

MEMBER WEDDING APPLICATION AND PACKET

Approved by Session 9/26/2011

Preston Hollow Presbyterian Church
9800 Preston Rd.
Dallas, TX 75230
214-368-6348 X 150
www.phpc.org

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Member Wedding Application
Preston Hollow Presbyterian Church
9800 Preston Rd.
Dallas, TX 75230

Date of Application: _____

Bride's Name: _____ **Age** _____

Address: _____

E-Mail: _____

Phone: _____ (Home) _____ (Work) _____ (Mobile)

First Marriage? _____ Church Affiliation: _____

Groom's Name: _____ **Age** _____

Address: _____

E-Mail: _____

Phone: _____ (Home) _____ (Work) _____ (Mobile)

First Marriage? _____ Church Affiliation: _____

Wedding Date Requested: _____ Time: _____

Sanctuary _____ Chapel _____ Approximate Attendance: _____

Rehearsal Date Requested: _____ Time: _____

PHPC Minister Preference: _____

Other Information: _____

Is Bride a member of PHPC? _____

Is Groom a member of PHPC? _____

Bride's parent(s) members of PHPC? _____

Groom's parents(s) members of PHPC? _____

For office use only:

Bldg Deposit _____ Fee Payment #1 _____ Fee Payment #2 _____ Marriage Prep Class _____ Music CD _____

Lead Coordinator _____ Asst. Coordinator _____ Flowers remaining _____ Other _____

Section 2

Weddings can be scheduled one year in advance of the wedding date. All dates and times must be approved by the Wedding Administrator. Also, any time changes once a wedding has been scheduled must first be approved by the Wedding Administrator. Reservations are made through the Wedding Administrator at the church office, 214-368-6348 X 150 or via email to dhall@phpc.org. Regular office hours for the Wedding Administrator are on Wednesdays from 10:00 – 2:00 p.m. Weddings must be scheduled at least 60 days prior to the desired wedding date.

Pastor Selection: Members shall indicate their pastoral preference to the Wedding Administrator at the time the application is made. The Wedding Administrator shall communicate with the Pastor in order to confirm his or her availability. All weddings held at PHPC must be officiated by a PHPC staff pastor with the PHPC Pastor serving as lead Officiant.

Available wedding dates: Weddings may be scheduled on Monday, Tuesday, Thursday, Friday or Saturday. No weddings will be scheduled on New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Thanksgiving Weekend, Christmas Eve, Christmas Day, New Year's Eve, or during Easter Holy Week. Weddings do not take place on Wednesdays or Sundays without special application to and approval by the Session.

Wedding/Rehearsal Times: Available wedding times are 10:00 a.m. – 8:00 p.m. pending approval of the Wedding Administrator. Weddings are in blocks of four hours, with the church opening two hours before the ceremony time. Due to the number of weddings at PHPC, it may be necessary to schedule more than one wedding on a given day. Multiple weddings on the same day must be scheduled at least four hours apart. Rehearsal times are scheduled when the wedding application is received. Rehearsals are expected to be completed in one hour. Multiple wedding rehearsals held on the same day must be at least one hour apart. In the event of more than one rehearsal on a given day, preference is given to the first party scheduling. Once a reservation has been officially made and is entered on the church calendar, any alteration to the start times of either the rehearsal or wedding must first be approved by the Wedding Administrator.

Wedding Reservations: A wedding date will be entered on the church calendar when the Wedding Administrator has received the following items:

Completed wedding application

Building Security Deposit check of \$100

One-half of the Sanctuary or Chapel Wedding Fee (see below)

Wedding Fees: Building use fees for the Sanctuary and Chapel are listed below. Included in these fees are: Organist fee, wedding coordinator fee(s), custodial and sound fee, and the use of any wedding equipment. One half the total amount is due with your application with the balance due 30 days before the wedding date. The Wedding Administrator will invoice the final payment due and all fees shall be delivered by the due date to the Wedding Administrator.

Sanctuary Wedding Fee: \$950

Chapel Wedding Fee: \$750

These fees do not include an honorarium to the Pastor. In the event the member wishes to make an honorarium to the Pastor, this amount shall be paid directly to the officiating Pastor.

Wedding Cancellations: In the event a bride and groom must cancel their wedding date, they must inform the Wedding Administrator. Weddings cancelled more than 120 days before the wedding date, shall be entitled to a full refund of wedding fees paid. No refunds will be made for weddings cancellations less than 60 days from the scheduled date.

Marriage Preparation Class: All members being married at PHPC must attend premarital counseling. This counseling consists of attending the PHPC Marriage Preparation Class (offered several times throughout the year with an additional fee of \$90) followed by one-on-one counseling appointments to be scheduled directly with the officiating pastor. The number of one-on-one counseling sessions is at the discretion of the officiating pastor. The Prepare/Enrich curriculum is used as the basis for the premarital counseling. Upon completion of the required PHPC marriage preparation, couples will receive a certificate acknowledging the completion of this important step. Couples are responsible for the scheduling of their premarital appointments with the Pastor.

