

Wedding Policy and Agreement

Heartland Church is excited about the important and life-changing decision you have made to be married and are honored that you have chosen the Church as the venue for your wedding. The purpose of this Policy and Agreement is to ensure, as best we can, that the ceremony runs smoothly for you, for your wedding party and guests, and for the Church staff who will be assisting you.

We hope and pray that your wedding ceremony will be everything that you have imagined it will be. More importantly, we hope and pray that your marriage will be strong, loving and enduring.

Rental Fees

The building rental is free to HC Partners (we do not normally make the building available to non-Heartland Partners). The \$800.00 wedding fee covers the cost of operating the facility, equipment and the employees working during the event. For a simple wedding not including any of the bulleted items mentioned below, the fee is negotiable, and will depend on your specific needs.

These fees include the following:

- Heartland Church Wedding Coordinator
- Use of Heartland Church facility for 3 hours for wedding and 1 hour for rehearsal
- (only rooms and times designated on wedding requisition reservation)
- Set-up, tear-down and clean-up of Heartland Church equipment and decorations
- Decorations owned by Heartland Church wedding department
(Based upon availability)
- Audio and Lighting Engineer at Rehearsal and Wedding Ceremony
- Visual screens
- Multipurpose room
- Backstage greenrooms
- Kitchen

To reserve the HC Church facility, a \$200.00 non-refundable reservation fee is required. This fee will be applied to the total amount owed. We also require a \$250.00 security deposit, payable by check at your last meeting with the wedding coordinator. The security deposit will be refunded once it has been confirmed that no damages were incurred and no policies broken.

The complete balance is due at your final planning meeting. This meeting should take place 4-6 weeks before the wedding date. It is against policy to conduct a rehearsal or wedding ceremony until payment is paid in full. By signing this contract you agree to adhere to the policies and procedures for weddings and receptions held at Heartland Church.

Wedding Coordinator

The Pastoral Staff of Heartland Church wishes to extend all possible assistance to you, ensuring your wedding ceremony is not only beautiful, but also a memorable event. Thus, we have provided a wedding coordinator to help you with facility details and arrangements for your wedding at Heartland Church.

The wedding coordinator will assist you with the following:

- Calendar and Facility reservations
- Initial Deposit, Reservation Fee and Security Deposit and any other payments
- Smooth set-up, tear-down, and flow of the rehearsal and ceremony

The Wedding Coordinator will be available to direct the rehearsal and wedding and assist the bridal party with information regarding the facility. You may choose to hire your own personal wedding coordinator; however, the church wedding coordinator's fee will not be deducted from the total reservation fee. The Heartland Church wedding coordinator will direct all HC weddings. You must meet with the wedding coordinator at least twice; these meetings will include the following:

First meeting:

Your desired wedding date may only be confirmed and secured by paying the \$200 initial deposit and signing the facility reservation requisition (contract). This initial deposit is nonrefundable; however, it will go toward your balance.

Second meeting:

The remaining balance is due no later than 4 weeks prior to your wedding date. It is the sole responsibility of the bride and/or groom to make arrangements to see that your account is paid in full. If the balance is not paid at least full four weeks prior to your wedding, your wedding date may be released on the Church calendar unless a sufficient and satisfactory explanation is provided.

Heartland Church Member Benefits

It is our privilege to make the Church building and grounds available free of charge to the Partners of HC and their immediate family. However, the bride, groom and/or immediate family member (e.g., parent of either) must be an active member of HC for a minimum of six months prior to booking your wedding in order to take advantage of the facility. If you would like to inquire about your Partnership status, you may call Partnership Services at (972) 453-4797 x519 and speak with Kelsey Behrens.

Facility Availability

The Church building and grounds are obviously used regularly for ministry purposes throughout each week. Consequently, an initial meeting with the wedding coordinator and the receipt of a deposit are required before any date can be guaranteed. Please note that major church-wide events and certain holidays take precedence and cannot not be rescheduled to accommodate a wedding ceremony. **HC will NOT host a wedding on a Holiday Weekend.** Weddings also will not be scheduled on Sundays, Easter weekend, Christmas Eve, Christmas Day, New Year's Eve, New Year's Day, Memorial Day, Labor Day or Thanksgiving weekends. The church calendar is blocked for weddings on pre-determined Friday nights and Saturdays only.

