

Concord Christian Church

Wedding Policy

The family at Concord Christian Church believes that a wedding ceremony should be a beautiful, Christ-centered occasion. We believe that each wedding should not only be a ceremony, but a joyous worship experience that involves a definite request for God's blessing on the marriage. Therefore, the wedding and its preparation should be done in a way that will bring honor and glory to God.

"For this reason a man will leave his father and mother and be united to his wife, and the two will become one flesh." Ephesians 5:31

1.0 COUNSELING & GENERAL GUIDELINES

.01 All engaged couples being married at Concord Christian Church are required to schedule counseling sessions with the presiding minister on our staff. The counseling must be completed prior to the wedding. If the couple fails to complete these sessions, then the wedding will be canceled. The Church believes that these counseling sessions are essential in providing a Christ-centered wedding. Sessions should be scheduled with the minister a few months prior to the ceremony. If it is desired to have someone outside Concord Christian Church conduct the counseling, it must first be approved by the Concord Christian's Lead Minister. Proof of counseling must be provided. Under certain circumstances, additional counseling may be required.

.02 A Christian is directed in Scripture to marry only another Christian. If this does not happen to be the case, the ministers on staff are available to discuss this situation.

.03 Couples who are living together or currently involved in a physical relationship must be willing to separate and abstain from sexual intimacy until marriage.

.04 Normally, marriages are not performed for a couple if either of them has been divorced within the last twelve months. It is our desire to see full spiritual, emotional and psychological healing following the tragedy of a broken marriage. One must allow time for God to work in the heart of one who has experienced the pain of divorce.

.05 In cases where one or both parties have been divorced twelve months or longer, the minister asked to perform the ceremony must decide whether or not to perform the ceremony. No minister on the CCC staff will marry a couple if another minister of the church has refused to perform the ceremony, due to spiritual, ethical, or moral issues.

.06 For those who have experienced divorce, we believe every possible attempt must first be made for reconciliation before remarriage is considered.

.07 Normally, marriages are not performed for a couple if either person does not have the blessing of his/her parents. (The ages of the persons involved will be a factor in this situation.)

.08 In the case of premarital pregnancy, the marriage may or may not be performed, depending on the maturity of the persons involved and other considerations. The final decision will be made by the minister asked to perform the ceremony, after possible consultation with the parents of both parties.

.09 Normally, CCC staff ministers officiate weddings. Any non-CCC ministers must be approved by the Lead Minister of CCC.

2.0 MAKING RESERVATIONS

.01 The date for the wedding and rehearsal must be cleared through the church secretary and the CCC staff to avoid conflict with the church calendar. This should be done well in advance of the wedding date, preferably six months. The dates are not secured until the Wedding Application Agreement (Appendix A) and **Wedding Questionnaire** (Appendix A) forms are filled out and turned into the church secretary along with the wedding deposit c/o Concord Christian Church, 3101 Davidson Hwy, Concord, NC 28027. When the Questionnaire and Agreement are received, you will be contacted.

.02 Concord Christian Church members will have priority over non-members on conflicting dates. Requests from non-members will be confirmed only six months prior to the requested date. Confirmation will be by mail.

.03 Once the date is confirmed please refer to **Appendix B** for building use policies to ensure your building contract is completed and submitted on time.

.04 All weddings at Concord Christian Church must be conducted by one of the ministers on staff or a former minister of Concord Christian Church. A minister of another Church may conduct or assist in a wedding upon approval.

.05 Weddings will not be scheduled on Saturdays after 2:30p.m.

3.0 REHEARSAL

.01 Rehearsals are customarily held on the evening prior to the wedding day. The rehearsal must begin promptly on the hour agreed upon and will be under the direction of the minister. If a wedding coordinator is used, he/she will need to coordinate with the minister. Rehearsal time is not to exceed 1 hour, 30 minutes from the agreed starting time.

.02 All members of the wedding party are to be present at the rehearsal.

.03 There will not be time during the rehearsal for soloists to rehearse songs. Rehearsal with the accompanist shall be arranged at another time. A short run through is allowed if time permits.

.04 If a rehearsal dinner is to be held at Concord Christian Church in the Family Life Center, refer to Kitchen Policies in Appendix B. The wedding party is responsible for set up and tear down of the rehearsal dinner in accordance with the Kitchen Ministry Team and Concord Christian Church member assigned to the wedding. A separate fee applies for use of the Family Life Center. See Fee Schedule. (Section 4).

