

Grace Fellowship Church

Wedding Policy Addendum

INTRODUCTION:

Your wedding ceremony is a sacred occasion with great spiritual significance. While we wholeheartedly rejoice with you in this important event in your life, weddings will not take precedence over the primary ministries of Grace Fellowship Church. Your ceremony will be most meaningful to you, your families and friends when there is careful planning. For this reason, the following statements will govern your plans for your wedding here at GFC. Please read them fully.

FACILITY USE:

Grace Fellowship Church permits members, regular attendees and their children to use the facility for wedding ceremonies. A regular attendee is defined as attending Sunday worship service and participating in a GFC small group for over 6 months.

Due to the amount of time and staff required to reset the Main Worship Center for Sunday service, the Upper Auditorium is to be used for all wedding ceremonies. The Facility Manager will work with the GFC Wedding Coordinator in regards to the preferred setup of chairs for the ceremony. GFC staff can assist with wedding set up if needed. Decorating for your wedding can begin to take place two days prior to your rehearsal. Please note that all consideration will be given for the couples preferred set up.

Air conditioning or heating will be turned on at a reasonable time before any scheduled event. Florists should note this and not bring flowers to the facility prematurely. An ambient temperature based upon the season will be set. Please note that the temperature will not be able to be changed during the rehearsal, ceremony or reception.

SETTING THE DATE:

Once the date has been secured, a \$150.00 deposit fee is required for a GFC Attendee (there is no fee for GFC Members). The check should be made payable to Grace Fellowship Church marked "WEDDING DEPOSIT". The deposit is applied to the final charge for the wedding. The deposit is refundable up to sixty (60) days prior to the wedding should plans be changed. There will be no Sunday weddings.

There are certain times throughout the year when weddings are not possible due to facility commitments. Some of those times are, but not limited to: during the Christmas and New Year's holidays (December 21-January 2), during the Easter holiday (starting from the Friday before Good Friday and including the entire Easter weekend) and other times when pre scheduled conferences and events are set to take place. Please also note that if you schedule your wedding in the month of December, keep in mind that the church might have additional Christmas decorations in place. Those decorations will not be able to be removed or covered up.

SETTING THE WEDDING CEREMONY TIME:

Saturday weddings and/or receptions must be finished by 9:00 p.m. This is necessary due to the time involved in restoring the facilities for Sunday morning. Friday weddings and/or receptions must be finished by 10:00 p.m.

REHEARSAL – The GFC Wedding Coordinator and the Facility Manager will set an agreed upon time for the rehearsal to take place. Please note, that other individual's schedules such as the AV tech, officiating pastor and others will have to be taken into consideration.

UPPER AUDITORIUM STAGE:

The video screen, and cross may not be repositioned nor may the screen be covered up. Lighting and decorations shall not be installed on ceiling beams or from any other portion of the ceiling. Please note that the stage may already have decorations and special lighting, which may not be removed for your ceremony.

PASTORAL STAFF:

The use of GFC's pastoral staff is limited to their availability and compliance with GFC's policies. The Florence Campus Pastor must approve all guest pastors. Guest pastors are to submit a copy of their personal statement of faith and a copy of their ordination certificate. Guest pastors will also be required to submit an outline/plan of their ceremony.

WEDDING COORDINATOR:

All weddings performed at Grace Fellowship must use the GFC Wedding Coordinator. The wedding coordinator takes care of the facility preparation, securing the sound technician, instructing the wedding party and overall managing the event. If you have an outside wedding coordinator, that person must work with the GFC Wedding Coordinator.

WEDDING MUSIC and A/V NEEDS:

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 Christ honoring in every respect. If your ceremony requires the use of lyrics for worship songs, the wedding coordinator needs to be informed at the time music is submitted. A sound technician will be available during rehearsal and up to 1 hour after rehearsal. A sound technician will also be available up to 1 hour prior to the start of the wedding. All music & video must be submitted to the GFC Wedding Coordinator two weeks prior to the event.

DECORATIONS, CANDLES, FLOWERS ETC:

Only burning candles that are contained in a glass container such as a votive candle container are allowed. The candle wicks must be below the top of the glass container. No freestanding burning candles are permitted. We do ask that you keep the amount of burning candles being used to a minimal. Please note, that you as the bride and groom will be held directly responsible for the cleaning of wax from all floor coverings and furniture.

