

## **Northside Christian Church Wedding Policy Effective 2010**

Members and Regular Attendees of Northside  
(Regular attendee has attended NCC consistently for four months by wedding date)

Congratulations on your engagement. A wedding is a perfect reflection of not only our relationship to God but of the connection between two people in the most intimate relationship known to man, that of husband and wife. The following policy contains information that is intended to help you prepare for your wedding day. The following seven steps will get you well on your way.

**Step 1: Contact the church office.** Call 833-1861 to provide the office with your wedding date. We will check for the availability of the facility and the minister and contact you within two weeks.

- Do not make the mistake of announcing your wedding date before receiving confirmation of the availability of the facility and the minister.
- If a minister from Northside will be involved in officiating the wedding, he will require premarital counseling for the couple.
- The counseling dates are pre-selected and the couple should allow at least three to four months between the start of counseling and the wedding date.

**Step 2: Once approved you will need to turn in your deposit of \$100 (made out to Northside Christian Church) to secure your date(s). The date is not reserved until the deposit is received\*.**

**Step 4: Expect a call from Northside's wedding facilitator to schedule an orientation appointment 2-3 months prior to your wedding. At this time you will need to come prepared with your completed Facility Information Sheet.** (See pages 3-5).

- The Wedding Facilitator will give you a personal tour of our facility and our accessories.

**Step 5: Secure a marriage license; this must be given to the officiating minister at the rehearsal.**

- Go to [www.greencountymo.org](http://www.greencountymo.org), click on Departments and Offices – Offices – Recorder. The bar on the left column says marriage licenses. Click here to learn how to apply for and obtain a marriage license.

**Step 6: Contact the individuals you desire to assist in your wedding and reception, i.e. instrumentalists, vocalists, wedding coordinator, guest book attendant, servers, decorators, photographer, videographer, minister.**

# Facility Information Sheet

Regular Attendees of Northside Christian Church

Please turn this sheet into your Wedding Facilitator at your orientation appointment.

A non-refundable deposit of \$100 is to be turned in to the church office in order to officially confirm your date(s). The deposit will be applied to your total due. The remaining balance will be due one month prior to the wedding. Please put "Wedding" in the memo line of any checks made out to Northside Christian Church.

<p><b>REQUIRED FEE</b></p> <p>Includes:</p> <ul style="list-style-type: none"> <li>• Sound Tech</li> <li>• Custodial &amp; Stage Preparation for wedding, rehearsal and rehearsal dinner.</li> <li>• Wedding Facilitator</li> </ul> <p><b>(There is no fee for the use of the facilities)</b></p>	<p style="text-align: right;"><u>    <b>\$250</b>    </u> Required fee</p>
<p><b>OPTIONAL FEES IF NEEDED</b></p> <ul style="list-style-type: none"> <li>• Pianist (if recruited by NCC) _____ \$60</li> <li>• Media Tech (if needed per wedding facilitator) _____ \$60</li> <li>• _____ (must be from NCC) \$60</li> <li>• Reception (Custodial Fee) _____ \$25</li> </ul>	<p style="text-align: right;">+ _____ Optional fees</p> <p style="text-align: right;">_____ Total Amount Due</p> <p style="text-align: right;">- <u>    <b>(\$100)</b>    </u> Less Deposit</p> <p style="text-align: right;">_____ Balance Due</p>

(check made out to NCC one month prior to wedding date)

**HONORARIUMS RECOMMENDED**

Honorariums should be paid directly to minister, vocalists, or musicians participating in wedding.

