

## **WEDDINGS AT PLYMOUTH HEIGHTS CHRISTIAN REFORMED CHURCH**

The church and its pastors are responsible to God and to the state in performing marriages. It is our hope that every couple married by the authority of our church will be helped to establish their family in a bond of Christian love, with an understanding firmly based on God's Word, and with the continued blessings of our Heavenly Father.

Since we have a large number of weddings every year at Plymouth Heights, it is very important that we follow these guidelines closely.

The church sanctuary (including the balcony) will accommodate up to 600 people. Saturday weddings must begin by 4:00pm and the building must be vacated by 6:00pm. Saturday weddings with a reception must begin no later than 1:00pm.

Once you have requested a wedding date, you will receive confirmation after two business days. Please do not plan any part of the wedding until your date has been confirmed with the church office. Wedding dates may not be reserved more than 18 months in advance. One weekend each month will be unavailable for weddings. This will allow for church activities or member related gatherings.

Weddings will not be scheduled on holidays. Weddings that fall on a holiday weekend will have all fees for staff and facilities doubled.

These holidays include:

Memorial Day weekend

Good Friday - Easter weekend

July 4<sup>th</sup> weekend

Labor Day weekend

Thanksgiving weekend

Christmas – New Years (Dec.24 – Jan. 2)

It is required that every wedding performed at Plymouth must have a wedding coordinator. She is in charge of all proceedings at the wedding and rehearsal, and has full authority. She will guide you through the wedding while adhering to church policies. Your wedding coordinator will contact you in the months prior to your wedding. Your coordinator is also available to meet with you at church at a mutually convenient time if you so desire.

### **Wedding Coordinators**

Lori Tilma

Linda Vellenga

## **AISLE RUNNER**

Plymouth Heights does not provide aisle runners. You may rent or purchase one from an independent vendor. Our center aisle is 87 feet long.

Aisle runners may be used, however from our experience we have found them difficult to unroll and potentially dangerous to guests by increasing the chances of tripping. These are important things to consider when using an aisle runner.

## **ALCOHOLIC BEVERAGES**

The use of alcoholic beverages by any member of the wedding party or family on church property, including the parking lot, at either the rehearsal or wedding is absolutely prohibited. The bride and groom are responsible for informing the wedding party of this policy.

The wedding will not take place if this is violated.

## **BRIDAL ROOM**

Women dressing at the church may use the Ladies Lounge in the lower level. We recommend you remove all personal items from the room prior to the arrival of your guests. Men may dress in Room 101 if in need of a dressing room.

The dressing rooms are available four hours before the ceremony.

Members of the wedding party should keep valuables, especially purses and cameras, with them at all times so they are not lost or stolen. The church and its staff are not responsible for the personal property of the wedding party and their family members.

It is acceptable for dresses and tuxedos to be brought to church the night of the rehearsal.

## **CHANGE OF ADDRESS**

Members are asked to notify the church office of their new address prior to or following the wedding.

## **CHILDREN IN BRIDAL PARTY**

If children are not going to stand through the entire ceremony, someone should be appointed to sit with them in the sanctuary or care for them outside the sanctuary

## **FEES**

At the time of application, members and non-members are required to pay a \$100 application fee to reserve the wedding date. This amount is credited to the total fees.

Full payment of all fees is due within 30 days after our confirming the date of your wedding or immediately, if the event is less than 30 days away. Failure to pay results in loss of reservation and forfeiture of \$100.00 application fee.

Non-members must pay \$100 refundable damage deposit for weddings and an additional \$100 damage deposit for receptions.

Individuals that are paid separately include the pastor, organist, soloist, pianist, and any musicians. These persons should be paid the night of the rehearsal, if not earlier.

## **FLOWERS, CANDLES AND DECORATIONS**

Decorations shall be limited to flowers, bows, ribbons, and the customary candelabra. No thumbtack, nails, screws, or hooks may be used at any time. All flowers, plotted or cut, must be contained in waterproof containers. Pew decorations may be fastened only with padded clamps, wire or elastic that will not mar the surface.

