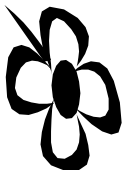
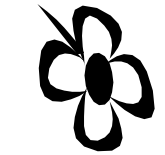


Wedding Facility Use Policy

Harvest Community Church
4284 Orphanage Rd
Concord, NC 28027
704-788-9211



Wedding Planning Checklist

Congratulations, you are getting married!
Here is a checklist to help you get started...

Now...

1. Carefully read the Wedding Policy and make a list of questions you have.
2. Contact a Pastor to officiate your Wedding and secure the date on his calendar. Harvest Community Church Pastoral Staff includes:

Pastor Matt Turbedsky
Pastor Sarah Turbedsky

3. Call the Wedding Director, Meredith Burris, for *tentative* facilities reservations for your rehearsal, wedding and reception. She will guide you through the entire process and answer any questions you have. **Reservations are not final until confirmed by the Wedding Director and the required paperwork and fees are received.** Once the date has been tentatively confirmed, the receipt of your deposit confirms your wedding date with HCC Facilities. The deposit is required within 10 business days to the Wedding Director.

Harvest Community Church believes 1) that marriage is a Biblical covenant relationship between a man and a woman as further defined by our Bylaws and 2) that a wedding is a sacred religious service. Therefore, Harvest reserves the right based on religious grounds to determine 1) who may wed in its facilities, 2) what service elements are permitted and 3) what activities occur on Church properties.

4. Complete the Wedding Contract and Record of Wedding, Part I and return it, along with the required deposit to the Wedding Director:

Meredith Burris
704.453.1649
meredithlbarris@gmail.com

5. All couples getting married at Harvest Community Church must complete at least four sessions of pre-marital counseling together with the officiating HCC pastor or an approved outside pastor. Please contact your pastor directly to schedule these counseling sessions.

30 Days Prior to the Wedding Date...

1. Return the Record of Wedding, Part II, along with the balance of fees payable to Harvest Community Church, to the Wedding Director at the above address
2. Have pre-wedding meeting with the Wedding Director to finalize arrangements.

At the Wedding Rehearsal...

1. Pay remaining fees to the Wedding Director.

Your cooperation with these guidelines helps us ensure things go smoothly for your special day. We look forward to working with you during this exciting time in your life.

Wedding Policy

Congratulations! The staff and congregation of Harvest Community Church rejoice with you in your decision to join together in Christian marriage in our church. A wedding is one of the most joyous and sacred moments in life. As you enter into the covenant of marriage, we are eager to help make the wedding ceremony both beautiful and memorable.

Harvest Community Church believes 1) that marriage is a Biblical covenant relationship between a man and a woman as further defined by our Bylaws and 2) that a wedding is a sacred religious service. Therefore, Harvest reserves the right based on religious grounds to determine 1) who may wed in its facilities, 2) what service elements are permitted and 3) what activities occur on Church properties.

Following are the policies and procedures for all weddings that are conducted at Harvest Community Church:

Arrangements

Arrangements need to be made for the facilities with the Wedding Director and with an officiating pastor. (*See the wedding planning checklist.*)

Your first responsibility is to tentatively reserve the wedding date on the facilities calendar through the Wedding Director, Sarah Turbedsky. Once the date is confirmed then you may schedule with a pastor to officiate your wedding. Lastly, you must return a completed Wedding Contract and Record of Wedding, Part I, along with applicable fees, to the Wedding Director.

No wedding date is considered final until these steps are completed.

When choosing a date, please keep in mind:

- 🔔 *No more than one wedding will be scheduled in a given week and no more than two weddings will be scheduled per month.*
- 🔔 ***No weddings will be scheduled the weeks of Easter, Thanksgiving, Christmas, New Year's, Memorial Day Weekend, and Labor Day Weekend.***
- 🔔 ***Package E Weddings are the only ones available to be scheduled on a Sunday and can begin no earlier than 2:00 pm.***
- 🔔 ***Weddings with receptions scheduled on Saturdays can begin no later than 5:00 pm.***
- 🔔 *Scheduled church activities always have priority.*

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 Wedding Director or Kitchen 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 drink. *The kitchen counters and any equipment used should be thoroughly cleaned.* Our custodian will remove kitchen garbage and mop the floor. ***Please remember that no alcoholic beverages are allowed on church property at any time.***