Suggested Amounts: Minister \$100  
Vocalists or Musicians \$30-50 each

<b><u>Office Use Only</u></b>			
<p><b>Rehearsal</b></p> <p>Date _____ Time _____</p>	<p><b>Wedding</b></p> <p>Date _____ Time _____</p>	<p><input type="checkbox"/> <b>Deposit Paid</b> _____</p> <p style="text-align: center;"><b>Remaining Amount of</b> _____</p> <p style="text-align: center;"><b>Due On</b> _____</p> <p><input type="checkbox"/> <b>Balance paid in full on</b> _____</p>	
<p>Bride: _____</p> <p>Phone: _____</p>	<p>Groom: _____</p> <p>Phone: _____</p>		
<p><input type="checkbox"/> Climate Control Notification      <input type="checkbox"/> Church Calendar Invite      <input type="checkbox"/> Church Bulletin Invite</p>			
<p>Wedding Facilitator: _____</p> <p>Minister: _____</p> <p>Pianist: _____</p>		<p>Sound Tech: _____</p> <p>Media Tech: _____</p>	

**FACILITY USAGE**

Date(s) and time(s) for set up and decorating \_\_\_\_\_

Date and time of the wedding: \_\_\_\_\_

Date, time and place of the rehearsal: \_\_\_\_\_

Contact information:

Bride: \_\_\_\_\_ Phone: \_\_\_\_\_

Cell: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Address: \_\_\_\_\_

Groom: \_\_\_\_\_ Phone: \_\_\_\_\_

Cell: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Address: \_\_\_\_\_

Main contact person (other than Bride & Groom) for wedding to take care of details:

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Cell: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Address: \_\_\_\_\_

Rooms (areas) to be reserved (mark boxes that apply):

(If undecided - write **TENTATIVE** next to the room and communicate decision to the wedding facilitator when you meet with her.)

**WEDDING**

- Worship Center
- Bride dressing room (conference room)
- Groom dressing room (101 or 102)
- Nursery during ceremony  
(Nursery workers/childcare not provided by NCC)
- Kitchen
- Outside grounds \_\_\_\_\_

**REHEARSAL DINNER**

- Front lobby
- Room 102 – 103
- Kitchen
- Outside patio
- Outside grounds \_\_\_\_\_

**RECEPTION**

- Front lobby
- Room 102 - 103
- Kitchen
- Outside patio
- Outside grounds \_\_\_\_\_

**Please answer the following questions so that we can best meet your needs for the ceremony:**

- Y or N Will you be using video projection or special lighting?  
If yes, please check below:  
 PowerPoint Presentation\*  
 Video (DVD or VHS)  
 Special Lighting FX\*  
 Other \_\_\_\_\_  
\* Wedding facilitator will show you available lighting options. Other lighting FX and/or PowerPoint presentations may require a Media Tech from NCC - please discuss this with your wedding facilitator.
- Y or N Will you have instrumental or sound needs of the church? If yes, please check below:  
 Microphones - Please list number needed \_\_\_\_\_  
 Vocalists  
 Instruments - Please list type(s) \_\_\_\_\_  
 Audio monitors on stage  
 CD's  
 Other \_\_\_\_\_
- Y or N Would you be interested in using tablecloths from Northside?  
14 round, 34 oblong and 7 extra long oblong table cloths are available
- Y or N Would you be interested in using Northside's wedding accessories?  
(See Northside's Wedding Accessories list)
- Y or N Would you like your wedding date and time published on our public church calendar and Sunday bulletin as an all church invitation?  
(Wedding invitation will be published in the bulletin for the two Sundays prior to the wedding.)

Please detail anything else we should know about your wedding.

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## GUIDELINES FOR FACILITY USAGE

### General Guidelines:

1. Any damages to Northside Christian Church property will result in additional fees to be passed on to the wedding party.
2. Due to the need for adequate time to prepare the building for Sunday services, weddings on Saturday must be scheduled as follows:

Wedding only.....no later than 6:00 p.m.

Wedding and Reception at NCC.....no later than 4:00 p.m.

