

WHBC Wedding Policy

Congratulations on your upcoming wedding! Your engagement is an important time and we are excited that you have chosen us to be a part of your engagement process, your ceremony and future marriage. This packet contains important information that will help you as you begin this journey.

At West Highland, we believe that marriage is a lifetime commitment that is honored by God. This belief plays an important role in our premarital process. We feel that marriage counseling is a necessary step and we require your participation in marriage counseling prior to your marriage ceremony. Talk to a WHBC Pastor for a counseling referral or to see if your officiating Pastor will be able to conduct your counseling.

When choosing a date, please keep in mind:

- No more than one wedding will be scheduled on a given day.
- No weddings will be scheduled on New Year's Day, Easter Weekend, Thanksgiving Weekend, Christmas Eve or Christmas Day. During the month of December, weddings will not be held at WHBC but an officiating Pastor can commit to an off-site wedding, if his schedule permits. Exceptions may be made for members, but further decoration and scheduling limitations will apply.
- Scheduled Church activities generally will not be changed to accommodate weddings.
- Please realize that emergency needs for the church facility and/or the Pastor may arise, such as funerals or natural disasters. If such emergencies arise the WHBC Wedding Coordinator will contact you to make arrangements. However, every effort will be made to work around the schedule given to the office and placed on the calendar.

Fees

The wedding fees are to cover building usage, the WHBC Wedding Coordinator and Sound Technician. Building fees are waived for church members; however, the fees for the WHBC Wedding Coordinator and Sound Technician remain.

Members:

Sanctuary Usage - Waived
Reception/ Community Room - Waived
WHBC Wedding Coordinator - \$200
Sound/ Media Technician - \$75 Rehearsal and Wedding
Pastoral Honorarium Suggested - \$150 - \$200
Custodian (if needed) - \$50 Wedding only - \$100 Wedding and Reception

Non – Members:

Sanctuary Usage - \$250
Reception/ Community Room - \$150
WHBC Wedding Coordinator - \$200
Sound/ Media Technician - \$75 Rehearsal and Wedding
Pastoral Honorarium Suggested - \$150 - \$200
Custodian (if needed) - \$50 Wedding only - \$100 Wedding and Reception

Custodial Needs

The wedding couple is responsible for all of the rooms used during the ceremony being returned to the condition in which they were found. If, the wedding couple would prefer, we have a custodian who can provide that service for the stated fee.

Deposits and Final Payments

A \$100 refundable security deposit will be collected to secure your date. Any destruction of property or unplanned need of custodial services will void deposit return. The Bride and Groom will be responsible for any damages that exceed the security deposit amount. Final payment is due at the final walk through, (rehearsal) before your wedding day. In the event the wedding is postponed or cancelled, and notice is given at least 30 days prior to the scheduled date, WHBC will issue a full refund. The refund will be mailed within 30 days of cancellation notice.

Wedding Coordinator

The purpose of the WHBC Wedding Coordinator is to come alongside you and your fiancé to ensure your experience is enjoyable and your event runs as smoothly as possible. Those of you who are using the facilities for your ceremony are required to use the WHBC Wedding Coordinator who will be a resource for any questions that may arise during the engagement, with regards to building usage. The WHBC Wedding Coordinator will schedule any additional meetings that may be needed to discuss overall concepts and rental options as well as schedule your rehearsal. The WHBC Wedding Coordinator will also be on site for your rehearsal and ceremony to handle any unexpected building/rental issues. WHBC's Wedding Coordinator oversees all weddings at our Church, serve as a liaison with the church staff, and will help you interpret these guidelines as you plan your wedding.

Sound/ Media Technician

We require that a member of our Sound/ Media Team be present during the rehearsal and wedding. The Wedding Coordinator will make all necessary arrangements with the team. The fee stated above includes the rehearsal and the wedding service. Additional fees may apply for additional technician services.

Caterers

Caterers are welcome to use the church kitchen and appliances, but should supply their own linens, flatware, dishes, pots, pans and paper products. The WHBC Wedding Coordinator will be able to explain how to use the needed equipment. At the conclusion of the dinner or reception, the caterer is responsible for removing all items brought into the church for the event, as well as leftover food and drinks. The kitchen counters and any equipment used should be thoroughly cleaned. The Custodian will remove kitchen garbage and mop the floor. Please remember that no alcoholic beverages are allowed on church property at any time.

Decorations and Set Up

Our Sanctuary has been designed as a beautiful space, appropriate for any service of Christian Worship. When planning decorations, please observe the following:

- Additional decorations should be designed to enhance the beauty of the Sanctuary.
- No furnishing or church equipment should be removed from the Sanctuary unless approved by the Wedding Coordinator.
- No tacks, pins, nails, or glue may be used to attach decorations to the building or its furnishings.
- Birdseed, rice, and confetti are not to be used inside the church facility.
- The furnishings, floors, and carpets must be fully protected at all times from moisture and candle wax. You will be responsible for any damage and may be responsible for professional cleaning should it be necessary.
- All decorations, equipment and personal items must be removed immediately following the service or reception.
- The church is not responsible for the security of personal items left unattended in the building.
- All couples married at WHBC must agree to cooperate with the Wedding Coordinator to ensure that the church can be properly cleaned before the next scheduled program.
- All facilities are to be left in the same condition and set-up arrangement in which they were found.

Facilities

The Sanctuary will seat 200-250 people. The Community Room will accommodate 300 people.

A dressing room will be available for the bride and her party to dress at the church. One hour before the ceremony is generally sufficient, but additional time may be available by prior arrangement. A like courtesy will be extended also to the groom and his attendants upon request.

Flowers

If you wish to leave your wedding flowers for use in our worship services, please notify the WHBC Wedding Coordinator when your wedding is scheduled.

Furnishings

Please make arrangements with the WHBC Wedding Coordinator for use of specific items.

Minister

A minister on staff at WHBC will normally preside over a wedding in the Church. However, with prior approval, a minister from outside WHBC may perform the wedding. If this is the case, please notify the WHBC Wedding Coordinator as soon as possible. They will send the outside minister a copy of these guidelines.

Music

A church wedding is a service of worship and any music used must be suitable for church services. The WHBC Wedding Coordinator will assist you with the selection of appropriate music. WHBC does not provide musicians for weddings. However, if indicated on your Request for Sanctuary Use form, the Wedding Coordinator may know of vocalists or musicians that can be contacted.

Rehearsal

Unless special approval is given, a rehearsal with the Pastor (if available) and the WHBC Wedding Coordinator present is required for every wedding. The rehearsal will be the night prior to the wedding unless other arrangements need to be made.