There are to be no tacks, wires, screws, pins, hot wax, or gum used on any of the sanctuary furnishings or walls. There is to be no glitter used in either the Upper Auditorium, the Cafe or any other rooms or entry ways at GFC.

If flower petals will be dropped, the use of an aisle runner is mandatory.

All decorations, flowers, plants and other equipment shall be removed from the church building immediately following its use. (There are no facilities for storing these items) However, if you would like to leave a flower arrangement for the Sunday worship service, check with the GFC wedding coordinator.

DECORATING THE UPPER AUDITORIUM AND CAFE:

The time allowed for decorating the Upper Auditorium for a wedding ceremony is 3 hours maximum. The time frame for decorating the Cafe for a reception or rehearsal dinner is 3 hours maximum. The time frame for decorating for a wedding ceremony and a reception and/or rehearsal dinner is 5 hours maximum. You will be allowed to decorate each noted room 1 - 2 days prior to your event. You will need to schedule your time with either the GFC Wedding Coordinator or the GFC Facility Manager in advance. If you will be using decorations and/or supplies from GFC you must ask in advance before you come to decorate. There is no place to store your decorations at GFC in advance of the day you decorate.

If you will need the use of a ladder, moving cart or other GFC equipment you must ask in advance so that the equipment can be ready for your use.

You are responsible for any additional set up and removal of items besides chairs in the Upper Auditorium. This includes but is not limited to tables that you use, additional chairs that you use etc. If you use chairs, tables or other items from classrooms or other rooms you are responsible for returning the room to the original setup. The wedding coordinator must know in advance any rooms or equipment you will be using besides the Upper Auditorium and Cafe and the equipment located in those rooms.

BIRDSEED AND RICE:

Birdseed/rice/bubbles/balloons may **NOT** be thrown or used inside the church building. Releasing of balloons outdoors requires FAA approval because of our proximity to the airport.

SMOKING/ALCOHOL:

There is no smoking or drinking of alcoholic beverages allowed on the GFC campus at any time.

CHILDCARE:

Childcare is not provided nor allowed on the church campus during weddings, wedding rehearsals or receptions. Please supervise children at all times.

DRESSING ROOM RESERVATIONS:

Two agreed upon rooms are allotted for the bride and groom's dressing rooms. Only rooms that have been reserved for your wedding are to be entered. No one is to enter rooms that have not been reserved. An additional charge of \$50.00 per classroom will be charged for rooms not reserved that require clean up. Dressing rooms **MUST** be cleared of clothing and personal items immediately following the wedding. Personal items cannot be stored at the church. Grace Fellowship Church 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. class rooms will be arranged for classroom use, tables/equipment will be clean and returned to their primary location. Trash is to be removed.

REHEARSAL DINNER, WEDDING RECEPTION AND CATERING OF FOOD:

The facility does not have a commercial kitchen for food prep, so only catered dinners are allowed. You will be responsible for advising your caterer that the GFC Cafe is not a fully functioning kitchen and thus the catered food should be prepared off site. Please note that the GFC Wedding Coordinator has the right to decide if a caterer can be used or not used.

The rehearsal dinner and clean up must be completed by 10:00 p.m. With advanced notice of at least 2 weeks, tables and chairs along with other room setup can be completed by GFC staff for the rehearsal dinner.

CLEAN UP AND EXTRA FEES:

The wedding party is responsible for the general clean up of the Upper Auditorium and any other pre agreed rooms that are used. If the Cafe is used for a reception the wedding party is responsible for the general clean up of the Cafe. General clean up includes taking out the trash, cleaning up the Cafe (if used) etc. Any decorations that you discard must fit completely in the GFC trash dumpster, if the items do not fit you will need to take them with you.

A \$250.00 charge will be enforced for "above normal cleanup" from wedding ceremony and/or reception.

Example of "above normal" clean up would include but not limited to: carpet shampoo, stain removal, wall damage, replacement of damaged GFC items etc.

Please note that the GFC staff has the right to add or take away from this document as we see the need to do so. After your signing of the document any changes will be advised to you in writing.