

# MARKHAM WOODS CHURCH WEDDING POLICY

Our church is happy to provide its facilities for your wedding and wants to be of service in helping you plan for this special occasion. In order that your wedding may be all that you desire it to be, please read and follow this policy carefully.

<b>Church Members Only</b>	Only Markham Woods Church members and their immediate family can have their wedding ceremony and/or reception at Markham Woods Church. There is no charge for the use of the facilities (as long as you stay within the allotted time limits and cause no damage to the facilities or grounds).
<b>Reserving the Facilities</b>	The wedding application and a \$500.00 deposit are to be submitted to the church office <b><i>THREE MONTHS</i></b> before the wedding (this check will be deposited). You may only reserve two of the main three facilities (Sanctuary, Fellowship Hall, and Youth Center). Under normal circumstances, weddings may not be held on Friday night or Saturday.
<b>Church Representative</b>	After the application is received, a church representative will contact you to set up an appointment to discuss this policy and your wedding plans, and to answer any questions you may have. The church representative is also responsible for: <ul style="list-style-type: none"> <li>• Attending the rehearsal, wedding and reception to assist and supervise</li> <li>• Opening and closing the church</li> <li>• Overseeing facility usage, decorating and clean up</li> <li>• Lighting and temperature control</li> <li>• Contacting the audio-visual personnel</li> </ul> Please work very closely with the representative so that all preparations for your wedding will be completed in a timely manner.
<b>Ceremony and Reception</b>	We reserve the right to request modification to the wedding service and reception to ensure that it complies with the philosophies of Markham Woods Church.
<b>Pastor</b>	Only a licensed minister, approved by the pastoral staff, may perform a marriage at Markham Woods Church.
<b>Deposit</b>	The \$500.00 deposit secures your date and time, and serves as security against any additional charges and/or damages. It will be returned within 5 business days after the church staff has reviewed the following: <ul style="list-style-type: none"> <li>• The church has been left in good condition</li> <li>• There is no damage to the facilities, equipment or grounds</li> <li>• All extra charges (if any) have been deducted</li> </ul>
<b>Time Limitations</b>	10 hours is the amount of time you may use church facilities without incurring an additional charge. This includes on-site preplanning and music rehearsals (outside of regular office hours), rehearsal dinner, set-up, decorating, wedding rehearsal, ceremony, reception and clean up. You will be charged <b><i>\$100.00 for each additional hour</i></b> (to be deducted from your deposit).
<b>Facility Access</b>	For a Sunday wedding, you will be given access to the church facilities on Saturday night <b><i>AFTER SUNSET</i></b> . At this time, you may start bringing things into the church, begin decorating and hold a rehearsal if you would like. You may not decorate, store food or store any wedding items in the church before then.
<b>Wedding Coordinator</b>	The church <b><i>DOES NOT</i></b> provide a wedding coordinator. Once you have appointed a wedding coordinator, he/she must meet with the church representative <b><i>one month before the wedding</i></b> to review our church wedding policy, and he/she will be expected to implement it.
<b>Premarital Counseling</b>	We strongly recommend that every couple preparing for marriage have premarital counseling before the wedding. If you desire a pastor from Markham Woods to officiate at your wedding, you need to make arrangements at least three months before the wedding date for premarital counseling.
<b>Seating Capacity</b>	Sanctuary (399), Fellowship Hall (299), and Youth Center (120)

<b>Pre-existing Decorations</b>	During holidays and special events, the church may be extensively decorated. These decorations cannot be moved for a wedding. If the presence of the church's decorations poses an insurmountable problem, the bride and groom should consider a different date or a different venue for their wedding. There are certain standard decorations (non-holiday banners, silk plants, communion table) that may only be moved under the direct supervision of the church representative.
<b>Moving Items</b>	Furniture or other church property <b><i>may not be moved</i></b> . This includes (but is not limited to) the sanctuary piano, the couches in the foyer and the games stored in the Fellowship Hall. Chairs and tables may be moved in the Fellowship Hall, Youth Center and in the dressing areas, but must be returned to their original location.
<b>Tables and Chairs</b>	The Fellowship Hall has 35 round tables (60 inches in diameter) and 20 rectangular tables (6 ft. long). Each type of table can seat 8 people. The Youth Center has 12 rectangular tables (the round tables cannot be brought in).
<b>Wedding Decorations</b>	You must furnish your own decorations. Only silk flower petals may be dropped along the sanctuary aisles (unless you are using a runner). Candles may only be used on the sanctuary platform and <b><i>must be dripless</i></b> . You cannot attach anything to walls. When attaching decorations to the sanctuary pews or other furnishings, no screws, adhesive hooks, thumbtacks, pins, nails, or tape may be used. (Ask church representative for options.) Only small birdseed may be thrown at the bride and groom, and it must be outside.
<b>Dressing Rooms</b>	Dressing rooms are designated by the church representative. Full-length mirrors and clothing racks are not available. Great care must be taken that curling irons, pressing irons or makeup do not damage tables, chairs or carpets.
<b>Audio-Visual Technician</b>	The church will provide an approved audio-visual (AV) technician to operate the sound system for the rehearsal, ceremony and reception. The church covers the cost of the AV technician for <b><i>the first five hours</i></b> . If their services are needed for a longer period, the additional hours will be charged at \$30.00 per hour, and deducted from the deposit.
<b>Musicians or Organist</b>	Use of church facilities <b><i>DOES NOT INCLUDE</i></b> the services of musicians or an organist. If you would like to use an organist who is not a Markham Woods organist, he/she must be approved by our Director of Music.
<b>Music and Entertainment</b>	All music and entertainment for the ceremony and/or reception must be submitted one month in advance for approval.
<b>Food and Drink</b>	All food and drink is restricted to the Fellowship Hall or Youth Center. Alcoholic beverages may not be served. Red-based drinks may not be served.
<b>Tableware</b>	You must furnish your own tableware (plates, napkins, silverware, cups, tablecloths, vases, etc.). Certain items are available for rent: <ul style="list-style-type: none"> <li>• White tablecloths for round and rectangular tables - \$5.00 each</li> <li>• White cloth napkins - \$1.00 each</li> <li>• Stemware/glassware - \$1.00 each</li> </ul> Rental items should be left unwashed in the kitchen. The replacement cost of any damaged items will be deducted from the deposit.
<b>Cleaning</b>	The church must be left in a neat and orderly condition. The following must be completed <b><i>before you leave on the day of the event:</i></b> <ul style="list-style-type: none"> <li>• All decorations, clothing and other articles removed from the church</li> <li>• All event-related trash taken out to the dumpster</li> <li>• Tables and chairs returned to their original positions</li> <li>• Platform swept, carpets vacuumed, bathrooms and kitchen wet-mopped</li> <li>• No event-related food items should remain in the kitchen/refrigerators</li> </ul> Cleaning services may be arranged in advance with the church custodian for an additional fee.
<b>Smoking</b>	Smoking is not permitted within the facilities.
<b>Signature</b>	I understand and will abide by the Markham Woods Church Wedding Policies listed above.

