



REQUEST FOR WEDDING

*Today's Date ____/____/____

*Names of Intended: _____

*Contact Person: _____

Wedding: *Date: _____ Time: _____

Time of Bride's Arrival: _____

Rehearsal: *Date: _____ Time: _____

Facility Fees:

- ☐ A refundable deposit of \$500 is due upon completion of this form
- ☐ Facilities Team to Set-up and Clean-up (\$25/hr with 4 hr min)
- ☐ Audio/Visual Tech. (\$400 min. for 4 hours)
- ☐ Wildwood Wedding Coordinator fee (\$200)
- ☐ Pastor's Services - at your discretion

Bride:

Address: _____

E-Mail: _____

Home Phone: _____ Cell: _____ Work: _____

Parent's name and address: _____

Groom:

Address: _____

E-Mail: _____

Home Phone: _____ Cell: _____ Work: _____

Parent's name and address: _____

Pastor(s) Officiating: _____

Pastor to Counsel: _____

I accept responsibility for any damage caused to the buildings, furniture or property of Wildwood Church by any member of our wedding party when we are using the church facilities. I (the undersigned) accept this responsibility for the wedding party.

I will make sure that in exchange for the use of the facility we will keep it in proper order and maintain the regulations of the use of the facility.

Signature of Responsible Individual: _____

The section below is for Wildwood Staff:

Approved by Pastor? Yes No

*indicates required info Deposit Received \$500 ____________ Refunded: ____________

Set/Clean-Up Fee Received: ____________

Tech Fee Received: ____________

Wedding Advisor Fee Received: ____________

Wildwood Church Wedding Policy

A. Introduction

For Christians, marriage is a **covenant** through which a man and a woman are called to live out their lives together before God. The social importance of a wedding is incidental to its spiritual significance. It is a sacred undertaking. It is the uniting of a man and a woman under the blessing of Almighty God.

At Wildwood, we recognize that marriage is an institution ordained of God for His honor and the happiness of mankind, in which one man and one woman enter into a bodily and spiritual union, pledging each to the other mutual love, honor, fidelity, forbearance and companionship. As such, it should provide an unbroken continuance of their union so long as they both shall live.

B. Who may be considered for marriage at Wildwood Church?

Because marriage is an act of Christian discipleship, both the man and the woman seeking marriage should be professing Christians. Since marriage takes place within the life and work of a Christian community, couples should ordinarily be active members of Wildwood Church.

Extended family members and regular attendees of Wildwood Church who wish to be married in the sanctuary must apply to a pastor, who may exercise discretion in determining the couple's eligibility for marriage.

C. Basic Responsibilities

Before you set the date for your wedding, consult with the church secretary who will assess the church calendar to determine the availability of the facilities.

The bride and the groom must then meet with a pastor to discuss the wedding plans and the plan for premarital counseling. This meeting with a pastor and his *tentative* approval of the plans must occur **before** your first meeting with the Wildwood Wedding Advisor.

After meeting with a pastor, meet with the church secretary to complete a **Facilities Usage Form** to reserve the Sanctuary and the Fellowship Hall if you plan to hold your reception in the Church. Attached to the form must be a check for the security deposit. The security deposit is returned if the wedding is canceled or if all fees are paid, no damages are sustained and the wedding party has conducted itself in compliance with the rules governing intoxicants and use of facilities.

Once all of the above has been completed, contact the Wildwood Wedding Advisor. The Wedding Advisor is the liaison between the bride and groom and the church. She is not your wedding planner/director. The role of the Wedding Advisor is explained in detail in Section G below.

D. Premarital Counseling

A pastor will meet with a couple to determine whether their potential marriage meets the criteria for being a biblical

marriage. If the criteria are deemed to be met, plans for premarital counseling may begin. If the pastor deems that the biblical criteria are not met, then he shall assure the couple of the church's continuing concern for them but will **not** conduct the ceremony or authorize the use of the facilities.

The pastor may refer the couple to a mentoring couple or he may elect to do the counseling himself. Premarital sessions will be coordinated between the bride and groom and the pastor, counselor(s), or mentoring couple.

When the pastor approves the marriage, he also confirms the wedding date. This date will then be approved, finalized on the church calendar, and confirmed in writing by the Wedding Advisor.

E. Ceremony Preparations

Customarily, one of the pastors of Wildwood Church will have the privilege of officiating in weddings held in the sanctuary. In cases where another minister is desired to conduct the ceremony, wholly or in part, this must be discussed and approved by a Wildwood pastor and thereafter communicated to the Wedding Advisor. Couples should not invite other clergy to take part in the service before receiving the Wildwood pastor's approval.