Chancel furniture may be moved only with the authorization and supervision of the wedding consultant. Some items may not be removable in the chancel area.

Any silk flowers, candelabras, decorations and stands must be removed from the church immediately following the ceremony. We do not have storage space to keep them over the weekend.

Please arrange that such items be picked up on the day of the wedding or arrange to have them removed and returned by family or friends.

If you wish to leave flowers from your wedding for the following Sunday's worship services, please call the church office at 243-5638 at least one week prior to your wedding so proper acknowledgment can appear in the bulletin.

Only dripless candles may be used. It is the responsibility of the wedding party to make sure the florist is informed that the carpeting must be covered with plastic to protect it from candle wax damage. The wedding party assumes ultimate responsibility for any damages incurred and extra clean up required

## **FLOWER PETALS**

Flower petals thrown by the flower girl(s) need to be fabric. No real flower petals are allowed in the sanctuary or any part of church building

## **GIFTS**

Plymouth Heights assumes no responsibility for gifts that are brought to church. Someone needs to be in charge of them at all times. You will want to see to the removal of gifts immediately following the wedding ceremony.

## **NURSERY**

The nursery will not be available for wedding rehearsals or for weddings, unless special arrangements are made with your wedding coordinator.

## **OFFICIATING PASTOR**

Pastors of Plymouth Heights are only available for the weddings of Plymouth Heights members. You should contact the pastor individually.

Non-CRC ministers may need Council approval before the ceremony takes place at Plymouth. Please allow up to 60 days for this process.

## **ORGANIST**

The Plymouth Heights organist, Annelle Dekker, is available to play for weddings. It is your responsibility to contact her as soon as possible to request any musical selections and to inform her of the time for the rehearsal and the wedding.

Her fee is \$150. It includes playing for the rehearsal and the wedding, as well as an earlier meeting to discuss musical selections. Additional rehearsals with instrumentalists or soloists will incur an additional charge of \$50 per session. Please pay the organist on the night of rehearsal.

Guest organists should schedule practice times during regular office hours. The organist should contact the church office prior to arrival to confirm that the church will be open.

## **PHOTOGRAPHY**

Photographers should use discretion during the ceremony to minimize movement and distraction of the guests.

Video cameras may be used. Video equipment may be positioned in the balcony or at a discreet location on the main floor. Please check with your coordinator regarding this matter.

An audiocassette tape will be made of your wedding free of charge.

## **QUESTIONS**

If you have any questions regarding your wedding, please feel free to contact your wedding coordinator.

## **RECEPTIONS**

Receptions may be held in the community room, which will accommodate 225-250 persons. Any gathering following the wedding, whether for cake or a complete meal, will qualify as a reception and be subject to the additional staffing and facility fees. There will be no exceptions.

The Kitchen Supervisor must be present at any reception. The supervisor is not present to serve the guests, only to supervise the use of the kitchen.

Those assisting with the reception, such as punch servers, cake cutters, etc., are to come to the kitchen and report to the kitchen supervisor immediately following the ceremony, without greeting the bride and groom.

Licensed and insured catering services must be used for any reception meal. The caterer should be approved by the Kitchen Supervisor. The church's dinnerware may be used.

All groups using the facilities must assume full responsibility for leaving the facilities in the same condition as when they arrived.

All kitchen equipment and utensils must be cleaned and returned to their proper places. Any group using the kitchen must follow the policies regarding kitchen use. These policies will be mailed to you if you are using the kitchen. Please note: no red or grape punch or pop may be served in the building.

## **REHEARSAL**

Rehearsal is usually the night before the wedding and generally lasts one hour. We recommend the rehearsals begin at 5:30 p.m. or later.

All rehearsals should begin promptly at the scheduled time. Please have the entire bridal party arrive at least 10 minutes early.

