



## WEDDING GUIDELINES

Congratulations! We are so happy that you have chosen Church In The Son the venue for your Wedding Day. Through this, we trust that the bride and groom, the wedding party, and the gathered family and friends will be highly aware of the presence of the Lord in the activities of this special day.

### Scheduling Your Wedding

Careful planning is necessary for all weddings. It is suggested that you call the church office at the earliest possible time to make an appointment with the Event Manager to begin the scheduling proceedings.

Your wedding date is not guaranteed until initial 20% deposit is received along with the signed "Facility Rental Agreement". When the required Security Deposit has been paid, the Event Coordinator will reserve your wedding date/time and your rehearsal date/time on the church's calendar. The balance of the fees quoted will be due fifteen (15) business days prior to the wedding date. If the balance of your wedding fee is not paid within the fifteen (15) business days prior of the wedding, the wedding date will be removed from the church calendar.

Weddings may not be scheduled earlier than 11am or later than 3pm. Weddings will not be scheduled on **Sundays, Thanksgiving Day**, ten (10) days leading up to and including **Christmas Day, New Year's Eve, New Year's Day, Good Friday, Easter**, or any **scheduled conferences**. Weddings may not be scheduled for the weekend (Friday, Saturday) of **Memorial Day, Labor Day, Mother/Father's Day, or the 4<sup>th</sup> of July**. Two weddings cannot be scheduled on the same day. Be mindful that during special times of the year the church will be decorated, i.e., Christmas, Easter, 4<sup>th</sup> of July, special conferences, etc. Decorations for these occasions may NOT be removed.

Members (or their immediate families) who are given special consideration, are those who have joined Church in the Son at least three (3) months prior to submitting an application. For further clarification, "member" is interpreted as bride or groom, parents or grandparents of the bride or groom, and one who has been actively contributing and participating in the life of the church.

### Church Manager

The Church Manager will be present in the rehearsals and weddings. The Church Manager will be available to schedule an appointment as the need arises.

The Church Manager will assist the wedding ceremony and reception in any capacity related to the use of the church facilities (setup tables and chairs, transition chairs from ceremony to reception). It will be the responsibility of the Church Manager to ensure that all weddings conducted at the church will be of a nature that is pleasing to the Lord. The desires and wishes of the bride will be of paramount importance in the staging of the wedding unless they are not in keeping with a Christian lifestyle.

## **Pre-Marital Counseling**

All member/non-member couples MUST complete Church in the Son's approved marriage preparation program, Prepare/Enrich. Prepare/Enrich is a six to eight one-hour sessions and must be held with a Church In The Son Pastor or Ministry Center Adviser. There is fee for this class, which provides the couple with materials, and a personal Prepare/Enrich assessment.

Present a certificate of completion of Prepare/Enrich to receive a discount on the State of Florida marriage license fee.

Failure to complete class two weeks prior to Wedding date will result in event cancellation.

If the couple is not able to participate in Prepare/Enrich, they must contact the Event Coordinator for possible alternatives. All exceptions or alternatives will be made at the Lead Pastor's discretion.

## **Marriage License**

Please bring the marriage license to be signed on the day of the ceremony. The marriage license will be completed and signed by the officiating clergyman. After the ceremony, the Church will mail the signed license to the Clerk of Court. The Marriage License Office will mail a certified copy of the license to the couple.

## **Pastoral Services**

It is our policy that an ordained staff member of Church In The Son shall perform any wedding ceremonies at the church. However, if the couple desires, an ordained and/or licensed pastor from outside Church In The Son may perform or assist in the ceremony. This person must be approved by Church In The Son sixty (60) days in advance of the planned wedding ceremony. Recognition of these professional ethics and courtesies will avoid embarrassment for all concerned.

It is customary to give an honorarium recognizing the extra time expended to the pastor performing the wedding. Honorariums are above and beyond the church's wedding fees and should be given to the Officiating Pastor at the wedding rehearsal.

## **Facility Guidelines & Services**

Smoking is not permitted in any of the facilities. Likewise, the use of any type of any alcoholic beverage or drugs is prohibited. No one under the influence of alcohol or drugs will be allowed to take part in a wedding rehearsal or wedding service and will be asked to leave. The couple should notify all attendants, participants, and family of this policy.

All personal belongings brought to the church are the responsibility of the wedding party. Someone must be assigned to gather clothing, personal property, etc. immediately after the wedding. Church In The Son is not responsible for items left behind and will not hold items till a later time for pick up. Food is not to be left behind either. Please make necessary arrangements to gather and remove any items brought in for your Event.

Equipment/instruments may not be removed for wedding ceremonies.

The church facilities will be opened on the agreed rental period, indicated on the "facility Rental Agreement". Failure to conclude activities in the designated area within sixty (60) minutes after the conclusion of the ceremony will result in a charge of \$250-\$500.

