



WEDDING POLICY For Non-Woodridge Church Members

(At time of application, church members must have been a member of Woodridge for a minimum of 6 months to qualify as a church member under Wedding Policy guidelines.)

Your wedding is a sacred occasion. It will be most meaningful to you, your families and friends when there is careful planning. For that reason, all wedding parties must schedule and plan their wedding through Woodridge's Wedding Staff Liaison . A \$500 non refundable fee is charged and this fee must be paid payable to the Wedding Staff Liaison at the time the date is approved and before the wedding is put on the church calendar. The following statements will govern your plans for your wedding here at Woodridge Baptist Church of Kingwood. Only the wedding and rehearsal may be scheduled using the Woodridge facilities. Non-Woodridge members may not schedule facilities for rehearsal dinners or wedding receptions. We sincerely believe these policies to be the most suitable and practical for all concerned. Please read them carefully. Woodridge Baptist Church practices the biblical teaching that marriage is between one man and one woman; therefore, marriages outside those parameters will not be permitted on church property.

SETTING THE TIME OF YOUR WEDDING

Careful planning is necessary for ALL weddings. You will want to meet with the Wedding Staff Liaison as early in advance as possible so that the use of the church space can be arranged without conflict. The date of the wedding is set in consultation with the Wedding Staff Liaison who will clear the date with the church staff. At your consultation meeting with the Wedding Staff Liaison, the wedding application form is completed, deposits are paid, and you will make arrangements for your conference(s) with the Pastor or his designee. At the time the date of the wedding is approved, and if the deposits and the Wedding Staff Liaison fee have been paid, the wedding will be placed on the church calendar.

It is extremely important that the exact time indicated for the rehearsal and wedding be observed, and care should be taken to have all members of the wedding party in their place at the time indicated.

Weddings may be held in the main sanctuary. If the couple wishes to have it elsewhere, they need to check with the Wedding Staff Liaison regarding the availability of the other facilities.

If the wedding is held in the main sanctuary, please note: **THE MAIN STAGE CURTAIN WILL REMAIN CLOSED FOR THE CEREMONY. THE WEDDING PARTY MUST USE THE STAGE AREA IN FRONT OF THE CURTAIN ONLY.**

Weddings may not commence any later than 7:00 p.m. **The facilities must be completely vacated by 8:45 PM (this includes all paraphernalia – i.e.: candles, flowers, etc.).**

Weddings may not be scheduled on Sundays or the weekends of any major holidays, i.e. Christmas, New Years, and Easter, etc. **Non-church members may not schedule more than six months in advance.**

YOUR WEDDING MUSIC

It is important to keep in mind that a church wedding is a service of the Church, and the music should be in keeping with the reverence that is observed upon entering the House of the Lord. The bride should provide in print the list of songs and music that will be used in the wedding to the Wedding Staff Liaison at the time of the 60 day walk thru for the approval of the Minister of Music. If the accompanist is other than a Woodridge Accompanist, he/she must be approved by the Pastor or the Minister of Music.

When there is to be a soloist, it will be the responsibility of the couple to see that the soloist contacts the accompanist. In order to help insure a beautiful wedding and also to maintain high musical standards, final approval of any vocalist's selections and all music played at the ceremony will be made by the Pastor or the Minister of Music of the Church.

FLOWERS AND DECORATIONS (PLEASE NOTE, AND GIVE TO FLORIST)

In the sanctuary of the Church there exists a setting for a sacred service, which is dignified and beautiful. A minimum of decorations is required and this should be carefully planned. It is the responsibility of the couple to arrange with a florist for decorations.

Facility(ies) Damage Deposit: Bridal party shall be required to post a damage deposit for each facility used. This would be for damage of any kind – including, but not limited to, candle wax, inappropriate equipment, not cleaning up, etc. This would also include damages caused by any of the wedding parties' vendors, i.e. florist, etc. This deposit will be returned to the bride within 2 weeks following the wedding as soon as inspection is made and facilities have been checked and found to be in order.

Whenever candles are used, they must be of the drip-less variety and must be in candelabra, which will catch and contain all drippings so that the floor will be thoroughly protected. Any place where candles are used, the floor below the candles must be covered by some protective means. Bridal party will be held directly responsible for the cleaning of wax from all floor coverings and furniture in every case.

Under no conditions shall decorations be attached to the seating, other furniture, floors, isles, or walls by pinning, gluing, taping, or nailing. If seating bows are used, proper clips must be used.

