



thefather's house

Wedding Ceremony Policy and Guidelines

Securing the Date:

To secure your date at The Father's House you must fill out a Wedding Request Form return it to the office with a \$100 deposit check.

Counseling:

If the wedding ceremony will be conducted by a minister of The Father's House, than marriage counseling is a requirement that must be met prior to the wedding date. Upon meeting with the pastor, a determination will be made as to how many sessions will be needed.

The couple will be expected to schedule a session with the Wedding Coordinator and purchase the book, "*Preparing for Marriage.*" (\$10.00 per book) The couple should complete the first three chapters before the first scheduled session.

If you are only renting the facility and will be utilizing a Pastor not affiliated with The Father's House you are not required to meet the counseling requirement.

Facility Policy:

Proper respect for the premises and property is expected and groups using the facilities will be expected to restore rooms used to a reasonable degree of cleanliness to minimize additional clean-up time for church custodians.

The group using the facility will be held responsible for any damages such as breakage, vandalism or neglectful use of property occurs. A minimum fee of \$250 will be charged to the wedding party if any of the above occurs up to the cost of repair.

The rental fee charged allows TFH to hire in Janitorial staff to set the Sanctuary and prep the foyer and dressing rooms prior to the wedding rehearsal. As well as cleanup of the sanctuary, foyer, restrooms and dressing rooms following the wedding ceremony.

It is the responsibility of the bridal party to take with them following the wedding ceremony all personal items out of the dressing rooms, any décor, presents, or other misc. items.

No alcoholic beverages or drug use will be tolerated on the premises. If any of these items are found on the premises, TFH reserves the right to ask said parties to leave the premises.

Smoking is allowed ONLY in the parking lot away from the entrances.

If you will be having guests celebrating the bridal party upon departure the following items are NOT allowed: sparklers, fireworks, rice, or silly string.

Dressing Rooms:

There will be one room designated for the bride and attendants and one room designated for the groom and attendants. The Wedding Coordinator will assist you with the location of the designated rooms.

The Bridal Party is expected to remove all personal belongings from dressing rooms following wedding ceremony. The Father's House is not responsible for any lost or stolen items.

Nursery:

There will be no nursery available.

Decorations

All arrangements will be made through the Wedding Coordinator as to when decorating of sanctuary, foyer, etc. may take place.

The facility will not be available for decorating until (1) day prior to the wedding day.

The Father's House does offer the rental of decorations. If decorations are rented from The Father's House, a staff member will set up and tear down all rented decorations.

Please ask your Wedding Coordinator for the Decorations Book for review.

**There will be no drugs or alcohol allowed on the premises. It is the obligation of the wedding party to make sure that all members of the group are made fully aware of this rule.*

**We ask that you throw birdseed, bubbles, or flowers, NO RICE or silly string, or anything that is not biodegradable.*

The following items may not be removed from their set location for the ceremony:

- Information Booths located in the foyer
- Floral/greenery located in the foyer or sanctuary
- Any pictures, banners or wall hangings
- The altar and all of the altar dressings
- Musical Equipment

Anything that you would like moved you may discuss with the Wedding Coordinator as to whether or not it may be moved or not.

We ask that bridal party provides a plastic bin for TFH Staff to place any items such as extra bulletins, unity candles, etc in for the bridal party to pick up no later than 1 week following the wedding ceremony.

Ceremony/Reception Times

The Father's House is available for Wedding Ceremonies on Friday evenings and Saturdays. All weddings must be over no later than 10:00pm.

Meals

The facility is not available for receptions or rehearsal dinners.

Communion

The Father's House will provide the communion elements for the Bride and Groom, wedding party and/or parents if requested. You may request that the entire congregation be served communion however there will be a charge for both the elements and personnel to prepare the communion and ushers to assist during this process.

Music

Any music chosen to be played during the ceremony is at the discretion of the Bride and Groom. No songs with vulgar lyrics will be allowed played or sung within the facility. We request that if utilizing tracks they be on a compact disc (CD) it is highly recommended that all the tracks be on (1) one CD. We do have the capability for iPods if you choose.

If you are using live music all musicians and singers must be in attendance at the Rehearsal so to give the Sound Engineer an idea of how to prepare. If you choose to use live music, it is the responsibility of the bridal party to secure said musicians and pay them directly. The Father's House will not coordinate musicians.

Whether the music is live or tracks a sound engineer will be hired by The Father's House.

Video

The Father's House upon request will provide personnel to video record your wedding ceremony. If you choose this option the minimum is (2) two staff. This fee will guarantee you (1) one DVD for your keeping. Any additional DVD's may be purchased at \$15.00 per DVD.

Pictures

It is highly recommended that all pictures be taken prior to the start of the wedding ceremony. Although we understand it is customary to wait till after the ceremony we have found through our experience that it makes the reception attendance lack when pictures are taken following the wedding.

Payment of Fees:

Must be received one week in advance of the wedding ceremony. We accept check, credit card, debit card, or money order.

Facility Rental Fees

Sanctuary Fee

Member.....\$250.00 _____
 Non-Member.....\$700.00 _____
 Center Aisle.....\$100.00 _____

Sound Fee.....\$25.00 _____

Video Fee

Video Controller.....\$25.00 _____
 1 Camera.....\$25.00 _____
 2 Camera.....\$25.00 _____

Supplies Fee

Bulletins

Production Fee.....\$50.00 _____
 \$.50 per bulletin
 50.....\$25.00 _____ 150.....\$75.00 _____
 100.....\$50.00 _____ 200.....\$150.00 _____

Communion

Bridal Party.....\$FREE of Charge

Congregation

50.....\$25.00 _____ 150.....\$75.00 _____
 100.....\$50.00 _____ 200.....\$150.00 _____

Total amount Charged: \$ _____
 10% deduction for picture times: \$ _____
 Decorations \$ _____
 Total Due: \$ _____

Form of Payment: CK CC DC MO

Date of Payment: _____

Facility Request Form

This form, along with a \$100 non-refundable deposit must be received and approved 120 days prior to the wedding date. Please complete the following information and turn it into the office at The Father's House, 1505 East 20th.

Upon approval, a time will be scheduled with TFH's Facility Coordinator to go over all of the details of your wedding as well as answer any questions you may have.

Brides Information:

Name: _____ Phone: _____
Address: _____
City: _____ State: _____ Zip: _____
Email Address: _____

Grooms Information:

Name: _____ Phone: _____
Address: _____
City: _____ State: _____ Zip: _____
Email Address: _____

Date of Wedding: _____
Time of Wedding: _____ Estimated # of Guests: _____
Will you be using a Pastor of TFH: YES NO (circle one)
If No, who will you be using: _____

I have read and agreed to all of the Policies and Guidelines of the TFH Facility Rental information provided to me.

Signature of wedding party representative

Date

For Office Use ONLY

Approved _____

Deposit Paid _____ *Amount* _____ **CK** **CASH** **CC**