wedding Date: _____

Time: _____

Rehearsal Date: _____

Time: _____

Minister(s) performing wedding

AGREEMENT

We have read the Facility Usage policies of Park Avenue Church of Christ and agree to abide by said policies. We understand we are responsible for any damage or destruction that may result to Church property related to our use of the requested facilities. We understand it is our responsibility to inform the other people in our group of the Park Avenue Church of Christ facility usage policies.

Signature of requestor

Office Use: Fees Received \$ _____ Date _____

WEDDING EQUIPMENT RESERVATION FORM

BRIDE'S NAME _____

GROOM'S NAME _____

WEDDING DATE _____

If your reception will be held at the church, will a meal/food be served? Yes _____ No _____

If yes, will it be catered _____; pot-luck type _____; prepared on the premises _____.

Indicate the Number to be used:

_____ 4 Ft. Round Tables

_____ 6 Ft. Tables

_____ Chairs (150 Maximum in ARK)-(100 Maximum in ATRIUM)

_____ Glass Plates

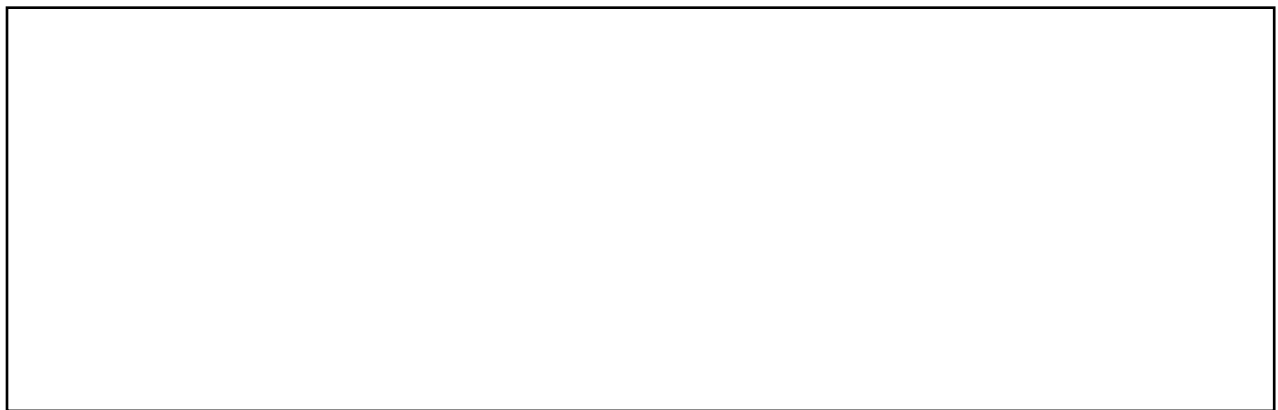
_____ Glass cups

_____ Glass Punch Bowls

_____ Silverware

_____ Coffee Pot

In the below space, please draw a diagram of the room that you are using for the reception and a diagram of where you would like tables placed in that room. This sheet should be turned in to your Wedding Facilitator no later than two weeks before the wedding date.



(Please provide a copy of this completed form to the Wedding Facilitator)