Decorations

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 furnishings or church equipment except the pulpit, monitors and microphones may be removed from the sanctuary, nor may decorations be placed upon the pulpit.
- 🔔 No tacks, pins, nails or glue may be used to attach decorations to the church building or its furnishings.
- 🔔 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 from the building immediately after the service if the reception is held at another location. If the reception is held in the lobby, the sanctuary and any dressing rooms are to be emptied immediately following the reception. The lobby must be emptied of all personal belongings and decorations promptly. The church is not responsible for the security of personal items left unattended in the building.
- 🔔 All couples married in this church agree to cooperate with the wedding director and the custodian to assure 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.
- 🔔 No rice or anything artificial that would be harmful to the grounds or local wildlife may be thrown at any time on church property. *Birdseed is acceptable.

Facilities

The sanctuary and kitchen are available to members and non-members provided they comply with the wedding policy. ***The sanctuary will seat 300 guests. The lobby is available for small cocktail style receptions under 75 guests.*** The kitchen appliances are available for your use. The church does not provide glassware, silverware, dishes, pots and pans or paper products. Absolutely, under no circumstances is any alcohol allowed at any time during a wedding, rehearsal or reception. Dancing is also prohibited.

Flowers

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

Furnishings

Specific items should be reserved on the Wedding Contract. Furnishings from other parts of the church may not be used without **prior** permission. Please check with the Wedding Director on available furnishings (tables, podiums, etc.).

Minister

A minister on staff at HCC will normally preside at a wedding in the church. However, if approved by the Senior Pastor, a minister from outside HCC may perform the wedding. If this is the case, please notify the Wedding Director as soon as possible. She will send the outside minister a copy of these guidelines.

If you wish to include the minister in any of the wedding festivities (i.e. parties, rehearsal dinners, reception, etc.), invitations should be issued as early as possible. Please keep in mind that our ministers have numerous other responsibilities so their availability is limited.

Music

A church wedding is a service of worship and any music used must be suitable for church services. The Wedding Director will have all music to be used during the wedding services approved by our Worship Pastor. She will also schedule a sound technician, required if you are using our audio equipment.

Photography/Videography

The wedding party is encouraged to complete as much of the photography as possible before the ceremony in order to speed the transition from wedding to reception.

Flash photography from guests is prohibited during the ceremony.

Video photography is allowed during the ceremony; however no supplemental lighting may be used. Video camera equipment must be in inconspicuous locations and stationary on a tripod, normally in the balcony or on the stage wings.

All hired still photographers and videographers are required to meet with the Wedding Director at the rehearsal to go over the church's guidelines of acceptable parameters for shooting photos/video footage during the ceremony.

Pre-Marital Counseling

Couples who will be married by an HCC pastor are **required** to participate in at least four sessions of pre-marital counseling together with the HCC officiating pastor or an approved outside pastor.

Rehearsal

Unless special approval is given, a rehearsal with the pastor and the Wedding Director present is required for every wedding. The rehearsal will be the day prior to the wedding unless special arrangements are made. ***You will be allotted two hours for rehearsal (we recommend arriving one hour early to decorate).*** Please be mindful of your start and end times. At no time will anyone be allowed on church property while under the influence of alcohol or other drugs. The Wedding Director and Pastor have the authority to remove anyone from the campus that appear to be under the influence of alcohol or other drugs.

Wedding Director

If your wedding will be at HCC, you must use our Wedding Director. She is trained in the technical and religious standards established in these guidelines for weddings and wedding rehearsals. The Wedding Director will serve as your liaison with the church staff and will help you interpret these guidelines as you plan your wedding.

The Wedding Director will provide basic procedural directions at the rehearsal and during the ceremony and will provide access to all necessary church facilities. The Wedding Director is **NOT** responsible for helping choose florists, caterers, or any other vendors nor is she responsible for planning/directing receptions.

Based on personal experience, the Wedding Director may recommend florists, caterers, or other wedding professionals, but the Wedding Director may not make any arrangements with those individuals, nor should the Wedding Director's recommendations be considered an endorsement of a particular business by HCC.