3. Northside will assign a wedding facilitator to help answer questions, direct you to the appropriate rooms, show you supplies, etc. The facilitator will set up times with you to unlock the facility for decorating, rehearsal and the wedding. **The Wedding Facilitator MUST be notified of any changes to your wedding activities.**

### *Wedding Facilitator Job Description:*

1. Provide Wedding party with a facility orientation
2. Coordinate the unlocking, locking and arming of facility
3. Communicate with janitor, sound tech and media tech
4. Turn lights on and off
5. Assist in locating tables, chairs, decorations, wedding accessories etc.
6. Set up and prepare changing rooms for wedding day
7. Assist family with wedding guidelines by answering questions and troubleshooting any set backs with the facility that may arise
8. Assist in locating supplies etc. and help get Guest Services Desk and changing rooms back in order

4. \*Northside reserves the right to cancel any weddings when guidelines are not followed or the wedding party is not meeting the standards of Northside Christian Church.

5. Changing areas for wedding party have been designated as the Conference Room located off the main lobby and the adult classrooms downstairs.

6. It is the responsibility of the wedding party to set up and tear down areas used for rehearsal dinners, receptions and weddings. Table and chair locations will be shared by the wedding facilitator during the orientation.

7. If the kitchen is being used, it must be left in the same condition in which it was found with counters clean, dishes washed, etc. Refrigeration space is limited so please be sure to discuss your needs with the Wedding Facilitator at your orientation. All food must be labeled “WEDDING”.

8. Wedding decorations and personal items must be removed by 8:00 p.m. (for Saturday weddings only) so the church can be cleaned and reset for Sunday services. The church cannot be responsible for personal items, tableware, serving trays or clothing left behind.
9. Do not throw rice or confetti in or around the church building. Bird seed, bubbles, etc. are permitted outside of the facility.
10. The use of tobacco and alcoholic beverages is prohibited on the church property.
11. Dances are to be scheduled off premises.

### **Food and Drink Guidelines**

1. No food or drink is allowed in Worship Center or outside the church reception areas.
2. When food or drink is served in the carpeted areas, a plastic runner should be placed under the front edge of the tables to avoid damaging the carpet through spilled food and drinks. These are located in the wedding closet.
3. No red or purple drinks are to be used on the carpeted areas. Use punches or drinks that are light in color.

### **Table Cloth Guidelines**

14 round, 34 oblong and 7 extra long oblong white tablecloths are available for your use.

- Tablecloths are to be used only on tables and not as curtains or wall coverings.
- Tablecloths are to remain on the church property except for cleaning purposes.
- No dark paper place mats, crepe paper or paper streamers are to be used on the tablecloths as these leave stains when wet.
- No candles are to be used without a proper guard under them for catching drips. Remember blowing out candles can leave drops on the cloths, so blow gently or use a snuffer.
- Tablecloth laundering is the responsibility of the wedding party. The tablecloths must have all stains removed, be washed, ironed and triple-folded on heavy plastic hangers for the next person's use.
- Remember any damages to tablecloths will result in replacement fees passed onto the wedding party.

## **Decoration and Accessories Guidelines:**

1. The stage may not be decorated prior to Thursday evening at 7:00 due to praise team rehearsal and the need to tear down the equipment on the stage. The equipment on the stage may not be moved by anyone other than the Northside Worship Team.
2. The use of candles requires special care to protect the carpet and furniture. Plastic runners provided by Northside must be used under all open flame candles that are not completely enclosed in hurricane globes (candelabra candles). Wax candles are not to be used on rented candelabra without complete globe protection. Northside has dripless candles for this purpose. Test placement of these candles at the rehearsal due to the air flow from the heat or air conditioning so that candles stay lit. The air can blow the wax onto floor – thus the need for plastic runners. **Wax on the carpet must be cleaned by a professional carpet cleaner arranged by Northside. Fees will be passed on to wedding party.**
3. Tape used on the floor must be gaffer's tape. Northside will provide this. Other forms of tape are not permitted as they leave residue that attracts dirt long after the wedding ceremony.
4. Decorations may not be attached to walls or furniture using nails, thumbtacks, adhesives, tape, staples, etc. as damage will occur. Pins may be used in indiscriminate places as approved by the Wedding Facilitator. The Wedding Facilitator can help answer questions about this.
5. Tulle, lights, etc. may be hung from the trusses using fishing line or equivalent.
6. Please inform the florist that the air conditioner/heater will be turned on only at a reasonable time before any scheduled event. Please ensure the floral delivery is scheduled either during church office hours or when the Wedding Facilitator will be available.
7. Ladders are located in the worship storage area. Northside cannot be responsible for accidents, so please exercise extreme caution when climbing a ladder and follow the guidelines for its use.
8. Tables can be found in the Worship Center storage area and in classroom #102. Chairs can be found in Worship Center storage area. Additional chairs and tables are located in the east storage area, but this area requires a special key so advanced planning is essential.