If a conflict arises with the ministries of the church, Plymouth Heights reserves the right to change the time of the rehearsal.

### **RICE AND CONFETTI**

No rice, confetti, flower petals or birdseed is to be thrown either indoors or outdoors. Bubbles may be used outdoors. Please inform your wedding party and guests. If these guidelines are not adhered to, additional clean-up fees will apply.

### **SMOKING POLICY**

There is absolutely no smoking inside the church. The bride and groom are responsible for informing their wedding party regarding this policy.

### **SNACKS**

You are encouraged to bring in snacks and non-alcoholic beverages for the wedding party. Please feel welcome to use the kitchen and the Fellowship Hall in the lower level. Tables and chairs will be set up for your use. Remember, you are responsible for clean-up prior to the arrival of your guests.

### **USHERS**

At approximately 20 minutes prior to the wedding, the ushers should begin to seat the guests. The wedding coordinator will direct the ushers.

## **CHECKLIST**

The bridal couple is responsible for the conduct of their guests and for damages to church property. If groups using the church fail in this responsibility and additional custodial services are required to clean up after the event, church management will charge a custodial services fee of \$25 per hour.

### **Responsibilities include:**

#### **Bridal Room and Room 101:**

All items that are brought in must be removed or disposed of properly after the wedding. Trash containers are provided.

#### **Fellowship Hall and Lower Kitchen:**

All furniture must be returned to its original position. Anything left by family, relatives or guests, which include food, dishes, film, paper, etc., should be removed. Trash should be disposed of properly.

#### **Sanctuary:**

Anything brought in by the wedding party should be removed so the area is left as it was prior to the wedding.

### **YOU NEED TO DESIGNATE SOMEONE TO:**

- Remove food and to clean up all areas.
- Remove gifts.
- Remove decorations, flowers and candles.
- Remove guest book, extra programs.
- Remove all personal belongings and clothing, especially from the dressing rooms.
- Please have the Master and Mistress of Ceremonies contact the Wedding Coordinator before leaving the church.

***PLYMOUTH HEIGHTS CHURCH RESERVES THE RIGHT TO AMEND THESE POLICIES AT ANY TIME.***

## **WEDDING FEES**

	<b>Member</b>	<b>Non-member</b>
<b><u>Facility Fees</u></b>		
<b>Sanctuary</b>	0	\$400
<b>Community Room</b>	0	\$300
<b><u>Personnel Fees</u></b>		
<b>Pastors</b>	An honorarium paid directly to pastor. Suggested range \$150-200	
<b>Organist</b>	\$150 Paid directly to organist.	\$150
<b>Custodian</b>		
Wedding	\$100	\$100
Wedding & Reception	\$175	\$175
<b>Coordinator</b>		
Wedding	\$150	\$180
Wedding & Reception	\$225	\$255
<b>Sound System Operator</b>	\$70	\$70
<b>Kitchen Supervisor</b>	\$70	\$70
<b><u>Damage Deposit</u></b>		
Wedding	0	\$100
Wedding & Reception	0	\$200
<b><u>Application Fee*</u></b>	\$100	\$100

\*This is credited to the total fees

## **Payment Policy**

- Full payment is due within 30 days after our confirming the date or immediately if the event is less than 30 days away. Failure to pay results in loss of reservation and forfeiture of \$100 damage deposit.
  
- If the event is canceled by Plymouth Heights (and Plymouth reserves the right to cancel any and all reservations at any time without liability), a full refund will be made.
  
- If the event is canceled by the party signing the agreement, there will be a refund made according to the following time line:
  - A full refund, less a \$25 processing fee, will be returned if canceled within the first 30 days.
  - Cancellations after the first 30 days and 90 days prior to the wedding will receive everything refunded except for the \$100 damage deposit.
  - There will be no refund within 90 days of the wedding, unless church management believes there are extraordinary circumstances which necessitate cancellation

Revised January 2005