If you have an outside wedding consultant, you are still required to use our Wedding Director for the reasons given. The two will work together in planning your events.

You should plan to meet with the Wedding Director at least 30 days prior to the wedding to finalize details of the occasion.

The pastors and staff of Harvest Community Church hope that this document has provided you with the information you need to plan your wedding. We are ready to help you in whatever ways possible and wish you all the best.

Record of Wedding Part I

(Return to the Wedding Director with the appropriate fees to finalize your reservation)

Wedding Date	Wedding Time
Rehearsal Date	Rehearsal Time
Bride's Name	Name to be used in Ceremony
Groom's Name	Name to be used in Ceremony
Officiating Minister	Wedding Director
Bride's Mother & Father	Groom's Mother & Father
Bride given in marriage by	Matron of Honor
Maid of Honor	Best Man
Bridesmaids	Groomsmen
Flower Girl	Ring Bearer

Record of Wedding Part II

(Return to the Wedding Director 30 days prior to the wedding with balance of facilities fees payable)

Wedding Date:
Bride's Name:
Groom's Name:
Pianist:
Other Musicians:
Soloists:
List of Music:
Florist: Phone Number:
Description of Floral Arrangements:
Photographer: Phone Number:
Videographer: Phone Number:
Caterer: Phone Number:
Location of Reception:
Special Instructions:
Disposition of Wedding Flowers:

Harvest Community Church Wedding Contract

(Return to the Wedding Director with appropriate fees and Record of Wedding, Part 1 to finalize your reservation)

Bride: _____ Age: _____

Address: _____

Home Phone: _____ Work Phone: _____

Email: _____ Alternate phone: _____

Occupation/School: _____

Groom: _____ Age: _____

Address: _____

Home Phone: _____ Work Phone: _____

Email: _____ Alternate phone: _____

Occupation/School: _____

Future Address: _____

Member of Harvest Community Church: Bride: Yes No Groom: Yes No

Facilities/Furnishings Requested:

Rehearsal Date/Time _____

Sanctuary Kitchen Lobby

Tables - type/number _____ Chairs/number _____

Wedding Date/Time _____

Sanctuary Kitchen Lobby

Tables - type/number _____ Chairs/number _____

We have thoroughly read, understand and agree to comply with the wedding policy of Harvest Community Church.

Bride's Signature

Date

Groom's Signature

Date

Wedding Packages

		Members	Non-Members
Package A:	Full Ceremony & Rehearsal	\$800	\$1,500
	<ul style="list-style-type: none">• Includes all custodial, media/tech personnel, and wedding director fees for rehearsal and ceremony.• Center aisle.• Clearing of musical instruments and equipment on the platform.• Dressing rooms for bridal parties.		
Package B:	Full Ceremony & Rehearsal Dinner	\$1,000	\$1,700
	<ul style="list-style-type: none">• All services listed in Package A.• Set up and tear down of tables and chairs in lobby.• Use of kitchen for food preparation.• Extended service of Wedding Director and Facilities Manager.		
Package C:	Full Ceremony & Reception	\$1,400	\$2,400
	<ul style="list-style-type: none">• All services listed in Package B.• Extended service of Wedding Director, Media/Tech personnel, and Facilities Manager.		
Package D:	Full Ceremony, Rehearsal Dinner, & Reception	\$1,600	\$2,600
	<ul style="list-style-type: none">• All services listed in Package C.• Extended service of Wedding Director, Media/Tech personnel, and Facilities Manager.		
Package E:	Small Ceremony & Reception	\$500	\$1,000
	<ul style="list-style-type: none">• Limit of 2 bridal attendants per side (bride and groom).• Minimal decorations in sanctuary and lobby. (approved by Wedding Director)• Cake and punch style reception in lobby with minimal set up. (approved by Facilities Manager).• Live music performances to be approved by Media/Tech personnel.• Ceremony & Reception limited to 3 hours.		

**This package does not include a center aisle, clearing of the platform, or a rehearsal the day before.*

**Clearing of drums & drum shield from platform is available at an extra cost of \$100 per package.*

**Couples must have attended services regularly at Harvest for at least 6 months before scheduling their wedding to be considered as church members*

A **50% deposit of all fees will be due at the time of reservation.
Remaining balance is due 30 days before wedding*