4.0 FEE SCHEDULE

.01 Fees for the use of the various Church facilities are in place to cover the normal wear and tear on the facilities and equipment as well as costs for electricity and additional normal cleaning. It does not include fees or honorariums for ministers, musicians, coordinators, or sound technicians.

Fees should be made payable and sent to Concord Christian Church **two months prior to the wedding, along with the Building Use Agreement**. Member fees prevail when the bride or groom or a parent, son or daughter of either is a member. Membership status will be determined at the time the wedding date is confirmed.

.02 The security deposit is in place to assure the proper care of the facilities in the event of damage to facilities or equipment or if extraordinary cleaning is warranted following a wedding. The deposit is fully refundable following the wedding, provided the facility is free from damage and no undue clean up or set

up is required by Concord Christian Church personnel and no time constraints were violated. The couple agrees to accept all liability for damage to church property (building content, equipment, etc.) during the time of rehearsal and service. Be certain to leave a forwarding address with the secretary so we may refund your deposit following the wedding.

BUILDING USAGE FEES		<u>Non-member</u>	<u>Member</u>
Refundable Security Deposit	Due with Wedding Application Agreement	\$ 500	\$ 200
<i>(Minimum 30-day cancellation notice to guarantee refund)</i>			
Worship Center	Due 2 months prior to the wedding	\$ 400	\$ 200
Family Life Center	Due 2 months prior to the wedding		
Wedding only		\$ 600	\$ 300
Wedding & Reception		\$ 750	\$ 375
Rehearsal Dinner		\$ 150	\$ 75
Reception only		\$ 350	\$ 175
Total Fee		\$ _____	\$ _____

.03 Fees to CCC Personnel

**PAYABLE DIRECTLY TO THE
INDIVIDUALS RENDERING THE SERVICE
DUE ON THE DAY OF THE WEDDING**

Minister (without counseling)	\$ 250.00
Pastoral Assistant (required)	\$ 75.00
Sound Technician	\$ 100.00
Video Technician (if needed)	\$ 50.00
Pianist/Musicians (if needed)	T B D
Vocalists (if needed)	T B D

.04 A CCC staff member and/or the Pastoral Assistant will go through an End of Ceremony (Appendix D) checklist with a representative of the wedding party to ensure facility conditions.

5.0 MUSIC

.01 Since a wedding is a worship service, the music must promote worship. All music should be either sacred, contemporary Christian, classical or instrumental. However, there are selections that do not fall into these categories that do not take away from worship and must be dealt with on a case-by-case basis. Therefore, the Worship Minister must approve all music. All music shall be approved at one month before the wedding.

.02 The Concord Christian Church “**Music Statement**” (**Appendix E**) must be completed and returned to the Worship Minister at least one month prior to the wedding.

.03 The Bride or Groom is responsible for contacting pianists, soloists and any other musician that they wish to play/sing for the wedding.

6.0 DECORATIONS. The Worship Center is a sacred place. The following guidelines are offered to preserve the intended use of the facility and to safeguard the furnishings.

.01 Furnishings may be moved from other parts of the building with permission from the CCC minister. CCC staff and/or audio technicians and/or facilities manager will remove any furnishings customary for all weddings.

.02 Concord Christian Church does not provide any decorations or candle holders.

.03 Decorations are not to be attached to the Baptistry (i.e. no nails, tacks, staples, screws, pins, tape, or anything that will mar the woodwork, pews, furnishings, and wall finishes.) “Sticky Tac” is permitted to affix decorations.

.04 No decoration may block, disguise, or hinder access to any door.

.05 Decoration placements must be approved by a CCC minister.

.06 If candles are to be used, they must be the dripless type or white metal candles with wax inserts.

.07 Within two hours of the ceremony, arrangements should be made to remove decorations after completion of the wedding service. No equipment, candelabras, flowers, etc. may be left at the Church after the wedding. It is the

family's responsibility to take them home with them if the florist/caterer is unable to pick them up. The wedding party/family is responsible for loading or off-loading equipment or decorations to be used in the wedding.

.08 The Church properties must be left in the condition in which they were found; otherwise the deposit will not be refunded.

