

# WEDDINGS AT SHALLOWFORD

## *Policies, Information, and Guidelines*

We at **Shallowford Presbyterian Church** are excited about your wedding and are pleased to share this special event with you. Listed are the **Wedding Policies** adopted by our church. The information furnished must be agreed upon before Shallowford Church can set a date for your wedding. A wedding is a **Worship Service** and we will conduct it in keeping with the reverence and dignity it deserves.

**RESERVE BUILDING:** You may reserve the **Sanctuary** or **Chapel** for the ceremony and rehearsal. **The Great Hall, Heritage Hall,** or the **Chapel Fellowship Hall** may be reserved for the reception by calling or visiting the church (404-321-1844). During this call or visit, we'll determine the availability of the specific room desired, fees involved, and the exact times of use. A **Wedding Reservation Form** will be used for approval of the buildings and officiating minister. Confirmation of your selected wedding date will determine the availability for the ceremony and/or reception and, most importantly, the confirmation of the officiating minister.

### **RECEPTION: CHURCH RECEPTION**

The bride may choose to use **The Great Hall, Heritage Hall,** or the **Chapel Fellowship Hall** for the reception following the wedding if the date and times are available. The caterer needs to check with the church office regarding needs and guidelines. We can furnish the following: long tables, round tables (no tablecloths), chairs, and ice. We furnish no other equipment (your appointed caterer must furnish everything else). If the church is used for a reception, there is a two and a half hour time limit (this does not include set-up time). Also, the reception must conclude no later than 9:30 p.m.

**CONFERENCES WITH MINISTER:** A minister of Shallowford Presbyterian Church usually performs all weddings in the church. If you wish another minister to officiate, this must be approved by the minister of the church and the Session. Conferences with the officiating minister are required of all brides and grooms. If either the bride or groom has been divorced less than a year, the minister of the couple will need to pay special attention to this issue in the course of their conferences. Although there is no set fee for ministerial services, it is customary to give the minister an honorarium.

**REHEARSAL:** Shallowford's Wedding Director, Shirley Anderson (770-883-6746), will assign one of our Wedding Coordinators to your wedding. Our Wedding Guild has worked with the ministerial staff, knows our policies and procedures, building, lights, etc. The Wedding Coordinator's fee for consultations, rehearsal, and wedding is \$200. The rehearsal is a time for each person to become familiar with his or her part in the ceremony. Every member of the wedding party is urged to be on time for the rehearsal (suggested time is 6:00 p.m.). Smoking is prohibited in all church buildings. The rehearsal is the preparation for a worship service. The minister and the Wedding Director will be in charge of both the rehearsal and the wedding.

**MARRIAGE LICENSE AND ALL FEES:** The marriage license and all fees must be brought to the wedding rehearsal. This precludes forgetting them on the day of the wedding.

**ORGANIST:** *You* are responsible for making arrangements with Shallowford's staff organist as soon as possible. Any other organist used must be approved by Shallowford's staff organist. Because the wedding is a service of worship, music used in the service *should be worshipful* and is subject to the approval of the organist and officiating minister.

**WEDDING CONSULTATION:** This meeting is with the bride two weeks prior to the wedding. This is the time to discuss your choice of music for Processional and Recessional and any special request you might have for the music before the Processional.

**WEDDING REHEARSAL:** It is recommended that the organist be present for larger wedding parties (i.e. more than the bride, maid of honor, groom, and best man) in order to time the length of the Processional and Recessional. With smaller wedding parties, it is usually not necessary to have the organist there; however, this is at your discretion.

**WEDDING:** Prenuptial music begins twenty minutes prior to the ceremony.

Fees and other information:

1. \$300 includes consultation with the bride, a one-hour wedding rehearsal, and the wedding ceremony with 20-25 minutes of prenuptial music.
2. If soloists and/or instrumentalists are involved; additional rehearsal time and an additional fee is required.

Fees are to be paid at the rehearsal. If the organist does not attend the rehearsal, give the fee to the Wedding Director who will forward payment to the organist on the wedding day. Any other arrangements should be made directly with the organist prior to that time. Guest organists may have their own set fees and it is appropriate for you to ask for their fee schedule prior to engaging them for your wedding. All guest organists are asked to contact the staff organist in advance to ensure practice time and obtain instruction on use of the instrument. In thinking about your choice of music for both soloist and organ, please keep in mind that a wedding is a sacred ceremony and the music reflects this. Therefore, popular, secular and show-tune music should be reserved for your reception. Requested music will be approved by the pastor, wedding director, and organist. You may contact the church office to obtain a list of suggested wedding music. We want to be of help to you in every way that we can. Please call if we can help or answer any questions you may have regarding these guidelines.

For organist contact numbers, see church office staff. Church office: 404-321-1844.

**BUILDING RENTALS:** The following fees are standard and are based on estimated cost for use of facilities. It is requested that fees be paid before the date of the wedding.

- A refundable \$500 security deposit is required to cover any damage and will be due upon the formal approval of the wedding date. Refund will be based upon inspection of facility by the facility manager.
- A NON-refundable deposit of 50% of the total cost is due upon the formal approval date of the wedding or event.