## **Ceremony Guidelines**

1. If a minister from Northside is conducting the wedding ceremony, young children used as ring bearers or flower girls may be asked to sit down with an adult during the ceremony portion of the wedding.
2. While flash photography will be permitted during the processional and recessional we ask that you inform the photographer to not use flash photography during the wedding ceremony while the wedding party is on the platform.
3. Photo sessions must conclude thirty minutes prior to when the ceremony begins.
4. Videographers situated on the stage should not create distraction by movement during the ceremony.

## **Changing Room Locations**

Bride's Party: Conference Room located off the main lobby. A full length mirror is available in the wedding accessories cabinet in the Worship Center storage room.

Groom's Party: Classroom #101 or 102 located downstairs next to the kitchen.

## **CLEAN UP AND CHECK OUT LIST**

To be completed prior to leaving the facility the day of the wedding:

- Please clear all personal belongings, decorations, lights, candles, etc. from the building.
- Please wipe down tables and chairs and return them where you found them.
- Please leave soiled kitchen linens in a laundry basket in the kitchen.
- Please wash, dry and put punch bowl, cups and dessert plates and silverware away.
- Please return all wedding accessories to the wedding storage closet.

## WEDDING EQUIPMENT AVAILABLE AT NORTHSIDE

22 light weight tables - 10 in Worship Center storage and 10 in room 102.

300 chairs - approximately 120 located in Worship Center storage

If you desire to use any of the brass accessories from the church, you will need to notify your Wedding Facilitator during your initial orientation. She will be responsible for reviewing the policy regarding the use of these accessories with you.

### Wedding Supplies

#### **Located in the worship storage area:**

(2) 15 light, spiral candelabra\*

(1) 15 light, broad arch candelabra\*

(2) long arm candle lighters

(20) skinny, glass globes

(4) round, glass globes

(11) glass vases

(47) 15" mechanical candles\*

(14) 8" mechanical candles\*

\*Infill waxless candles MUST be used with candelabras

(1) crystal communion goblet

(16) brass candle holders (various sizes)

(1) pen holder for sign-in table

(3) isle runners

(2) full length mirrors

(14) round tablecloths

(34) oblong tablecloths

(7) extra long oblong tablecloths

(1) old lace tablecloth

(1) large silver punch bowl with ladle

(1) box of mini lights

Additional punch bowls, trays and service sets are located in the island in the main kitchen and are available for your use. Please hand wash, do not use dishwasher on these items.

## **Helpful Suggestions for your Wedding**

### **Wedding Day**

The Worship Center typically has 500 chairs set up. The maximum seating capacity is approximately 530.

Length of the center aisle in the worship center is approximately 60 feet.

Taking pictures prior to the ceremony significantly enhances the flow following the ceremony. If the bride and groom want a special moment for the two of them, a room can be arranged for them to meet alone prior to taking pictures. Children and adults are fresher before the ceremony and the transition time to the reception is reduced significantly. Guests are not kept waiting while wedding party takes pictures.

If a receiving line is going to be used at the church, this goes more quickly if the bride and groom come back into the Worship Center and dismiss and greet the guests by row.

### **Rehearsals and Rehearsal Dinners**

Scheduling rehearsal dinners after the rehearsal speeds up the rehearsal and reduces the amount of time that musicians, sound techs, and other support staff are tied up that evening.

Strongly encourage all the wedding party to be at the rehearsal, including grandparents, ushers, etc. This always makes the wedding day flow much better! Start rehearsals on time!