When reserving our facility, please be aware that you are reserving a 3-hour window of time (a total of 4 hours if a reception is held after the wedding). This time frame must be strictly enforced out of courtesy to our staff and due to the possibility of other events scheduled at the Church on the same day. Although it would be rare, Heartland Church reserves the right to cancel a wedding ceremony if there is a need due to an emergency or an unforeseen event. Should this be necessary, you would, of course, receive a full refund of all monies paid up to the point of cancellation.

Facility Cancellations and Date Changes

We are delighted you have chosen our facility as the location for your ceremony, however, we understand that in extenuating circumstances there may be a need for you to cancel your reserved date and time. If the event is canceled more than three weeks before the event, you will receive a refund with the exception of your \$200.00 deposit fee. This deposit fee will be applied towards your rescheduled wedding date. However, if your wedding is canceled less than three weeks before the scheduled event date, we must withhold the full amount paid to that point. This is our policy because we have held your time and date, scheduled our engineers and wedding coordinator, and possibly turned down other events for your requested date. We ask that you contact our offices as soon as you know that you must cancel, as this will allow us to open the date for another wedding.

If you find that you wish to move your originally scheduled date, we can assist you as long as your new choice in date is available. If not and you choose to use another facility, it will be treated as a cancellation. We will allow you to apply your deposit and previous payments to your new date. HC does reserve the right, however, to retain your deposit or other payments in the event of multiple cancellations or rescheduling. If we are not notified of your desire to change your date within the three-month window, we will treat it as a cancellation and if you reserve a new date with us a new deposit and payments will be required.

The Wedding Rehearsal

A wedding rehearsal is recommended to you and your wedding party to help ensure that your wedding day runs smoothly. We schedule rehearsals prior to your ceremony in time slots of one hour maximum. Rehearsals are held between 6 p.m. and 7 p.m. on Friday night for a Saturday wedding and Thursday between 6 p.m. or 7 p.m. for a Friday wedding. The rehearsal time must be decided and documented on the contract at the initial meeting with the facility coordinator.

Rehearsals are optional. However, if you choose not to have a rehearsal, please be aware that no instruction will be given on the actual wedding day. Rehearsals must start promptly at the time agreed upon out of respect for the time of all involved. We will not begin a rehearsal until both the bride and groom are present. If the bride and groom are present, but members of the wedding party are missing, we will still begin the rehearsal promptly at the original start time. HC reserves the right to cancel the rehearsal if we are unable to begin within 30 minutes of the scheduled start time. Please encourage your wedding party to be early so that we may start on time and everyone will get the benefit of a full rehearsal.

A rehearsal agenda and music is required in order to rehearse with your wedding party. Please provide the wedding coordinator with the rehearsal agenda at your last meeting. Please bring all music to the rehearsal. If these items are not provided to the coordinator, it is not effective to conduct your rehearsal.

The Wedding Ceremony

The wedding ceremony will be scheduled to last not more than one (1) hour in total length. You may choose to provide recorded music to be played or hire live musicians or vocalists. HC will provide an audio and lighting engineer who will be present at both the rehearsal and the ceremony to assist with technical needs. Our engineers will run our sound and lighting equipment. This is non-negotiable and is necessary due to the knowledge and skill required both to run the equipment and to return it to the settings required for other functions at the Church.

We understand that your ceremony should be unique to you; however any plans that deviate from the traditional wedding ceremony should be discussed with the wedding coordinator for approval. Please provide a minimum of two ushers at your ceremony to assist with entrance doors and seating of guests.

Should you choose a Friday night wedding, the event may start no earlier than 4:00pm or no later than 7:00pm. Should you choose a Saturday wedding, the service must take place no earlier than 11:00am or no later than 4:00pm.

