

# **Hillside Church Wedding Policy Covenant For Members**

## **Eligibility**

The Bride or Groom must be an active member of Hillside Church or the child of an active member to use church facilities. Any other applicant(s) must be approved by the Pastor.

## **Pastoral Approval**

1. The bride and groom must complete a premarital counseling course approved by the pastor of Hillside prior to the date set for the wedding.
2. The pastor of Hillside will personally officiate or approve the selection of another minister to officiate the ceremony.

## **Reserving the Date**

1. The date and time of the wedding and related activities must not conflict with other scheduled activities of the church. Arrangements for rehearsals and the ceremony must be cleared with the church staff prior to placement on the church calendar. Hillside Coordinator and A/V Technician must also be available before the wedding can be calendared.
2. To be reserved on the church calendar, all forms must be completed and the security deposit received by the church office at least three months prior to the wedding.

## **Music and Audio/Visual System**

1. A wedding is to be worshipful as well as celebrative. Music should be appropriate to the sacredness and dignity of the wedding service and consistent with Hillside core values.
2. Church musicians and vocalists may be available. Arrangements should be made with the musician and/or vocalists directly or through the Music Coordinator of the church.
3. If using a church supplied musician or vocalist, a fee for each musician and vocalist is required and payable directly to each individual at least one week prior to the event.
4. Upon request, the music equipment on the stage area of the Worship Center may be concealed behind protective panels by authorized Hillside representatives. For an additional fee, the music equipment may be cleared from the stage. However, the grand piano cannot be moved off the stage nor stored behind the protective panels.
5. Sound equipment may not be moved except by an authorized Hillside representative. Consultation with a member of the Worship Ministry or the A/V Technical Team may be necessary.
6. Only trained A/V technicians from the church may operate the A/V equipment. A fee for each technician is required and payable directly to the individual at least one week prior to the event. The technician will be available up to 1½ hours for rehearsal and up to 2½ hours for the wedding ceremony. Any additional time must be arranged in advance with the Hillside Coordinator and the technician.
7. Use of the music and/or sound equipment by musicians and/or vocalists not supplied by the church requires pre-approval. Consultation with a member of the Worship Ministry or the A/V Technical team at least one month before the event is required.
8. Usage of music and A/V equipment beyond what is standard will require additional fees. The fees will be assessed depending on what equipment is needed (see Wedding Set-up Request form). The standard set-up for music and A/V equipment includes use of the following: podium microphone, wireless lapel microphone (for officiant), grand piano and CD player.

## **Decorations**

1. Decorations must be put in place at times suitable to the schedule of the church.
2. Under no condition will decorations be attached to any part of the building or furniture with nails, screws, staples or other fasteners that will leave permanent damage.
3. No furniture shall be moved or rearranged without specific permission from the church staff. The additional chairs stored along the sides of the Worship Center shall not be moved out into other areas of the church due to fire code regulations.
4. Only dripless candles may be used and these must be placed in candle holders to prevent dripping on the carpet. A paper or plastic covering must be placed on the floor under the candle holder to protect the carpet.
5. The applicants shall be financially responsible for the cleaning of wax from the carpet, floor, and furniture.
6. All decorations shall be removed immediately following the ceremony unless previous arrangements have been made with church staff.

## **Hillside Coordinator**

A Wedding Coordinator from Hillside will be assigned to each wedding party. The duties of the Coordinator are as follows:

1. Explains and enforces policies and utilization of Hillside Church facilities.
2. Reviews and approves (or disapproves) any alterations to building appearance or movement of furnishings.
3. Arranges for the building to be unlocked and relocked for the rehearsal and wedding. Access to the building at other times must be scheduled with the Coordinator and be at the Coordinator's discretion.
4. Consults with the Audio/Visual Technician who is responsible for monitoring and movement of the A/V equipment for the ceremony.
5. If needed, consults with the Hillside Music Coordinator who works with the bridal couple to select music and musicians for the ceremony.
6. Works closely with the wedding director selected by the wedding party to direct the wedding. The Coordinator may be available to also serve as the wedding director for an additional fee.
7. Collects and distributes the fees for the individuals providing services for the wedding.
8. Inspects facilities after event is completed for any problems or damages.

## **Building Use Guidelines**

1. No alcoholic beverages, gambling or firearms are allowed on the premises.
2. The building is a smoke-free facility. Smoking is not allowed inside the facilities.

## **Kitchen Use**

Kitchen usage is available upon request for an additional fee. Applicants agree to clean, put away all items used and generally return the kitchen to the state in which it was originally found.

## Fee Schedule

- **Must be received at least 3 months before event** (Payable to Hillside Church)  
 Refundable security deposit: \$ 500  
 Receipt of the security deposit confirms your reservation. The funds will be deposited and the full amount will be refunded upon completion of the event with no incurred damages. The wedding applicants shall be financially responsible for the repair of any damage to the facilities caused by vendors, members of the wedding party or wedding guests. The deposit is fully refundable if the event is cancelled at least 30 days prior the scheduled date.
  - **Must be received 1 month before event** (Payable to Hillside Church)

    - Building Use Fee \$ 300
    - Stage Clearance Fee \$ 150
    - Kitchen Use Fee \$ 100
  - Additional Music/A/V Set-up Fees \$ TBD\*
  - **Must be received 1 week before event**

    - Custodial Fee \$ 100\*
    - Payable directly to Custodian: \_\_\_\_\_  
 Hillside Coordinator \$ 150\*
    - Payable directly to Hillside Coordinator: \_\_\_\_\_  
 Audio/Visual Technician(s): \$ 100\*
    - Payable directly to Audio/Visual Technician: \_\_\_\_\_
  - **SUGGESTED MINIMUM HONORARIUMS:**

    - Pastor Honorarium \$ 100  
 - Payable directly to the Pastor. Consideration should be given for the size of the wedding and the time expended.
    - Soloist \$ 100\*  
 - Suggested minimum dependent on complexity of the event
    - Pianist \$ 150\*  
 - Suggested minimum dependent on complexity of the event

Musician Fees to be negotiated directly with individuals providing the service
- \* Cost may be higher depending upon complexity of the event