As a service of Christian worship, the wedding ceremony is under the direction of the pastor. All parts of the ceremony should be appropriate to Christian worship and acceptable offerings to God. No part of the service should diminish the Christian understanding of marriage. It is the standard policy

of Wildwood Church that the Lord's Supper will **not** be celebrated during the wedding ceremony.

The wedding party should recognize that officiants perform wedding ceremonies on their own time and not as part of their regular employment. It is customary for the groom to pay an honorarium to the officiant, whether a Wildwood pastor or another minister. Wildwood does not recommend a particular amount. Regardless of which party pays the honorarium, that party should inquire with others as to an appropriate amount.

F. Professional Services

The bride and/or her family shall directly engage the wedding planner/director, photographer, florist, caterer, musicians and any other professionals, assisting in preparation for the rehearsal, wedding and/or reception. The Wedding Advisor shall be given all names and information concerning the parties involved. (See Attachment #2— Wedding Details Form)

G. Wedding Advisor

The Wildwood Wedding Advisor and assistant shall work closely with the bride and whomever she designates as her wedding planner/director. Wildwood's Wedding Advisor is **not** your wedding planner/director. She is the liaison between the church and the bride and groom and as such, must approve all plans for the wedding. She is responsible for the administrative details of the wedding, such as scheduling access to facilities, securing all necessary paperwork, and assisting at the rehearsal and wedding (all as needed).

Beginning with your first meeting with the Wedding Advisor, you will discuss wedding details and review the Summary of Fees and Invoice (Attachment #1), Wedding Details Form (Attachment #2) and other forms. Within a week, the Wedding Details Form and Statement of Financial Responsibility (Attachment #3) must be completed and returned to the Wedding Advisor. The Wedding Checklist (Attachment #4) is your step by step guide to planning and preparation.

The bride is free to choose her wedding planner/director. This designee is the liaison between the bride and Wedding Advisor. (Note: This designee cannot be the mother of the bride or groom; nor can it be anyone in the bridal party.) The wedding director is responsible for directing the rehearsal, wedding ceremony and reception (if it is held at the church). Although this person will take the lead in most of the activities, the director must work in concert with the Wedding Advisor who must approve all wedding related church activities.

H. Sanctuary Decorations/Preparations

Decoration of the sanctuary will be at the expense of the wedding party. The florist and all others assisting in decorating the sanctuary for your wedding are requested to observe the following policies:

- Use of the lectern or other Wildwood sanctuary furnishings must be discussed with the Wedding Advisor.
- No tacks, nails, pins, screws, or any other object shall be driven into walls, floor, pews, chairs or any other

furnishings. No tape will be adhered to walls, pews or chairs. Row markers may be tied with ribbons or secured with rubber bands or pipe cleaners only.

- All rented candelabra must use dripless tube-type candles, as the wind from the heating/air conditioning can cause wax candles to burn unevenly and cause the wax to drip. **Have the rental agent check all candles to be sure they fit securely and will burn appropriately.** *Any damages incurred will be billed to the user or will be deducted from the security deposit.*
- Flowers or plants not on pedestals should be placed on mats to protect the carpeting and other furnishings.
- If the flowers are to remain in the sanctuary for worship on Sunday, please notify the Wedding Advisor no later than the Tuesday before the wedding.
- Material that must be cleaned up:
 - NO rice may be thrown inside or outside the church.
 - NO birdseed, grass seed, etc. may be thrown inside the sanctuary, fellowship hall or any other buildings.
 - Flower petals may be thrown in the sanctuary when a runner is used.
 - Anything that is thrown outside the church sanctuary, fellowship hall or on sidewalks should be biodegradable and non-slipping.
- All property of florists, caterers, photographer or other persons employed to assist with the wedding must be removed immediately after the wedding. This is especially important for weddings held on Saturdays.

- The Wedding Advisor will arrange for the sanctuary and other areas planned for use to be heated/air conditioned for a total of four hours. If additional time is required, please make this arrangement in advance with the Wedding Advisor.
- The cost of damages incurred in use of the facilities or church property will be deducted from the security deposit and/or billed to the person assuming financial responsibility for the wedding.

I. Scheduling

Only one wedding ceremony will be scheduled per day.

J. Music

Proper music selection is an important wedding decision. Special care should be taken to assure that all music is suitable and reverential.

The couple and/or their families will be responsible for securing and paying any vocalist(s) or other musicians performing in the ceremony. It is recommended that all vocalists and musicians be in attendance at the wedding rehearsal to ensure proper arrangement of equipment and audio setup.

