

Druid Hills Baptist Church

Wedding Policies and Procedures

To the Bride and Groom:

We are honored to have the opportunity of sharing this event with you and we will do all we can to have each phase – from planning through rehearsal and ceremony – remembered with deep satisfaction.

In the excitement of planning a church wedding, many questions will arise. This document is intended as a guide in answering questions regarding your site, making appropriate decisions and creating an atmosphere conducive to a harmonious wedding experience.

Druid Hills Baptist has established the following policies and procedures regarding wedding ceremonies and receptions held in our facilities. They have been tested and proven both workable and wise over hundreds of weddings, and we ask your cooperation in these areas. **Please initial each policy section** on the line provided (indicated with *) to show that you have read and understand the policy. If you have any questions about a policy please direct them to the wedding coordinator (contact information provided herein).

* _____ **GENERAL RENTAL POLICIES**

1. No drugs or firearms are allowed on the premises at any time.
2. No alcohol is allowed on the premises at any time.
3. No smoking is allowed inside any part of the church's buildings.
 - a. Any smoking done outside on church property must be disposed of properly.
4. Point of note for all weddings – it is recommended, but not required, that all couples undergo pre-marriage counseling before the event is held.
 - a. Under Georgia law, six hours of pre-marriage counseling by a licensed professional results in a significant reduction of the fee for a marriage license.
 - b. The church recommends using the services of the Care and Counseling Center of Georgia. They provide couples counseling as well as a pre-marriage counseling Saturday workshop held for six hours once a month at the Cathedral of St. Philip.
5. All events held on the church property must use our security service at the rate of \$20.00 per hour, with a \$50.00 minimum.
6. The church cannot be responsible for personal items.
7. The building is normally opened 3 hours before the wedding. Earlier opening can be arranged for an additional fee of \$50.00 an hour. Please share this information with your florist and caterer.
8. NO RICE, BIRDSEED, OR CONFETTI shall be thrown inside or outside the church building.
9. No food or drinks are allowed in the Sanctuary or Chapel at any time.
10. Members of the wedding party should be properly attired, duly respectful of the Sanctuary, and attentive to the instructions of the Wedding Director and the Pastor.
11. A contract outlining the agreement between the church and the rental party must be signed prior to the event occurring.

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THE CHURCH WEDDING DIRECTOR

All details concerning weddings in our facilities are to be cleared with the church wedding director, Kathy Hutcherson at hutcherson.kathy@gmail.com.

The director will direct both the wedding rehearsal and the ceremony, assisting you with the many decisions involved in such an event. If you plan to have a professional bridal consultant or other guest person assisting, that person is to function under the general supervision of the church wedding director.

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THE PRESIDING MINISTER

STAFF MINISTER: When a minister of our church is conducting the service, a Christian ceremony will be used. All aspects of the wedding ceremony are subject to the approval of the presiding clergy. The Druid Hills Baptist Church Minister will hold premarital meetings with both bride and groom present to discuss any details. When you book your wedding with a staff minister, set up your first premarital appointment through the Wedding Director or by calling our office number (404) 874-5721.

GUEST MINISTER: Any guest minister may conduct the ceremony.

WEDDING LICENSE: The bride or groom shall present the license before the ceremony to the presiding minister. **NO CEREMONY CAN BE PERFORMED WITHOUT THE LICENSE.**

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THE WEDDING REHEARSAL

The bride and groom must be present when the rehearsal begins. Night traffic is a real problem, so plan plenty of travel time for your wedding party. Be sure they receive clear directions to the church. Insist that they arrive on time. The rehearsal must start at the scheduled time.

All members of the wedding party are requested to be at the church and ready for the rehearsal at the appointed time. Our staff providing support at your rehearsal and wedding will expect the professional courtesy of your punctuality. The rehearsal time is **limited to one (1) hour**. Any time over that must be arranged with the Wedding Director, and additional charges will apply on an hourly rate.

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DAY OF THE WEDDING

The day of the wedding the spaces will be available for up to **three (3) hours prior** to the time of the wedding for decoration, dressing, photographs, etc. In addition it is understood that **less than one (1) hour** of time is devoted to the actual wedding ceremony. Decorators will be allowed **one (1) hour** after a wedding to do their clean-up. Any time that is needed beyond the time allotted for a wedding is to be cleared with the Wedding Director prior to the wedding date and will be subject to the charge of **\$50 for each additional hour used**.

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DECORATIONS

All of our worship spaces have a beauty of their own that does not require elaborate decoration. The main consideration is that an atmosphere of worship should prevail. During certain seasons of the year, especially in the month of December, the church will often have decorations of its own set up in the worship spaces. These decorations are to remain in the space and will not be removed for any reason. This does not apply to the floral arrangements on the stage.

