

CONGRATULATIONS ON YOUR UPCOMING WEDDING!

We are delighted to be able to share this special day with you and want to assist you as you make plans for your wedding. I hope that this brochure provides you with the information you need, but please let me know if you have any questions.



Bailey Orander

Front Office Manager
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317.882.8463

REQUESTING A PASTOR

The following Pastors may be available to officiate weddings for your requested date:

- **Chris Clay**
- **Clay Orander**

The fee for the Officiating Pastor is \$200, made payable to him/her and is due one month prior to the wedding.

To secure an officiant and begin the wedding process, please have all wedding paperwork (Wedding Request Form, Bride & Groom Information, etc.) turned in to the front office 6 weeks prior to your wedding date.

FEES

- **Officiating Pastor**
\$200 (payable to the Pastor)

If using our facility . . .

- **Facility Fee**
\$200 (payable to VCC)
\$50 is required to secure your date. The remaining \$150 is due one month prior to the wedding. Members are not required to pay the facility fee.
- **Audio Technician (optional)**
\$75 (payable to the technician)
- **Video Projection/Lighting Technician (optional)**
\$75 (payable to the technician)

A Janitorial Service Fee will be charged if the facility is not returned to its original state.

WEDDINGS AT VCC



512 S. MADISON AVE. • GREENWOOD, INDIANA
317.882.8463 • VCCINDY.ORG

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USING OUR FACILITY:

REQUESTING TO USE OUR FACILITY

Due to our weekend celebration times, our 800-seat auditorium is available on a limited basis.

- **Monday-Friday** weddings must be completed and cleaned up by 9pm.
- **Saturday** weddings must be complete and cleaned up by 1pm. Building will be available at 9am.
- ***The auditorium is not available on Sundays.***

Some important details:

- The facility may be accessed up to 3 hours before the wedding begins.
- A janitorial service fee will be charged if the facility is not returned to its original state after the ceremony.
- We are unable to schedule any weddings in the auditorium more than 6 months in advance.
- A VCC Pastor must participate in any wedding occurring at VCC.

If you are planning to use our facility please continue reading as the next sections pertain specifically to our facility.

REHEARSAL

Rehearsals are a great way to practice running through the wedding. It will help alleviate any normal nervousness and answer any questions you may have. The rehearsal will last approximately one hour and will include all the elements of your planned ceremony—the music, seating of parents and guests, placement of aisle runner, processional, ceremony, lighting of candles, recessional, receiving line, photographs, etc.

Due to church functions, the auditorium is available on a limited basis* for rehearsals.

**** The auditorium is not available after 5pm on Thursdays.***

DECORATIONS

It's your special day, and we hope you can express yourself through the decorations of your choice! All we ask is that the facility is protected against staining, scratching and other damage from your decorations.

AUDIO/VIDEO & LIGHTING

VCC would be happy to offer their equipment and staff for any audio and/or lighting & video projection needs (based on availability). The technician(s) will be at the rehearsal and the wedding. Music and media must be provided (preferably on a USB drive).

The fee is \$75 for an audio technician and/or \$75 for a lighting/video technician.

OTHER IMPORTANT DETAILS

- Your wedding is a memory in the making, so feel free to hire a professional for video and photography.
- As the bride and groom leave the facility after the wedding, bubbles may be used, but not rice or bird seed.
- Alcohol is not permitted in the building or on the property at any time.
- Smoking is permitted only in the designated smoking area outside the north entrance. It is not permitted anywhere else.
- If you will be using an aisle runner, we recommend these dimensions : 73' long and 4'2" wide.
- Our facility is not available for rehearsal dinners or receptions.