- Balance due on all fees is to be paid prior to wedding date or on the date of the rehearsal.

**FACILITY RENTAL FEES:**

**For members:**

All facilities..... No Cost  
 (Sanctuary, Chapel, Great Hall, Heritage Hall, Chapel Fellowship Hall)

**For non-members:**

Sanctuary.....\$500  
 Chapel .....\$200  
 Great Hall for Reception.....\$500  
 Heritage Hall for Reception .....\$150  
 Chapel Fellowship Hall for Reception.....\$100

*Note: The Atrium is used as a pass through only. No serving tables, food, or drink are allowed in Atrium.)*

**MAINTENANCE SERVICE FEES:**

**For members and non-members:**

Sanctuary Wedding.....\$250  
 Chapel Wedding.....\$150  
 Great Hall for Reception.....\$300  
 Heritage Hall for Reception .....\$200  
 Chapel Fellowship Hall for Reception.....\$100  
 Kitchen use (no cooking – appliances are for warm-up only) .....\$200

(Kitchen to be inspected by facilities manager or appointed staff for cleanliness before caterer departs.)

(Please make checks payable to *Shallowford Presbyterian Church.*)

**SOUND SYSTEM AND TAPE OF WEDDING FEES: .....\$50**

Only members of the Shallowford Sound Crew are qualified to operate the sound system. If requested in advance, they can provide an unedited audio cassette tape or CD of your wedding ceremony.

**DECORATIONS:**

- Please do not tack flowers or greenery to walls or to individual candles.
- We have available at no cost to you one kneeling bench, and one unity candle holder.
- You will need to purchase three 12”-15” dripless white or off-white candles for the unity candle holder.
- Contact the church office or the Wedding Director for information about using these accoutrements which may be used only on the Shallowford premises.
- You may choose to rent candelabras and purchase candles from your florist.

**FLOWERS:** you may choose to leave chancel flowers for Sunday worship, if you wish. If this is prearranged, your gift of flowers will be listed in our Sunday bulletin.

**AMERICAN AND CHRISTIAN FLAGS:** During weddings, at the request of the family, the American and Christian flags may be placed in the Sanctuary, Chapel, or other place of worship. The flags will be placed on the floor level in the front of the place of worship, with the Christian flag on the congregation's right and the U.S. flag on the congregation's left.

**REHEARSAL DINNERS:** Due to multiple commitments of our ministers, they are usually unable to attend rehearsal dinners. This in no way reflects a lack of interest. If the rehearsal dinner is to be held at the church, then all related fees would apply for that as a separate event.

**ROSE PETALS, POTPOURRI, OR BUBBLES** are all suggested for use in lieu of traditional rice or birdseed. Note that rice and birdseed are NOT allowed at Shallowford. Please inform all members of your wedding party accordingly.

**PICTURES:** It is imperative that the bride and groom inform all guests with cameras and video cameras and photographers of the following:

Pictures of the bridal party may be taken before or after the ceremony. Flash pictures are **not** to be taken after the Processional begins and photographers should remain out of the chancel area and aisles. Ushers will inform the guests about the policy of no flash from the pews. Photographers may take pictures without flash from the back of the church or from the balcony. It is the bride's responsibility to inform the photographer of this policy before the wedding.

Video taping of weddings may **only** be done from the balcony. There will be no exceptions.

Photographers will want the bridal party and immediate families at the church at least two hours before wedding time in order to complete the bride and groom's photographer's list. This will, of course, be worked out with the bride, Wedding Director, and photographer.

**NO ALCOHOLIC BEVERAGES** shall be served or permitted on the church premises. This also means no alcoholic beverages in the dressing rooms.

**WEDDING SERVICE:** The content of the wedding service is determined at the discretion of the minister. The minister will discuss the content of the wedding service with the bride and groom at one or more of the conferences.

**PROGRAMS/BULLETINS:** The bride and/or groom is responsible for providing bulletins, if desired. Your Wedding Director can share samples from previous weddings if requested. Before printing, the order of worship needs to be discussed with and approved by the minister and your Wedding Director.



ORGANIST: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

SOLOIST: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

FLORIST: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

CATERER: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

PHOTOGRAPHER: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

VIDEO: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

+++++

**CONFIRMATION OF WEDDING PLANS**

I understand and will comply with the wedding policies of Shallowford Presbyterian Church.

\_\_\_\_\_  
Signature of Bride or Groom

The bride ( ) is a member of Shallowford PC (USA).      The groom ( ) is a member of Shallowford PC (USA).

( ) is not a member of Shallowford PC (USA).      ( ) is not a member of Shallowford PC (USA).

BRIDE'S ADDRESS: \_\_\_\_\_

WEDDING DATE:

REHEARSAL DATE:

WEDDING TIME:

REHEARSAL TIME:

LOCATION OF WEDDING:    SPC SANCTUARY    ( )  
                                  SPC CHAPEL        ( )  
                                  OTHER (specify)    ( ) \_\_\_\_\_  
EST # OF GUESTS        \_\_\_\_\_

LOCATION OF RECEPTION: SPC GREAT HALL    ( )  
                                  OTHER (specify)    ( ) \_\_\_\_\_  
EST # OF GUESTS        \_\_\_\_\_