Maintaining dignity along with grace and style is encouraged. Be mindful of excessively low-cut or cleavage-exposing style dresses.

The Facilities Team will be responsible for the physical condition of the church facilities during the wedding rehearsal and ceremony. The Facilities Team duties will include, but are not limited to:

- Having the agreed upon set up. No changes will be made the day of the event.
- Opening and closing all buildings
- Ensuring that the temperature is satisfactory
- Cleaning all facilities after the wedding to determine if any abuse of the facilities has occurred
- Securing all facilities following the wedding ceremonies.

## Music

All music that is used during the ceremony must be in keeping with the decent nature (No vulgarity or explicit lyrics) of the occasion and must be discussed with the Event Manager at least thirty (30) days in advance of the wedding date.

Other instrumentalists, such as pianists, harpists, and string quartets, are permitted; however, they must be approved in advance by the Productions Director.

## Rehearsals

Rehearsals are held on Thursdays between 5:30pm and 7:30pm and are limited to 60 (sixty minutes). These hours/days may be altered at the discretion of the Event Manager.

If the rehearsal is delayed by sixty (60) minutes or more, the couple will be charged a late fee of \$250-\$500. Please encourage all participants to be prompt.

\*Full wedding set up may not yet be completed

## Florists, Decorators, and Wedding Equipment

Decorations must not be attached to the walls, carpeting, or other furniture by pinning, gluing, nailing, taping or tacking. Bows may be tied to the ends of the chairs. **It is the responsibility of the wedding party to remove all decorations immediately after the wedding. Wedding decorations may not be stored at the church for later pick-up.**

The couple is responsible for arranging any floral and/or decorating services and must notify the Event Coordinator of the arrangements and requirements to set up and prepare the wedding.

The couple is responsible for bringing their own unity candle, candelabras, stand and side tapers. The couple will also be responsible for renting the kneeling bench, and two-long handled candle lighters, as the church does not have these available for use.

## Vendors

An information sheet must be submitted for every vendor present on the wedding rehearsal and wedding day, six weeks prior to event date. See packet for format. It is the bride and groom's responsibility to inform and ensure that vendors abide by Church in the Son's facility use policy.

## Specifications

### **Fees**

The rental fee must be paid according to the "Facility Rental Agreement". Church in the Son requires a non-refundable deposit of 20% of the estimated charges due upon signing of the "Facility Rental Agreement". This is to reserve facility use in the church calendar. Total remaining payment of the anticipated charges are due and payable in full, 15 business days prior to the first day of scheduled event. Church in the Son requires a credit card authorization form to be kept on file that can be used for any fees or remaining balances. Church in the Son reserves the right to use the credit card on file to collect damages or loss.

### **Cancellations**

All event cancellations must be made in writing (via email or post). All fees and deposit are refundable up to 90 days prior to the start time of scheduled event. Cancellations made 89 days or fewer from scheduled event date will result in forfeiture of initial 20% deposit. In addition, cancellations made 14 days or less will result in a \$250 cancellation fee.

### **Audio/Visual Fees**

The bride and groom must meet with the Productions Director at least 30 (thirty) days before their wedding date. If our equipment is being used, a Church In The Son audiovisual technician must be present to operate. All equipment used during the ceremony that does not belong to the church must be removed immediately after the wedding.

If any special services/effects are needed above the customary, they will need to be approved by the Productions Director and may require additional fees.

### **Facilities**

Nothing is to be taken down from the walls, nor is any furniture to be relocated in any rooms without the Event Coordinator's approval.

### **Accidents/Theft/Damages**

Church in the Son is not responsible for any accidents, thefts, and/or any damages. The church facilities must be left clean. Any damages will be billed directly to the bride and groom.

### **"Send Off" Arrangements**

The only approved "Send Off" arrangements are bubbles, birdseed, sparklers, or glow sticks outside the building.

## Exceptions

Special circumstances may require exceptions to the wedding policies. Arrangements must be made at least sixty (60) days in advance of the wedding date and must be approved.



## WEDDING POLICY AGREEMENT

We have read the church in the son wedding policy and agree to abide by the guidelines set forth therein and will ensure that members of the wedding party and vendors understand and follow the procedures as well.

By our signature below, we understand that failure to comply with the guidelines and policies set forth therein could be considered “disregard of church policy” and could mean forfeiture of our security deposit and/or late fee deposits.

We also understand that we are liable for any damages that total more than is covered by our security deposit.

It is further understood that failure to notify the events coordinator or church office of any cancelation of plans at least thirty (30) days prior to the wedding, in writing, will mean forfeiture of security deposit.

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Bride’s Signature

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Date

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Print Bride’s Name

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Groom’s Signature

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Date

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Print Groom’s Name