Planning your wedding:

Duties of the Wedding Administrator: the Wedding Administrator is responsible for the enforcement of the wedding policy, collection of all wedding fees, scheduling of all weddings and rehearsals and questions regarding time, date and location of all weddings held at PHPC. Any specific policy questions should be directed to the Wedding Administrator.

Duties of the Wedding Coordinators: A PHPC Wedding Coordinator will assist each wedding couple with coordinating of wedding plans, and will be a source of information regarding wedding procedures. The Wedding Coordinator will schedule a meeting with each couple once all vendors have been selected and will attend and assist at both the rehearsal and the wedding. All outside bridal consultants must confer with the Wedding Coordinator regarding all plans, prior to the wedding.

Section 3

Facilities: the following facilities (with seating capacities shown) are available for weddings:

Sanctuary (1000)

Chapel (145)

South Courtyard* (45)

**The Chapel must be booked in the event of inclement weather*

General Safety: No smoking or alcoholic beverages are permitted on the church premises. Smoking is prohibited in all PHPC church buildings. Alcoholic beverages or controlled substances of any kind are forbidden anywhere on the premises. This includes the parking areas and restrooms. The pastoral staff at PHPC reserves the right to deny performing a wedding ceremony in the event this general safety rule is violated. Guests under the influence of alcohol will be asked to leave.

Bridal Dressing Areas: The bride and her attendants shall dress in the Sanctuary Brides Room for Sanctuary weddings and in the Chapel Brides Room for Chapel weddings. The groom and his attendants shall dress in the Staff Lounge. Every effort will be made to protect personal items during the rehearsal and wedding. However, the church cannot be held responsible for such items if lost or stolen. It is imperative that valuables

not be left unattended in the dressing areas by the bride, groom, or wedding party. It is the responsibility of the bride and groom to inform the wedding party regarding this matter. Please be sure to assign a responsible party to clear the dressing areas of personal items and debris following your wedding.

Decorations and wedding equipment: Use of the chapel and sanctuary facilities includes the use of the following items which belong to the church: candelabra and candles, hurricane globes and candles for the windows, kneeling bench, pedestals for floral arrangements and certain floral containers. Use of the unity candle must be approved by the officiating pastor and dripless candles must be provided by the bride for use with PHPC's unity candle stand. Candles placed on the communion table must be approved by the officiating pastor.

The chancel vestments may not be removed and no decorations may be placed on the communion table where the silver Communion cup and plate must remain. The floral arrangements should not obscure the communion table, baptismal font, pulpit or cross. Pew markers or aisle ribbons may only be attached to pews using cushioned hooks or soft ribbon, so that the wood will not be scratched.

Prohibited Wedding Decorations: Decorations may not be hung or suspended from lighting fixtures and no tacks, staples, glue or tape shall be used to fasten any decorations to the furnishings or the buildings and no carpentry work will be allowed. No candles shall be used on the pews or down the aisles or in the floral arrangements. No wire or tape shall be used to attach Styrofoam, oasis, greens or flowers to the candelabra. Under no circumstances shall rice, confetti, flower petals (silk or fresh), birdseed, balloons, bubbles or any other material be thrown or used inside the church building, around the openings to the buildings, or on the church grounds and parking areas. The use of aisle cloths is strictly prohibited and no fabric or tulle shall drape the pews.

Floral Guidelines: Florists contracted for the wedding must deposit a \$100 performance bond if they are not on the list of approved PHPC florists. This deposit will be collected directly from the Florist by the Wedding Administrator. The delivery and placing of the floral decorations shall be scheduled with the Wedding Coordinator assigned to the wedding. If the bride and groom wish to leave their floral arrangements for use during PHPC church services, this must be scheduled with the Wedding Administrator. In the event the flower arrangements remain, the floral donation will be noted in the worship bulletin, but we must have this information three weeks before the wedding in order to meet the printing deadline. Additionally, those couples leaving their flowers for use at the church are invited to use the PHPC urns and/or vases. Specific information about the urns is available from the Wedding Administrator. If floral decorations are to be used in the windows, the windowsills must be protected. The furnishings and floors must be fully protected at all times from moisture. Florists will be held responsible for any damage to the building and/or furnishings. Removal of all decorations must begin immediately following the service. The Sanctuary, Chapel and bridal dressing areas must be left "broom clean" and in the condition in which they were found.

Photography Guidelines: Photography of weddings is permitted using the following guidelines: No flash pictures may be taken during the wedding ceremony (this rule also applies to all family and friends of the wedding party and includes camera phones). A flash picture of the bride may be taken by the photographer as she first enters the Sanctuary or Chapel. Flash pictures may also be taken prior to the wedding ceremony and following the ceremony, as well as of the bridal party as they are exiting the Sanctuary or Chapel following the conclusion of the worship service. All remaining photography shall be from the Balcony using available light only. Under no circumstances shall a photographer be located anywhere inside the Sanctuary or Chapel once the wedding service has begun. The officiating pastor must be consulted regarding any exceptions to the photography policy.