A separate document will be provided by the Wedding Director for the use of the decorator(s) so that they may know what is allowed and not allowed, but in general:

1. No pins, tacks, tape or other sticky adhesives may be used to secure anything.
2. No decorations of any kind may be taped to walls and woodwork of the worship spaces.
3. Live flowers and plants are allowed. To protect our floors, however, we request that flower girls use **ONLY** silk petals.
4. **ONLY DRIP-LESS CANDLES** are allowed in our worship spaces. The church can supply drip-less candles for an additional fee, or you may bring your own.
5. The church has brass candelabras, a kneeling bench and drip-less candles available for an additional fee. Arrangements must be made in advance. If no damages are incurred otherwise, the fees for these items may be taken from the Refundable Security Deposit if desired.
6. Decorators should completely remove all decorating materials and clean up all decorating debris within **ONE HOUR** after the wedding. Any deviation of this time limit must be approved in advance.
7. Prior arrangements should be made for all deliveries, so as to ensure that the church will be open.
8. Stage items such as the table, chairs, and stands may be used in the wedding ceremony at an additional cost of \$30 per item, or the Sanctuary Floral Arrangements for an additional cost of \$50. The cost may be taken from the Refundable Security Deposit if desired. Use of any stage item must be approved by the Wedding Director prior to the wedding date.

The rules mentioned in this section and the rules of the Decorators Guide are non-negotiable. Any deviation or violation of them will automatically constitute as a reason for not refunding the Security Deposit.

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WEDDING MUSIC

Our piano may be used by your musician(s). The organ is approved for use by Druid Hills Baptist Church musicians only. The DHBC organist and pianist are available at an additional fee which is at their discretion. Contact information can be obtained from the Wedding Director.

All music (processionals, recessionals, etc.) should be submitted to the wedding director three weeks prior to the wedding for approval.

Soloists or additional instrumentalists are welcome and can be arranged through our Minister of Worship and Music. Music used in connection with the ceremony must be in keeping with the sacredness and dignity of the wedding service. Marriage is a holy event, and since it is performed in the church, it is a worship service. All music used should direct thoughts toward God, and must be cleared with the wedding director in advance.

No music on CD is allowed at this time.

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PHOTOGRAPHERS

Photographers may take flash pictures before, during, and after the ceremony from spaces approved by the wedding director. No space is available without prior approval.

Video photography may be made from the balcony of the Sanctuary or from the choir loft. Only Sanctuary lighting and lighting equipment of low voltage may be used unless the equipment has its own power supply. If a separate power supply is used, the Wedding Director must approve.

These decisions have become necessary in order to maintain the safety of both the wedding party and DHBC property. **THERE ARE NO EXCEPTIONS TO THIS POLICY.**

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DRESSING ROOMS

Commonly the Parlor will be used for the Bridal party and Conference room for the Groom party, but should those be unavailable for any reason the wedding director will assign the Bride's Room and the Groom's Room.

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RECEPTIONS

Druid Hills Baptist Church does have a Social Hall for a reception space. The Social Hall has its own set of policies and contracts. Should you be interested in a reception be aware that occupancy for the room is limited to less than 100 people.

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LIABILITY

Druid Hills Baptist Church cannot be held responsible for conditions beyond its control, including but not limited to: Acts of nature, sudden equipment failure, power failure, or any other condition created by forces beyond which the church or its staff has control.

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SECURITY DEPOSIT

The Security Deposit is purposed for incidental occasions and damages. Should damages be incurred the Security Deposit will not be refunded. Additional charges as stated in these policies may be taken from the Security Deposit. Whatever amount is left after these charges will be what is refunded. Should damages be incurred and additional charges made, the wedding party must pay the additional fees separately.

Should at any point a member of the wedding party (Bride, Groom, Decorators, Wedding Coordinator, etc) fail to comply with these policies or the requests of the Wedding Director, Facilities Director, or other staff of Druid Hills Baptist Church which pertain to the wedding the Security Deposit will not be refunded.

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TERMINATION

Should the occasion arise prior or during the wedding that there is a dispute of these policies or the requests of the Wedding Director, Facilities Director, or other church staff, or should any member of the wedding party choose to ignore the policy guidelines or requests, the matter will be considered by the Facilities Director as a violation of contract. All members of the wedding party are to be aware that the Facilities Director of Druid Hills Baptist Church has the right to terminate any contract, including wedding contracts, at any time should un-resolvable issues arise. No fees paid will be refunded should this occur.

Please sign below to indicate you have read all the policies herein stated and that all parties with vested interest (Bride, Groom, Coordinator, etc) have been informed or given a copy of these policies.**

Signed

Role (Bride, Groom, Wedding Coordinator)

Print Name & Date

** Note that signing this policy does not equate to signing a contract with Druid Hills Baptist Church. The wedding contract is a separate document that must be obtained from the Wedding Director or the Church Website.