.09 It should be understood that during special events, Concord Christian Church will be specially set up with decorations, props, or banners. These are not to be removed for weddings.

.10 Any request to use the tables or furniture in the atrium should be made through the officiating minister. If they are used, they must be set up exactly as they were prior to the wedding and all materials returned to their place atop each piece.

.11 Items to be supplied by the bride/groom for the wedding:

.01 Unity Candles: You will need 2-4 of the 12"-14" candles, plus the center unity candle. The number depends on the minister and the couple's ceremony preference.

.02 Aisle Runners

.03 Candles and candelabras

.04 Any flowers, bows, etc.

.05 Tables available for the reception:

30 Round tables

6 8' tables

20 4' tables

White linen tablecloths, round

White linen tablecloths, rectangular

7.0 DRESSES AND VALUABLES

.01 The bride is strongly urged not to leave her wedding dress or bridesmaids dresses in the bride's room on rehearsal night. The Church will in no way be responsible or liable for personal items such as dresses, wraps, purses, silver, glassware or cameras, etc. brought to the Church for use in a wedding or reception.

8.0 PHOTOGRAPHY

.01 Photography during the ceremony should be taken in a discrete manner. Be sure to discuss any photography to be used during the ceremony with the

officiating minister. Other photos, such as time exposures and videotapes may be made at any time. Photography will be limited to the use of available lighting. Photography and/or videotaping must be as inconspicuous as possible. Flash photography is permitted at the discretion of the wedding party.

9.0 KITCHEN

.01 Concord Christian Church's kitchen is available by following the kitchen policies as outlined in Appendix B.

.02 If a caterer is used, a Caterer Agreement form must be completed one month prior to the wedding.

10.0 RECEPTIONS

.01 No receptions held at Concord Christian Church will last longer than 4 hours, including your personal item removal. Do not forget to assign someone for this task in advance.

.02 No dancing is permitted in any church buildings.

11.0 AUDIO/VISUALS

.01 The Bride and Groom should fill out the **Audio Request and Set Up as part of the Music Statement (Appendix F)** at least one month prior to the wedding. This form provides the Sound Technician information on microphones, CD and other Audio/Visual needs, as well as specific stage set-up requests for rehearsal, wedding, and reception, as applicable.

12.0 CHILD CARE

.01 Due to insurance liabilities, no child care may be provided at Concord Christian Church for weddings. Children must be under supervision at all times.

13.0 OTHER IMPORTANT INSTRUCTIONS

.01 Alcohol and illegal drugs are not permitted on the property and will not be used by the wedding party. Their use will result in immediate removal of the offenders from the property. The wedding party will assume the responsibility of such removal if such action is required.

.02 A wedding or rehearsal will not be conducted when any member of the wedding party is under the influence of alcoholic beverages or drugs.

.03 No smoking is allowed anywhere in the Church facilities. It is the responsibility of the Bride and Groom to see that their guests observe this policy. Cleanup of discarded butts outside the facilities will be deducted from the security deposit.

.04 No unsightly or inappropriate materials shall be used to decorate the wedding car (beer cans for example).

.05 Rice (even biodegradable) or confetti is not allowed for use inside or outside of the facility. Birdseed may be thrown outside the facility. The Bride and Groom should arrange for birdseed and litter to be removed from the sidewalks and grounds.

.06 A reminder to family and friends: No Cool Whip, shaving crème, confetti, or shoe polish is to be used inside or outside of Concord Christian Church. Clean-up from the use of such items will be deducted from the security deposit.

.07 All members of the wedding party, including musicians and vocalists, must attend rehearsal.

.08 The Officiating Minister will direct the rehearsal.

.09 When the Officiating Minister is required to wear formal attire, the bridal couple will bear the expense.

.10 All members of the wedding party shall be at the Church no less than one hour prior to the ceremony.

.11 Please make arrangements for the delivery of flowers at a time convenient to the Concord Christian Church staff or member assigned to the wedding.

APPENDIX A
Concord Christian Church
WEDDING APPLICATION
Agreement

We have read and fully understand the Concord Christian Church Wedding Policy and agree to all the guidelines and policies, both written in the Policy and communicated verbally to us by the CCC staff and member assigned to our wedding, and we agree to assume all responsibility if the Contract/Agreement is breached..

