

VINE FELLOWSHIP WEDDING POLICY

GENERAL REQUIREMENTS

1. One of the members of the wedding couple must fill out the wedding information sheet.
2. The wedding application must be submitted no later than 2 months in advance of the desired wedding date unless special approval is given by the church.
3. A refundable deposit is required along with the application in order to enter the date on the church calendar. Deposit refunded up to 2 weeks prior to original wedding date.
4. The couple is recommended to go through premarital counseling with the officiating minister. The officiating minister will determine the details concerning this counseling.
5. The Vine Fellowship minister in charge will have complete authority over the wedding ceremony. A guest minister may be used upon approval by the Vine Fellowship pastor.
6. If a Vine Fellowship minister is officiating the ceremony, all members of the immediate wedding party (including honor attendants, bridesmaids, groomsmen and ushers) are required to attend the rehearsal.
7. Saturday weddings must be done in the morning or afternoon so that all facilities can be cleaned and ready for Sunday morning services in a timely manner. The wedding party must be completely through by 7:00 PM.

CHURCH ADMINISTRATOR'S RESPONSIBILITIES

1. Will process the application and discuss the details of this Wedding Policy in advance of the wedding.
2. Be responsible for scheduling the facilities for all weddings and rehearsals and will act as the liaison between the church and the wedding.
3. Schedule and approve the set up time, if other than the day of the wedding.
4. Responsible for unlocking and re-locking the facilities.
5. Responsible for lining up the cleaning and sound people. NOTE: Church cleaning personnel will vacuum, etc. It is the responsibility of the wedding party to make sure that the facilities look like they did when wedding party arrived.

POLICIES FOR USE OF VINE FELLOWSHIP FACILITIES

1. Only tables, chairs and garbage receptacles with bags will be furnished by the church. The wedding party may request use of the arch.
2. Only designated persons may move the acrylic podium.
3. Musical equipment may not be disconnected or rearranged on the platform.
4. Banners, flags and bulletin boards may not be removed from the sanctuary walls.
5. Church administrator must approve the moving of any foyer furniture and fixtures. If moving them is approved, they are to be put back in their proper places.
6. Chairs may not be moved and tables may not be set up or used in the sanctuary. No food or drink allowed in the sanctuary.
7. Carpets must be placed under burning candles.
8. No equipment may leave the property.
9. The church is not responsible for lost or stolen property.
10. No smoking will be allowed within the church buildings at the rehearsal, wedding or reception.
11. No alcoholic beverages will be permitted on the church property. Any wedding participant appearing to be under the influence of alcohol will be asked to leave.
12. The sanctuary maximum seating capacity is **320**.
13. The fellowship hall maximum occupancy is **50**.
14. Any throwing of rice, confetti, etc must be done outside and it is the responsibility of the wedding party to pick up anything thrown.
15. Wedding party attire must be in keeping with the spirit of the Church.
16. Excluding the time for a wedding reception, the maximum usage of the church facilities on the wedding day is four hours. A total of six hours with a reception is the maximum usage on the wedding day.
17. Any damage to the facilities will be at the expense of the wedding party. Damages will be taken out of the damage deposit. If charges for damage exceed that of the deposit, the wedding party will be charged. If no damages occur or if damages are less than the deposit amount, the unused portion of the deposit will be refunded the Monday after the wedding.
18. If the carpet is stained and/or spilled on, Vine Fellowship will use professional carpet cleaners and the wedding party will be responsible for the bill. Spot cleaning will always be tried first, but if a full cleaning is necessary, the cost is \$650.

Wedding Fees:

	Contributing Members	Non-Members
Refundable Damage Deposit Submitted with Application	\$100*	\$100*
Custodian Fee	\$50**	\$50**
Sound Person Fee	\$50**	\$50**
Minister – includes premarital counseling	Free will offering	Fee to be discussed
Facility Use	No fee	\$250**

* The deposit is required to hold the date on the church calendar. If there is no property damage from the rehearsal, wedding and reception, the deposit will be refunded the Monday after the wedding.

** Payable one month prior to the wedding.

I have read this policy and agree to abide by it. I have read over the above fees and agree to pay the amounts listed here.

Wedding party representative

Date

Church Administrator

Date

WEDDING INFORMATION SHEET

Please Print

Bride's Name and Phone Number: _____

Groom's Name and Phone Number: _____

Wedding Director and Phone Number _____

Conducting Pastor and Phone Number _____

Desired Rehearsal Date _____

Desired Rehearsal Time _____

Desired Wedding Date _____

Desired Wedding Time _____

Reception Area Needed _____

Administrator Approval _____

Office Use Only

Fees Paid:

Damage Deposit	_____
Custodian Fee	_____
Sound Fee	_____
Facilities Use	_____

Damage Deposit Returned _____

Notes: _____
