



# 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/her 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 Foursquare 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.

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, Meredith Burris. 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 from mid-November – early January, the weeks of Easter, Thanksgiving, Memorial Day Weekend, or 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 may be removed from their original placements without prior permission.
- 🔔 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 can accommodate receptions for a maximum of 75 guests standing or 45 seated with tables.*** The kitchen appliances are available for your use (refrigerator, ice maker, oven for warming). 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, however, it is not her responsibility to 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 above. The two will work together in planning your wedding.

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

		<b>Members</b>	<b>Non-Members</b>
<b>Package A:</b>	<b>Full Ceremony &amp; Rehearsal</b>	<b>\$800</b>	<b>\$1,500</b>
	<ul style="list-style-type: none"><li>• Includes all custodial, media/tech personnel, and wedding director fees for rehearsal and ceremony.</li><li>• Center aisle.</li><li>• Clearing of musical instruments and equipment on the platform.</li><li>• Dressing rooms for bridal parties.</li></ul>		
<b>Package B:</b>	<b>Full Ceremony &amp; Rehearsal Dinner</b>	<b>\$1,000</b>	<b>\$1,700</b>
	<ul style="list-style-type: none"><li>• All services listed in Package A.</li><li>• Set up and tear down of tables and chairs in lobby.</li><li>• Use of kitchen for food preparation.</li><li>• Extended service of Wedding Director and Facilities Manager.</li></ul>		
<b>Package C:</b>	<b>Full Ceremony &amp; Reception</b>	<b>\$1,400</b>	<b>\$2,400</b>
	<ul style="list-style-type: none"><li>• All services listed in Package A.</li><li>• Extended service of Wedding Director, Media/Tech personnel, and Facilities Manager.</li></ul>		
<b>Package D:</b>	<b>Full Ceremony, Rehearsal Dinner, &amp; Reception</b>	<b>\$1,600</b>	<b>\$2,600</b>
	<ul style="list-style-type: none"><li>• All services listed in Packages A and B.</li><li>• Extended service of Wedding Director, Media/Tech personnel, and Facilities Manager.</li></ul>		
<b>Package E:</b>	<b>Small Ceremony &amp; Reception</b>	<b>\$500</b>	<b>\$1,000</b>
	<ul style="list-style-type: none"><li>• Limit of 2 bridal attendants per side (bride and groom) and 50 guests total.</li><li>• Minimal decorations in sanctuary and lobby. (approved by Wedding Director)</li><li>• Cake and punch style reception in lobby with minimal set up. (approved by Facilities Manager).</li><li>• Live music performances to be approved by Media/Tech personnel.</li><li>• Ceremony &amp; Reception limited to 3 hours.</li></ul>		

*\*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*

<b>Package F:</b>	<b>Outdoor Weddings</b>	<u>Members</u>	<u>Non-Members</u>
		<b>\$600</b>	<b>\$1,000</b>
		<b>\$1,000</b>	<b>\$1,500</b>

Ceremony only (w/rehearsal day before)

Ceremony & Reception

- The bride and groom will be responsible to rent/provide the following items from outside vendors other than Harvest Community Church if they wish to have them:
    - Tent(s)
    - Chairs
    - Tables
    - Linens
    - Decorative items
    - Sound equipment for playing music
    - Extension power cords
    - Port-a-jons
  
  - Only the bridal party and immediate family will have limited access inside the church building before and after the ceremony/reception.
  
  - Caterers will have access to the church’s kitchen to prepare food.
  
  - All rented items must be picked up and removed from the church property immediately following the ceremony/reception. Items will not be allowed to be left on church grounds overnight. Harvest Community Church will not be held responsible for rented or personal items left on church property overnight that become lost or damaged.
  
  - **Inclement Weather Policy:**
    - Decisions regarding inclement weather will need to be made no less than 48 hours before the day of the wedding.
    - Ceremony may be moved inside to the sanctuary as is:
      - A center aisle will not be available
      - The stage will not be cleared
    - Minimal decorations must be approved by the Wedding Coordinator.
    - Receptions inside the church lobby can only accommodate a maximum of 100 guests standing and 50 seated.
- \*Additional rooms may be set up to help accommodate larger parties.  
 \*This will be at the discretion of the Wedding Coordinator and will incur additional fees.