Due to the possibility of multiple ceremonies or other events on any specific date it is imperative that the wedding ceremony begin promptly at the specified time. In the event that a delay is deemed necessary by the HC wedding coordinator, your ceremony may need to be abbreviated to remain within your reserved time slot.

Decorations

We are happy to provide HC decorations for your ceremony and/or reception. These decorations are always based upon availability at the time of your decorating meeting with our wedding coordinator. This decorating meeting is a required meeting, no decorations will be provided if they are not secured at a decorating meeting within two weeks of your ceremony. Should you choose to bring in additional décor such as flower arrangements, additional candelabras, pew bows, etc., please clear all items with our coordinator no later than one month prior to your ceremony date. If you have hired a personal decorator, florist or coordinator, they may add their decorations, but our decorator and staff will set up all décor that is property of HC. Only silk flower petals are allowed on the carpet. Real flower petals release oils to the carpet and are prohibited. Silk flower petals must be picked up immediately following the wedding. You may use real flower petals on the carpet IF a runner is present for the petals to rest on. All items brought in by florists or other vendors must be removed immediately after the conclusion of the ceremony. We will not store items to be picked up on the next business day. HC and the wedding department will not be responsible for the care or storage of any items left at the facility.

Candles used for the reception or wedding must be approved by the HC wedding coordinator. We prefer battery operated candles however, if you use wax, we ask that the candle be covered in a non-leak container (like glass) with more than 1 1/2" space from the wick and rim of the container.

No outside vendor may set-up, move, disassemble or alter our equipment in any way. Your \$250.00 security deposit will be withheld should these events take place and result in damage of any kind. A floor plan must be submitted to the wedding coordinator for HC staff in order to strike the stage for your wedding design. Additional fees will be required for striking the stage and those fees will be based on the complexity of your request.

Please be sure of your choices at your decorating meetings so you will be happy with the set up on your ceremony day. Any seasonal décor that is set up in the sanctuary or chapel for Christmas or Easter will not be removed. HC has the right to object to your wedding design and a curtain (pipe and drape) may be suggested to help facilitate your wedding vision.

Musicians and Vocalists

Musicians and/or vocalists are asked to attend the rehearsal. Please notify the wedding coordinator of microphone and equipment needs by your final meeting. Musicians and/or vocalists will be given at least one run through at the rehearsal. It is suggested they arrive an hour early or stay an hour later if additional rehearsal is needed. They may come one hour early for the ceremony to do a sound check on the day of the wedding. Musicians must provide their own instruments. No musician or vocalist will be able to use the facility to rehearse at any time other than at the rehearsal or one hour prior to the wedding ceremony. Only audio/video engineers employed by HC may run our sound and lighting equipment. Heartland Musicians and singers are available for additional cost. Please contact Devin Dean and provide a full music list 3 weeks prior to the wedding.

Power Point and Videos

All video and power point presentations must be submitted 1 week before the wedding for approval. You may contact David Timmes for the appropriate format. For a fee, the HC tech may assist you in creating your wedding video presentation.

Dressing Areas

Dressing rooms for the bride and groom are provided two hours prior to the start time of the wedding ceremony. The wedding coordinator will direct the wedding party to the dressing areas at the rehearsal.

As always, no alcohol or smoking is allowed on the HC Church campus. Should HC Church personnel find these substances; your security deposit will be withheld in its entirety.

Photography

Since the wedding ceremony is a worship service, all photographers (amateur and professional) are asked to maintain reverence during the ceremony and for the church. We do ask that the photographer be as unobtrusive as possible, so as not to distract from the bride, groom and wedding party. We ask that each photographer dress appropriately for the ceremony. On your wedding day, we must adhere to a strict schedule regarding time. Please let your photographer know that you have reserved the facility for one hour prior to the ceremony and one hour after the ceremony ONLY (unless your reception is held at HC). Photography will not be allowed to exceed these times.

Officiating Minister

As a partner, HC ministers are available at no charge to officiate your wedding. However, you may choose to bless your officiator. If you are interested in having an HC Pastor officiate the wedding, you will need to contact the office of the Pastor that you are considering. You also may use a minister from another church. Please note that the officiating minister is welcome at the rehearsal, but not required to attend. Regardless, he/she must be willing to place the HC wedding department in charge of directing the rehearsal.