We assume sole responsibility for ourselves and our families' safety and well-being, and the safety and well-being of our guests, agents and invitees, and, to that end, we agree to indemnity and hold Concord Christian Church, its agents, employees, servants, successors and assigns harmless from, and do release and forever discharge the said Concord Christian Church, its agents, employees, servants, successors, and assigns from all debts, claims, demands, actions and causes of action whatsoever, from the beginning of the world to the date of these presents, including without limiting the generality of the foregoing such as have arisen and may hereafter arise by reason of, or in any manner grow out of the use of the property or facilities provided by Concord Christian Church.

We further agree that we will be solely responsible to Concord Christian Church or any third person for any injuries to person and for damages to, or loss of, property, at Concord Christian Church caused by us, our guests, agents, employees or invitees.

BRIDE	DATE	GROOM	DATE
_____	_____	_____	_____

Return Completed Form To:
Janice Holmes
Concord Christian Church
3101 Davidson Hwy.
Concord, NC 28027
704.788.6315

Concord Christian Church Wedding Questionnaire

Bride:

1. Full Legal Name:
First _____ Middle _____ Last _____

2. Current Address:
Street: _____
City: _____ State: _____ Zip: _____

3. Current Phone: Home: _____ Work: _____

4. Church Affiliation: _____ Yes _____ No
If yes, where? _____
_____ Member _____ Non-Member

1. Place of Birth: _____

6. Birthdate: _____ / _____ / _____

7. Previously Married? ___ Yes ___ No If yes, how many times? _____

If the previous marriage(s) ended in divorce, please answer the following:

Give reasons for divorce(s) _____

What reconciliation efforts were made? _____

What is the date the divorce was finalized? _____

Any children? _____ Yes _____ No

8. Occupation: _____

9. Father's Name: _____

10. Mother's Name: _____

11. Describe your relationship with Christ at this point in your life?

(please write on back of page)

Groom:

1. Full Legal Name:

First _____ Middle _____ Last _____

2. Current Address:

Street: _____

City: _____ State: _____ Zip: _____

3. Current Phone: Home: _____ Work: _____

4. Church Affiliation: _____ Yes _____ No

If yes, where? _____

_____ Member _____ Non-Member

5. Place of Birth: _____

6. Birthdate: _____ / _____ / _____

7. Previously Married? ___ Yes ___ No If yes, how many times? _____

If the previous marriage(s) ended in divorce, please answer the following:

Give reasons for divorce(s) _____

What reconciliation efforts were made? _____

What is the date the divorce was finalized? _____

Any children? _____ Yes _____ No

8. Occupation: _____

9. Father's Name: _____

10. Mother's Name: _____

11. Describe your relationship with Christ at this point in your life?

The Wedding Ceremony:

Requested Date of Wedding: ____ / ____ / ____ Time: _____

Rehearsal Date: ____ / ____ / ____ Time: _____

Will there be a reception? ____ Yes ____ No

Reception Location? _____

Number of guests anticipated at the wedding: _____

Relationships:

1. How long have you known each other? _____

2. How long have you dated? _____

3. How long have you been engaged? _____

4. What are your parents' attitudes towards this marriage?

Groom: Father: _____

Mother: _____

Bride: Father: _____

Mother: _____

5. Are you currently living together? ____ Yes ____ No

6. Are you planning on living together prior to the wedding ceremony?
____ Yes ____ No

7. Are you currently sexually active? ____ Yes ____ No

8. What are your biggest fears, questions, uncertainties?

9. What hopes, expectations, needs, etc. do you have regarding the marriage counseling sessions?

10. Address After Wedding:

Street: _____

City: _____ State: _____ Zip: _____

APPENDIX B
Concord Christian Church
BUILDING USE AGREEMENT

GUIDELINES FOR USE OF FACILITIES

- 1.0 The conduct of all persons attending programs is expected to be respectful of the environment of all CCC church property.
- 2.0 When children are in attendance they must be under the control of their parents or adults at all times and are not permitted to roam freely on CCC property.
- 3.0 Smoking and the use of alcoholic beverages or illegal substances are not permitted in the buildings or on the grounds of the Church.
- 4.0 If custodial services will be required before, during, or after the time of usage, the user will be charged for this service.
- 5.0 If security is provided by off-duty police officers or private security, the name of the individual officer or the firm shall be provided to the Executive Minister in advance of the event. Payment shall be made directly to the individual officer or the firm in lieu of the Church. Permission to use private security or off-duty police officers may be denied.
- 6.0 Food and/or beverages are prohibited in the Worship Center. Special arrangements must be made with the Executive Minister for the serving of foods and/or beverages in other areas of a building. Shall this regulation not be followed; the person(s) or organization(s) using the facility shall be invoiced for all cleaning costs.
- 7.0 Weapons, firearms, and other dangerous items, as defined in the policy entitled Possession and Use of Weapons, are not permitted in Church buildings or on Church properties.
- 8.0 No electrical appliances may be used unless arrangements are made in advance with the Executive Minister.
- 9.0 Due to design and construction for a very specialized use and open access to extremely expensive equipment, the following building areas cannot be used by outside community groups without special permission:
 - Rooms and storage areas where computer, audio, video and lighting technology equipment is used or stored.

- 10.0 The user is expected to leave the building clean and remove all items associated with their program immediately following the event. If furniture or equipment is to be moved, it must be done in such a way as to prevent damage to the building and Church furniture and equipment.
- 11.0 The person(s) or organization(s) making application for use of Church facilities shall agree to indemnify the Church for any damage to Church property by any person(s) participating in or attending the activity. An indemnification clause is included in the Facility Use Request (4.025). If damage occurs, the person(s) or organization(s) will be invoiced for all repair, replacement, and/or labor costs. Failure to pay such damages will result in future requests being denied.
- 12.0 The user assumes liability for injuries to persons attending the event and for damages or loss of user's property.

APPENDIX C
Concord Christian Church
Wedding and Facility Checklist

NAME: _____ **WEDDING DATE:** _____

1. _____ Application and wedding deposit turned into CCC Secretary.
2. _____ Marriage counseling scheduled.
3. _____ Marriage counseling completed.
4. _____ Audio Request and Set Up form completed and turned into Worship Minister at least one month prior to the wedding date.
5. _____ Music Statement form completed, along with song list and lyrics, to the Worship Minister at least one month prior to the wedding date.
6. _____ Worship Center Usage Fee turned into CCC Secretary at least one month prior to the wedding date.
7. _____ If the reception is to be held at CCC, the Family Life Center Usage Fee turned into CCC Secretary at least one month prior to the wedding date.
8. _____ If the reception is to be held at CCC, a representative from the Kitchen Staff has been contacted and all arrangements made.
9. _____ If the rehearsal dinner is to be held at CCC, the Family Life Center Usage Fee turned into the CCC secretary at least one month prior to the wedding date.
10. _____ If the rehearsal dinner is to be held at CCC, a representative from the Kitchen Staff has been contacted and all arrangements made.
10. _____ Arrangements for all cleanup and personal item removal made in advance of the wedding.
11. _____ Guest musicians scheduled to practice at least two weeks prior to wedding.
12. _____ All members of the wedding party and guests informed of facility policies, especially concerning alcohol, tobacco, drugs, rice, confetti, birdseed, decorations, cigarette butts, and litter.
13. _____ Arrangements made for opening and closing the facility for rehearsal, wedding, set up, decorations, and clean up.
14. _____ Arrangements made for a wedding party representative(s) to go through an "End of Ceremony Check List" with the Worship Minister, Sound Technician or CCC member assigned to the wedding following the ceremony.
15. _____ Address confirmed or updated so CCC may refund the deposit following the wedding and End of Ceremony Check List.
16. _____ Marriage license applied for in the county where wedding is performed, and given to officiating minister within 30 days of wedding.

APPENDIX D
Concord Christian Church
END OF CEREMONY CHECK LIST

NAME: _____ **WEDDING DATE:** _____

WEDDING COMPONENTS:

1. _____ Stage, Atrium, and Worship Center returned to Sunday set up conditions.
2. _____ Decorations, flowers, and candles removed.
3. _____ Worship Center and Atrium vacuumed (vacuum provided by CCC), if necessary.
4. _____ Personal items removed from Worship Center, restrooms, and any rooms used for dressing and preparation.
5. _____ Restrooms cleaned. (Wedding party is not expected to do normal restroom cleaning; rather, to be certain that floor is clear of debris and that facilities are in the same working order as prior to wedding and rehearsal.)
6. _____ If necessary, vacuum any rooms used for dressing and preparation and return the room set up to the condition prior to the wedding and rehearsal.
7. _____ Remove bird seed from grounds outside, as well as any other debris left by wedding party or guests.