Videography Guidelines: Videography of weddings is permitted using the following guidelines: the location of the video camera(s) will be strictly limited to the Balcony of the Sanctuary or Chapel. No supplementary

lighting may be used. The use of all wireless microphones must be pre-approved with the sound technician. Wireless microphones may be used, but no wires or cables may leave the balcony area. Under no circumstances shall remote cameras be placed anywhere inside the Sanctuary or Chapel. The officiating pastor must be consulted regarding any exceptions to the videography policy.

Sound: All Sanctuary weddings will have the use of the PHPC sound technician. The option of live video and audio streaming is available, but must first be scheduled with the Wedding Administrator. An audio CD of each Sanctuary wedding will be recorded and given to the couple following the wedding ceremony. The use of all wireless microphones must be coordinated and pre-approved by the PHPC sound technician.

Section 4

Music: A wedding ceremony is a worship service of the church. Music should serve to enhance the consciousness of God's presence both in the minds of those who witness and those who participate in the service. Our standard is that the music chosen for the wedding service be consistent with the Reformed Worship tradition at PHPC. To aid in the planning process for the ceremony, the Wedding Administrator shall provide the bride and groom with a CD of sample wedding music. Music samples can also be heard on-line through our website. The couple should contact the Organist as soon as the wedding date is entered on the church calendar to begin the music selection process. No taped or secular music is allowed at wedding services.

The Organists' fee (included in the Sanctuary or Chapel Wedding Fees) includes one planning session, one rehearsal with vocalists or instrumentalists immediately preceding the wedding, and the wedding itself. Additional rehearsals with vocalists or instrumentalists will also incur an additional fee of \$100 to the Organist.

The use of the church's organ shall be restricted to PHPC organists. Additional musical instruments (such as piano, harp, trumpet, strings, brass, etc) are allowed but must be separately contracted for and approved by the Organist. The Organist is responsible for approving all musicians, vocalists and music selections planned for use during the wedding service.

Section 5

Reception Space: should the bride and groom wish to use PHPC for their Rehearsal dinner or Reception, the following restrictions apply:

1. Jubilee Hall is the only approved space for holding rehearsal dinners or receptions.
2. Receptions require a minimum six months advance notice.
3. Scheduling of Jubilee Hall is done through the PHPC receptionist and requires the negotiation of a separate space-use contract. Fees vary based on the end time of receptions (before 4 pm or before 10:30 pm). The pricing of Jubilee Hall is done on a case-by-case basis, and those fees shall be paid directly to PHPC, separate from wedding fees.

4. Receptions are scheduled for up to 3 hours; standard setup includes 30 tables (approximately 300 people).
5. No alcoholic beverages may be served or consumed at a rehearsal dinner or reception.
6. The only approved caterer is Preston Hollow Catering. Specific contract negotiations for catering shall be done directly with the caterer and payment made directly to Preston Hollow Catering.
7. Dancing and either live or taped music is allowed at receptions, but must first be approved by the PHPC receptionist and be listed in the Jubilee Hall contract.

Section 6

Marriage License: Each couple is responsible for obtaining their own marriage license in accordance with the laws of the County of Dallas and State of Texas. Specific timing requirements apply, so it is the responsibility of the bride and groom to acquire this information, obtain the license and bring it on rehearsal day to the church for execution and witnessing by the officiating pastor following the wedding ceremony. The church will submit the marriage license for filing with the County of Dallas following the wedding ceremony. The County will mail the original, filed license directly to the bride and groom. Allow six (6) weeks for filing.

Wedding Bulletins: PHPC does not print or provide wedding bulletins. Should the bride and groom wish to use bulletins, they are responsible for determining the order of worship, with pastor's approval, prior to the wedding. The officiating pastor, organist, wedding coordinator(s) and wedding administrator are available to proof and approve bulletins prior to printing.

Attire and Decorum: Appropriate attire is required of all wedding party participants at the rehearsal and wedding ceremony. It is the responsibility of the bride and groom to ensure that their wedding party conduct themselves in a manner befitting the sacredness of the wedding ceremony.

Nursery Services: Should the bride and groom require nursery services for children (infants, toddlers and pre-school aged children) requiring childcare during the wedding service, this can be scheduled with the Wedding Administrator. Only PHPC Childcare staff will be authorized to care for children on the PHPC premises. We follow Child Protective Services (CPS) guidelines in determining the number of care-givers required depending upon the exact number and age of the children. Specific fees and requirements will be explained by the Wedding Administrator and reservations must be made three weeks in advance of the wedding.

Early Open Fees: Wedding parties will be given full access to the building two hours prior to the wedding ceremony time. Should additional time be needed, the bride can request through the Wedding Administrator one additional hour (for a total of three hours prior to ceremony time) at an additional cost of \$100, pending approval on the church calendar.

Informal Weddings: An informal wedding ceremony is one that is small in nature, involving the bride, groom, pastor and only close friends and family. This type of wedding requires no rehearsal and ordinarily includes no music or decorations. Informal weddings must be scheduled with the Wedding Administrator, and all aspects of the wedding policy will apply, including the required premarital counseling. The cost of an informal wedding is \$200 to cover building use and custodial fees. This does not include an honorarium to the officiating Pastor.

Service Animals: No animals shall be present for wedding or rehearsal events, other than service animals.