If for some reason the musicians and vocalists are unable to attend the rehearsal, it is recommended that they arrive a minimum of forty-five minutes prior to the wedding ceremony.

K. Sound/Lighting Technician

All sound and lighting equipment **MUST BE** operated by the assigned Wildwood technicians. (Fees for this service are listed on Attachment #1.)

L. Intoxicants

NO alcoholic beverages shall be brought upon, served or consumed on the church property or on surrounding areas (wooded areas, grassy pond area, etc.).

Pastors, wedding coordinators, and church staff all have the prerogative of canceling any of the events of the wedding if this restriction is not observed.

This restriction protects the church from significant liability, therefore, a violation of the prohibitions on intoxicants on the church property or surrounding areas may result in a reasonable penalty which will be assessed against the security deposit.

M. Smoking

Smoking is prohibited inside the facility as well as outside on the church property.

N. Photographer

Flash photos may be taken in the sanctuary before or immediately after the service by arrangement with the Wedding Advisor. Professional photographers may enter the sanctuary during the ceremony but discretion is required; nothing should distract from the wedding ceremony. Time exposures not requiring flash or distracting

noises may be taken from the balcony by the professional photographer or by some other designated person.

Videotaping is allowed from a stationary position in the balcony but must be approved by the Wedding Advisor.

O. Custodial Service

Custodial services will be provided by the church. (Fees are listed in Attachment #1.)

P. Payment of Fees

The Wedding Advisor must receive payment for all services two weeks *before* the wedding. (See Attachment #1 for all fees collected by Wildwood.)

Q. Children in the Wedding Party

The use of children as ring bearers and/or flower girls should be discussed with the Wedding Advisor. The use of children under the age of four in the wedding ceremony is discouraged.

R. Nursery

Wildwood Church does not provide nursery services for rehearsals, weddings and/or receptions. The church is not available for use by outside sitters during these events.

S. Use of the Fellowship Hall

The use of the fellowship hall must be scheduled at the time that the sanctuary is reserved with the Facilities Usage Form. (See Section C-Basic Responsibilities.)

Receptions in the fellowship hall are ordinarily planned for up to four hours, including time needed for preparation.

All properties of florist, caterers, photographers or other persons employed to assist with the wedding must be removed immediately after the wedding. This is especially important for weddings held on Saturdays.

The following rules apply for the use of the fellowship hall:

- *Violations of these rules may result in a reasonable penalty assessed against the security deposit.*
- Alcohol and other intoxicants are **NOT** allowed in the building or on church property.
- Alcoholic beverages may **NOT** be used for wedding toasts.
- **No** member of the wedding party may consume alcohol or other intoxicants off the church property and thereafter return to the fellowship hall during the reception.
- Any articles in the fellowship hall that are moved must be returned to their original place after the reception (e.g. flags, piano, extensions, decorations, etc.).
- No staple guns are to be used.
- No glitter is to be used in decorating.
- No candles are to be placed on the floor anywhere in the building.
- You must coordinate with the Wedding Advisor the times the fellowship hall is to be available for decorating.

- Clean-up: The rooms should be restored to the condition in which they were found. Wedding decorations (e.g. flowers, balloons, bells, wreaths, candles, etc.) must be removed from the sanctuary and all buildings before Sunday morning.

T. Kitchen Use

- The church kitchen is available upon request and should be scheduled at the same time the fellowship hall is secured for the reception.
- The kitchen is to be used only to warm the food for the reception or to place already prepared food on trays and to make punch, coffee, etc. and must be approved by the Wedding Advisor. Kitchen access will be obtained, by appointment, with the Wedding Advisor.
- Please leave the kitchen tidy and remove all your own utensils. Additional custodial fees will be charged if set up and clean up exceed 4 hours total services. (See attachment #1-Summary of fees.)
- If rental dishes are cleaned in the dishwasher, a Wildwood representative must be present to operate the equipment.
- If rental equipment is used, the caterer or other responsible party must remove all rental items the day/night of the event.
- Food items in the pantry and refrigerator are NOT for your use. You are responsible for providing all food, drinks, utensils, etc. for the wedding and reception.
- Please do not use the metal tables or counters in the kitchen as cutting boards.

- There must be clear communication between your caterer and the Wedding Advisor as to the time available for set up. The caterer needs to know what is and what is not available for use and the time frame for clean up.
- The church does not provide tablecloths or any other linens.
- If a reception (or rehearsal dinner) is planned for the fellowship hall, a diagram of the set up must be provided to the Wedding Advisor two weeks prior to the wedding.