RECEPTION/REHEARSAL DINNER COMPONENTS:

1. _____ Tables and chairs cleaned off and put back on the racks.
2. _____ Family Life Center vacuumed, if necessary, and returned to the condition it was in prior to the reception/rehearsal dinner.
3. _____ Decorations, flowers, and candles removed.
4. _____ Personal items removed.
5. _____ Trash taken out to the dumpster and cans relined.
6. _____ If the kitchen was used, dishes should be washed and returned to proper location; sink and counter wiped down, and floor mopped. Everything should be returned to the condition it was in prior to rehearsal dinner/reception.

Wedding party representative

CCC Staff Member

APPENDIX E
Concord Christian Church
MUSIC STATEMENT

It is our hope that all music used, both vocal and instrumental, be sacred in nature and acceptable for a worship service. If music chosen is not classified as sacred, it should not be contradictory to Christian values.

1. All music selections must be submitted to the Worship Minister at least one month before the wedding for approval. Include words of songs and attach a separate sheet.
2. If the reception is to be held at CCC, music selections during the Reception must also be submitted.
3. This form must be completed and returned to the Worship Minister as soon as possible.
(At least one month prior to Wedding.)
4. Dancing is not permitted in Church buildings.

NAMES: _____

Groom's Phone: _____ Bride's Phone: _____

WEDDING DATE: _____ **Time:** _____

Rehearsal Date: _____ **Time:** _____ **Location:** _____

Pianist(s) Name: _____

We recommend that you use Concord Christian Church's pianist; however, this is not required

Will CCC piano be used? _____ Yes _____ No

Musician's Name _____	Phone: _____
_____	Phone: _____
_____	Phone: _____
_____	Phone: _____
_____	Phone: _____

Vocalist(s) Name: _____	Phone: _____
_____	Phone: _____
_____	Phone: _____
_____	Phone: _____
_____	Phone: _____
_____	Phone: _____

APPENDIX F
Concord Christian Church
AUDIO and VIDEO PRESENTATION REQUEST AND SET UP

NAMES: _____

Groom's Phone: _____

Bride's Phone: _____

WEDDING DATE: _____

Time: _____

Rehearsal Date: _____

Time: _____

Microphones for Minister(s) _____

Microphones for Vocalist(s) _____

Microphones for Musician(s) _____

Microphones for Others _____

Please specify _____

CD Information and other Audio/Visual needs:

Special requests for set up, stage equipment removal, or arrangement (must be pre-approved by
Worship Minister):

If reception is to be held at Concord Christian Church:

Reception requests: _____

Microphones _____ Purpose: _____

CD player with sound system needed: _____ YES _____ NO

If Rehearsal Dinner is to be held at Concord Christian Church:

Reception requests: _____

Microphones _____ Purpose: _____

CD/with sound system needed: _____ YES _____ NO

Return Form As Soon As Possible At Least One Month Prior to Wedding

Wedding

Ministers

704.788.6315

Jeff Hugus.....Senior Minister
Bob Wallace.....Executive Minister
Steve Petty.....Family Minister
James Kuhl.....Worship Minister

Pastoral Assistant

(required)

Assistant.....Phone Number

The Pastoral Assistant will help determine the order of service for the wedding ceremony. He/She will also be present at the rehearsal and wedding ceremony to ensure everything runs smoothly. These are his/her only responsibilities.

Wedding Music

A piano is available for your use. Another option is to have the Sound Technician play the CD you supply him.

Fees for Services

- It is the responsibility of the wedding couple to procure people for the above services, as needed. All financial arrangements should be arranged directly between the wedding couple and the person(s) providing the services.
- Minister, Pastoral Assistant, Sound Technician, Video Tech, Musician, and Vocalist fees are as outlined in **Section 4 of the Wedding Information Guide.**

Wedding

Policy

Concord Christian Church
3101 Davidson Highway
Concord, NC

Concord Christian Church

Wedding Policy

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