The HC Pre-marital program is a requirement for partners of Heartland Church and for anyone getting married at Heartland Church. No exceptions will be made. Please allow sufficient time to complete this class before your ceremony. You may contact the church office at 972-253-4797 to discuss the requirements or speak to your HC Wedding Coordinator.

The Reception

NO food or beverages are permitted in the sanctuary. Our Lobby can accommodate cake and punch receptions, light hors d'ouvres and/or seated meals. Your wedding coordinator will tell you the capacity for each reception location. We will provide you with tables and chairs for your HC reception subject to space and availability. You are responsible to provide all tablecloths, skirting, skirting, and/or chair covers. A copy of your rental and invoice MUST be submitted to the HC wedding coordinator 3 weeks prior to your event. You may use your preferred vendor for rentals. If you need a recommendation, your HC wedding coordinator will be able to supply suggested vendors.

Candles used for the reception or wedding must be approved by the HC wedding coordinator. We prefer battery operated candles however, if you use wax, we ask that the candle be covered in a non-leak container (like glass) with more than 1 1/2" space from the wick and rim of the container.

Receptions are limited to 4 hours: a 1-hour set up before your wedding begins, and 2 hours after the wedding. Clean up time must be allotted within this 4 hour window. All items brought in by guests, wedding party, caterers, etc. . . . must be removed, tables cleared and trash put in trash bags. Our housekeeping department will facilitate the removal of chairs, tables and bagged trash only. The wedding party or those designated to assist with the receptions must remove all other items. We recommend that you designate one person to facilitate your reception, as the HC coordinator will not coordinate the set-up of food, cutting of the cake, clean up or the flow of the reception, etc.

We allow outside musicians and bands to accompany your reception with appropriate music only. Remember you are in a worship center.

NO rice throwing inside or outside of the building. Birdseed, flower petals, bubbles, or sparklers are better.

The Kitchen

You are required to have a Kitchen Staff Member present at your event should you choose to use kitchen appliances: This person/s is only to be available to monitor use of all commercial equipment and they are not for kitchen cleaning after your use of facilities. Your caterer is to do all the clean-up, etc. Kitchen Staff person will put the final inspection on the kitchen area. If your caterer is a member of Heartland Church and is a kitchen staff person, you will not need an additional staff member. Again, we recommend that you designate one person to facilitate your reception, as the HC coordinator will not coordinate the set-up of food, cutting of the cake, clean up or the flow of the reception, etc. Due to financial considerations, you may hire the HC caterers. Please ask your wedding coordinator for details.

Wedding Reservation Requisition

Bride's Name: _____ Cell/Work # _____
Home #: _____ E-mail Address: _____
Address: _____

Groom's Name: _____ Cell/Work # _____
Home #: _____ E-mail Address: _____
Address: _____
Primary Contact Person: _____

Wedding... to be completed by Wedding Coordinator

Wedding Day/Date: _____
Time In: _____ Time of Wedding: _____ Time Out: _____
Location: _____ Minister: _____
Rehearsal Date: _____ Time (circle one): 4pm 5pm Time Out: _____
Guests Expected: _____ List Any Musical Instruments: _____

Non fundable Deposit	\$ _____
Balance Due	\$ _____
Payment	\$ _____
Balance Due	\$ _____
Security Deposit Due _____	\$ _____
Final Payment Due _____	\$ _____
Date Paid in Full _____ Initials _____	\$ _____

*Should you desire, an offering to the presiding minister (s) are can be made out directly to him/her but may be given to the Wedding Coordinator in your final meeting and she will make sure the gift is made at the time of signing the marriage license.

This is a binding contract. All revisions to this agreement must be approved by the Wedding Coordinator, made in writing on this document and signed by both parties. I have read and understand the wedding policies and procedures of Heartland Church. I agree to follow these policies and procedures and understand that my security deposit will be kept if any are violated.

Bride/Groom's Signature: _____ Date: _____

Wedding Consultant: _____ Date: _____