

Wedding Policy

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 your friends when there is careful planning. For this reason, allow the following statements to govern your plans for your wedding here at GFC.

Please read this document to completion and initial at the bottom of each page.

FACILITY USE (FLORENCE CAMPUS ONLY):

Grace Fellowship Church permits members, regular attendees, and their children to use the facility for wedding ceremonies. A regular attendee is defined as someone who regularly attends Sunday worship services and has participated 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 Facilities Manager will work with the GFC Wedding Coordinator in regards to the preferred setup of chairs for the ceremony. GFC staff may assist with the wedding set-up if needed. Decorating can begin to take place two days prior to your wedding. Please note that all consideration will be given for the couple's 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 deposit is required for a GFC Attendee (there is no fee for GFC Members). Checks should be made payable to Grace Fellowship Church marked "WEDDING DEPOSIT". The deposit is applied to the final charge for the wedding and is refundable up to sixty (60) days prior to the wedding, should plans change. 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 the following:

- Christmas and New Year's holidays (December 21-January 2)
- Easter holiday (starting from the Friday before Good Friday and including the entire Easter weekend)
- other times when pre-scheduled conferences and events are set to take place.



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 9pm. This is necessary due to the time involved in restoring the facilities for Sunday morning worship services. Friday weddings and/or receptions must be finished by 10pm.

WEDDING RECEPTION IN CAFÉ:

Wedding receptions may only be held in the Café at GFC. If you would like to have your reception in the Café you may not have your rehearsal dinner at GFC also. Receptions in the Café can hold up to 80 people without a dance floor. 10, 60 inch tables with 8 seats per table is the most that is allowed. With a small dance floor you can seat up to 64 people. We do not supply table linens.

REHEARSAL:

The GFC Wedding Coordinator and the Facilities Manager will set an agreed upon time for the rehearsal to take place. Most likely, your rehearsal will be scheduled for the evening before your wedding. Please note that other individual's schedules, such as the A/V tech, officiating pastor, and others, will have to be taken into consideration.

UPPER AUDITORIUM STAGE:

The video screen and cross may not be repositioned or covered up. However, there is an optional black pipe and drape backdrop that can cover the video screen for an additional \$100 charge. This additional charge is not waived for Members or Members' children. 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 complete a [Guest Wedding Officiate Form](http://graceky.org/weddings) which can be found at graceky.org/weddings.

WEDDING COORDINATOR:

All weddings performed at Grace Fellowship Church must utilize the services of the GFC Wedding Coordinator. The Wedding Coordinator takes care of the facility preparation, securing the sound technician, instructing the wedding party, and overall management of 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 the 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 & videos 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 number of burning candles to a minimum. 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.

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

If flower petals will be dropped, the use of a 50 foot aisle runner is mandatory. All decorations, flowers, plants, and other equipment shall be removed from the church building immediately following its use as 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 CAFÉ:

- The time allowed for decorating the Upper Auditorium for a wedding ceremony is 2 hours maximum.
- The time allowed for decorating the Café for a reception or rehearsal dinner is 3 hours maximum.

You will be allowed to decorate each noted room one to two days prior to your event. You will need to schedule your time with either the GFC Wedding Coordinator or the GFC Facilities 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 prior to 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 in the Upper Auditorium (aside from chairs). This includes but is not limited to tables that you use and any additional chairs that you use. 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, Café, 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.

ALCOHOL:

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

CHILDCARE:

Childcare is not provided, or 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 per room 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. classrooms will be arranged for classroom use, tables/equipment will be cleaned and returned to their primary location. Trash is to be removed.

FOOD CATERING:

The facility does not have a commercial kitchen for food preparation, so only catered dinners are allowed. You will be responsible for advising your caterer that the GFC Café 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 or cannot be used.

The rehearsal dinner and clean-up must be completed by 10pm. 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 Café is used for a reception, the wedding



party is responsible for the general clean up of the Café. General clean up includes taking out the trash, cleaning up the Café (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 charge will be enforced for “above normal cleanup” from the wedding ceremony and/or reception. Examples of “above normal” clean up would include but are not limited to the following:

- carpet shampoo
- stain removal
- wall damage
- replacement of damaged GFC items

Please note that the GFC staff has the right to add or take away from this document as they see the need to do so. After you have signed this document, you will be notified in writing of any additional changes.

Wedding Fee Details

The Elders of GFC celebrate biblical marriage* and desire to partner with Members and Attendees to make this special celebration both memorable and affordable.

*As noted in the Grace Fellowship Church [Constitution and Bylaws \(Article IX\)](http://graceky.org/weddings). This can be found at graceky.org/weddings.

Fees are associated with facility use specific to janitorial, technical, and wedding coordination. Weddings are held in the **Upper Auditorium of the Florence Campus**, which will accommodate approximately 220 people (with a center aisle).

Wedding Fees are waived for Members and Members' children when booked by the Member.

Attendees of GFC will incur the following rates:

*** Ceremony and Wedding Rehearsal \$400**

Ceremony, Wedding Rehearsal and Rehearsal Dinner \$500

Ceremony, Wedding Rehearsal and Reception \$600

***Audio/Visual Tech \$150**

Pastor (Paid Directly) \$150

Stage Draping to cover screen \$100 (not waived for Members or Members' Children)

*Required

For GFC Attendees: A Deposit of \$150 is required for your wedding to be scheduled. Final payment is due two weeks prior to the event. Please pay all fees with the Florence Campus Assistant.



Please complete the following:

Please select one:

- Ceremony and Wedding Rehearsal
- Ceremony, Wedding Rehearsal and Rehearsal Dinner
- Ceremony, Wedding Rehearsal and Reception

Wedding Date _____ **Time** _____

Approximate Guest Count _____

Please select one:

- Pastoral Staff Officer _____
- Guest Officer _____

Please select one:

- Member/Members' Child: Free
- Attendee: \$150 Deposit

Total Wedding Fees Owed: \$ _____

Please sign below after you have read and agree to comply with the policies outlined in this document.

Bride: _____ **Date:** _____

Groom: _____ **Date:** _____

Office Use:

| | |
|--------------------------------------|----------------------|
| Deposit Paid: Final Payment Made: | Event Date Reserved: |
| Date/Signature: | Date/Signature: |