All decorations and any other wedding items shall be removed from the facilities immediately following its use – no later than 8:45 PM. Florist will be given one hour to remove decorations once the wedding party has completed the after wedding photos.

Cleaning of all facilities will be accomplished by church custodial employees.

Air-conditioning or heating will be turned on only at a reasonable time before any scheduled event (in any case, no more than eight hours in advance of any event). Florists should note this and not bring flowers too early. If it is desired for earlier operation of air-condition or heating, it may be provided at an extra charge. Please see fee schedule.

Florists, their employees, and all service company employees must refrain from the use of irreverent language, discourteous actions or smoking inside the building.

Logistics for stage set up

- The main stage curtain shall remain closed for ALL weddings.
- Instruments, music stands, etc. that are not needed will be concealed behind the stage curtain.
- Decorative plants may be used upon request of bridal party. Custodial staff will be in charge of bringing them to the front of the facility and returning them to their original locations. The bridal party will be responsible for arranging the plants on stage as desired.
- Audio/Visual and lighting equipment may not be operated by anyone other than the trained Woodridge Media Staff.
- Any extra setup time must be scheduled at the time of the 60 day out walk thru.

AUDIO-VISUAL GUIDELINES

A Woodridge Sound Technician is REQUIRED at every wedding. Only trained Woodridge Media Staff are allowed to operate Woodridge's equipment.

If any video presentation or computer usage is requested for the ceremony, a Woodridge A/V Technician is also REQUIRED to be present.

NOTE: If any form of video presentation is requested, the presentation **MUST** be presented to the Woodridge Media Director a **minimum of 30 days** prior to the wedding. This is needed for testing and compatibility purposes. Acceptable formats are PowerPoint presentations or video in .AVI or .MOV formats.

An A/V Technical Needs Form should be completed at the 60 day walk thru in consultation with the Woodridge Media Director or his appointee and the bride and/or groom.

An audio recording only of the wedding ceremony will be provided to the bride by Woodridge.

If video taping of the ceremony is desired, the bridal party is responsible for hiring an outside professional company to perform this service.

OTHER IMPORTANT INSTRUCTIONS

1. No rice, confetti, real flower petals, bubbles, etc., shall be used inside any church facility. Silk flower petals are allowed. Birdseed or bubbles will be allowed outside only.
2. Seasonal decorations may not be removed or replaced for weddings. Violation of this policy will result in forfeiture of damage deposit.
3. The Church is not responsible for lost or stolen property.
4. **No alcoholic beverages will be allowed.** Violation of this policy will result in forfeiture of damage deposit.
5. The location of the Bride and her attendants' dressing room will be upstairs in Room 600.
6. The location of the Groom and his groomsmen's dressing room will be the Craft Room.

NON-WOODRIDGE MEMBER FEES

The facility will be available for a total of 8 hours. A wedding date is not placed on the church calendar until the deposit and Wedding Staff Liaison fee are received, and the request is approved by the church staff.

A minimum of 60 days prior to the wedding, a walk thru meeting **MUST** be arranged with the Wedding Staff Liaison to finalize all requests and needs for the wedding. At this meeting the balance of the fees is due and payable. Checks should be payable to Woodridge Baptist Church unless otherwise stated.

If your wedding date is canceled less than 60 days prior to the wedding, all funds paid will be forfeited.

Unless otherwise specified, the fees are the responsibility of the bride and they are as follows:

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| 1. Use of Sanctuary | \$ 1,500.00 Wedding & Rehearsal |
| 2. Use of Shelter | \$ 1,000.00 Wedding & Rehearsal |
| 3. Use of Atrium | \$ 1,000.00 Wedding & Rehearsal |
| 4. Woodridge Sound Technician (Mandatory) | \$ 500.00 Wedding & Rehearsal |
| 5. Woodridge A/V Technician (Mandatory if any Video presentation is requested) | \$ 300.00 Wedding |
| 6. Accompanist | Couples Responsibility |
| 7. Soloist | Couples Responsibility |
| 8. Pastor's Honorarium | Responsibility of the groom |
| 9. Custodial Charge | Included in fees above |
| 10. Facility Damage Deposit
(To be returned within two weeks following the wedding unless damage or violation occurred) | \$ 1,000.00 per facility |
| 11. Wedding Staff Liaison
(This nonrefundable fee is paid directly to the Liaison at the time wedding is placed on church calendar) | \$ 500.00 |