U. Furniture/props

Artificial trees and plants outside of the sanctuary and permanent furniture (the antique wooden tables, marble café tables and chairs, etc.) are not available for use. We do not have a kneeling bench, candelabras, table linens, candles, or any other wedding items available for use. We recommend that you contact a local rental agency for these and other items.

V. Marriage License

The marriage license must be handed to the pastor prior to the ceremony, preferably at the rehearsal. The pastor will forward the completed license to the County Clerk's office after the ceremony.

W. Fees and Costs

There is no fee for the use of the church facilities for members of Wildwood Church and their immediate family members; however, there are charges for certain costs

incurred including the security deposit (due with the Facilities Usage Form), and the mandatory services of the Wedding Advisor (liaison to represent the church), audio/visual technician and custodial staff.

Non-members will be charged fees for use of facilities based on the rooms utilized.

All fees are due two weeks prior to the ceremony. If not paid, the pastor or Wedding Advisor (if no Wildwood pastor is participating) may cancel the ceremony and/or reception.

A Schedule of all fees and costs is provided in Attachment #1.

Summary of Fees and Invoice

Wildwood Church

Service or Fee			Amount Invoiced
Security Deposit due upon submission of Facilities Usage Form*			\$500.00
Facilities or services	Members and Staff of Wildwood Church and their immediate family	Non-Members of Wildwood Church	TOTAL DUE two weeks prior to ceremony
Sanctuary	N/A	\$1,000.00	
Bridal Room & Office Areas	N/A	Included	
Fellowship Hall	N/A	\$ 200.00	
Kitchen	N/A	\$ 50.00	
Wildwood services:	Mandatory Fees for All Users		
Wedding Advisor		\$ 200.00	\$ 200.00
Audio Visual		\$ 400.00	\$ 400.00
Custodial	(two workers up to two hours)*	\$ 150.00	\$ 150.00
Date Due: _____ / TOTAL DUE:			

* Additional custodial services \$35/hour per worker

Schedule of Payments:

- **Security Deposit due upon submission** of the Facilities Usage Form (attach to that form).
- **Two weeks prior to wedding** the following fees and costs **must** be paid:
 - Non-member facility use fees
 - Mandatory fees
 (Please attach a copy of this completed invoice)

Checks are to be made payable to Wildwood church and mailed (or delivered) to:
 Wildwood Church
 100 Ox Bottom Road
 Tallahassee, FL 32312
 Attention: Wildwood Wedding Advisor

Billings for damages not deducted from security deposit are due 10 days from the date of notice.

Other costs that may be incurred:

- An honorarium for the Pastor(s) conducting your ceremony is typical and should be paid at your discretion.
- Musicians and/or vocalists - Wildwood Church Worship & Arts staff are **not included** as part of facility use fees and if their services are desired a fee for their service should be negotiated with the specific staff member.
- Additional time and fees for audio/visual staff must be negotiated with such staff.
- Custodial services in excess of the minimum above (set up and clean-up) will be billed at \$35/hour per worker. (Payment for such other costs should be made directly to the individuals compensated.)

*** The security deposit (\$500.00) will be returned if the wedding is canceled or within two weeks after the ceremony provided all fees are paid, no damages are sustained and the Wedding Party has conducted itself in compliance with the rules governing intoxicants and use of facilities. The deposit check must be attached to the Facilities Usage Form when that form is initially submitted to the church secretary.**

Wildwood Church Wedding Details Form

Please complete the entire application and return to the Wedding Advisor, as soon as possible.

1. Wedding

Date: _____

Time: _____

Time of bride's arrival _____

2. Rehearsal

Date: _____

Time: _____

3. Bride

Address: _____

E-mail: _____

Phones: _____

Home _____ Cell _____ Work _____

Parents, name and address: _____

4. Groom

Address: _____

E-mail: _____

Phones: _____

Home _____ Cell _____ Work _____

Parents, name and address: _____

5. Wildwood Membership (check one)

☐ Member or Staff

☐ Extended family member

☐ Regular attendee

6. Pastor(s) officiating

7. Bridal party

Bridesmaids

Maid of honor: _____

Matron of honor: _____

Groomsmen

Best man: _____

Ring bearer(s) _____

Flower girl(s) _____

8. Wedding Planner/Director:

Name: _____

Phones:

Home _____ Cell _____ Work _____

9. Musicians/vocalists:

10. **Florist:** _____

Address: _____

Phone: _____

11. **Photographer:** _____

Address: _____

Phone: _____

12. **Videographer:** _____

Address: _____

Phone: _____

13. **Caterer:** _____

Address: _____

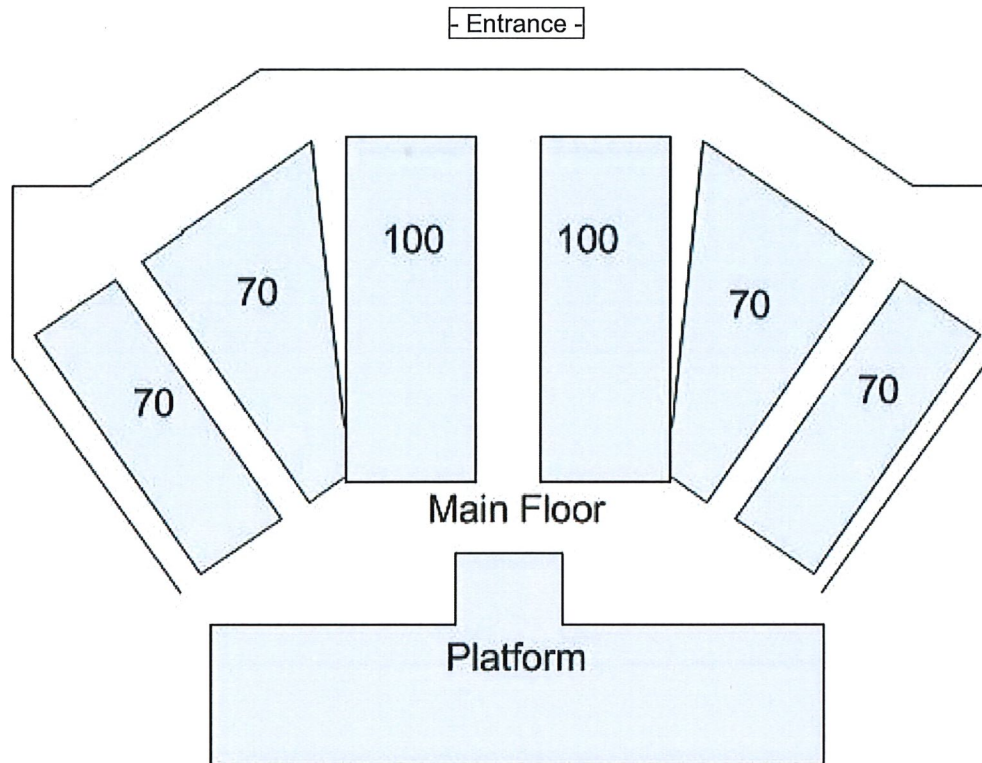
Phone: _____

14. **Rental company:** _____

Address: _____

Phone: _____

Wildwood Church Diagram of the sanctuary



*Not to scale – church seats approximately 480 people on the ground level.

**List names of attendants as
they enter the sanctuary:**

- 1 _____
- 2 _____
- 3 _____
- 4 _____
- 5 _____
- 6 _____

Wildwood Church Statement of Financial Responsibility

NAME OF WEDDING PARTY: _____
accepts responsibility for any damage caused to the buildings, furniture, or property of
Wildwood Church by any member of our wedding party when we are using the church
facilities. I (the undersigned) accept this responsibility for the wedding party.

I will make sure that in exchange for the use of the facility we will keep it in proper order
and maintain the regulations of the use of the facility.

(Signature of responsible individual)

Address of signer: _____

Phone number: _____

Date: _____

Wildwood Church Wedding Checklist

- ☐ Meet with Senior Pastor to discuss plans
- ☐ Preliminary approval granted by Senior Pastor
- ☐ Contact church secretary to reserve date on church calendar
- ☐ Complete and submit to church secretary a Facilities Usage Form and a Sound and Light Form (please, attach deposit check with these forms)
- ☐ Schedule consultation with the Wildwood Wedding Advisor
- ☐ Complete and submit all forms (Attachments #2-3) to the Wildwood Wedding Advisor (one week after consultation)
- ☐ Premarital counseling w/ Senior Pastor or designee
- ☐ Take Prepare/Enrich Marriage Assessment (schedule with church secretary)
- ☐ Final approval granted by Senior Pastor
- ☐ Mail checks (with copy of invoice (Attachment #1) and program (if applicable) to Wildwood Church, attn.: Wedding Advisor
- ☐ Conduct wedding rehearsal (Confirm all details in Wedding Details Form)
 - ✓ Confirm the names of the attendants as they will line up for the processional
 - ✓ Give marriage license to Pastor