

Wedding Guide and Application to be Married

Salem Presbyterian Church

312 Combs Ferry Road

Winchester, KY 40391

859-737-3004

Contract Information

Bride

Name: _____

Street Address: _____

City/ST/Zip: _____

Phone: Day _____ Night _____ Cell _____

Groom

Name: _____

Street Address: _____

City/ST/Zip: _____

Phone: Day _____ Night _____ Cell _____

Church Affiliation

Bride

Church Affiliation: _____

City/ST: _____

How Long: _____

Groom

Church Affiliation: _____

City/ST: _____

How Long: _____

Continued on next page

Salem Wedding Application continued

Wedding Information

Anticipated Wedding date and time: _____

Anticipated Rehearsal date and time: _____

Approximate number of guests: _____

Number in wedding party: _____

Name and contact information for the Wedding Host: _____

Please include your reason(s) for choosing Salem Presbyterian Church (continue on reverse side if necessary.)

We release Salem Presbyterian Church at Pine Grove of any responsibility for loss of any items belonging to any member of the wedding party or guests. We have read and received a copy of the Wedding Guidelines and we agree to abide by them.

Signature: _____

Bride

Signature: _____

Groom

Date: _____

Salem Presbyterian Church
312 Combs Ferry Road
Winchester, KY 40391
859-737-3004
pastor@salempresbyterian.com

Congratulations!

Let us take this opportunity to congratulate you on your engagement and upcoming wedding ceremony. We pray that God's blessings will be with you as you plan your future together. These guidelines are designed for you! Please read them carefully, and don't hesitate to call or e-mail us with any questions you may have.

The wedding ceremony in a church is a service of worship. The people who gather give witness to your marriage, and many may be inspired to worship and give thanks to God as well.

Guidelines for Nonmember Wedding

WEDDING PERMISSION:

When neither the bride, the groom nor one of the immediate families of the couple is a member of Salem Presbyterian church, the following steps must be completed (in order.)

- ✓ Complete the Salem Presbyterian Church's Wedding Application.
- ✓ Receive Session approval.

When both of these steps are complete, the following guidelines will be followed and the proper fees paid in order to confirm this event.

CHURCH RESERVATION:

A reservation is not confirmed until the Minister has agreed to lead or give permission for another Minister to officiate, and the Wedding Application Form and deposit have been received in the church office. No announcements should be made until the dates are confirmed, including the exact hours of the wedding and the rehearsal.

In order to preserve the orderly use of the church's space, the following procedures have been designated:

The requested date for the wedding must be available on the calendar and may be scheduled no further than one year in advance. No more than two nonmember weddings may be scheduled during any one month, and no more than eight per year.

- One-half of the fees will be paid upon scheduling with the balance due two weeks before the wedding. (See fee schedule attached.)
- If the wedding party cancels the wedding at least 30 days prior to the wedding, the fees will be returned. Fees are forfeited if the cancellation is less than 30 days.
- No weddings will be scheduled from Advent through Epiphany or during Holy Week. Other times and dates may not be appropriate, so the Session must approve all dates and times.

OFFICIATING MINISTER:

The church's minister may officiate the weddings at Salem Presbyterian Church and requires a minimum of three counseling sessions. If other ministers are to participate in the service, they are to be approved by the church's minister or the Session.

MARRIAGE LICENSE:

No later than the time of the rehearsal, the marriage license and names of the witnesses should be brought to the Minister. The license will be signed the day of the wedding. It is the responsibility of the couple being married to record the marriage license with the appropriate County Clerk's office following the ceremony.

CHURCH REPRESENTATIVE and the WEDDING HOST:

The Salem Presbyterian Church Representative will interpret church policy and oversee and protect all church property. He or she is not responsible for protecting anything belonging to the wedding party or guests. The Representative will be present at all times, including both the rehearsal and the wedding. The Representative will open and close the church buildings, be responsible for regulating temperature controls and opening and closing any windows upon request. Please note that Salem's Church Representative is NOT a wedding planner.

The bride and groom must designate a Wedding Host who will be onsite at all times and will be the person the Church Representative will go to with any concerns.

MUSIC:

Music appropriate for a service of worship is appropriate for a wedding ceremony. Suitable music directs attention to God and expresses the faith of the church. Please consult with Salem's Minister regarding the choice of music and musicians.

If a musician from Salem Presbyterian Church is not available, the bride and groom must make their own arrangements outside the church for a pianist or other musicians or singers.

GENERAL USE GUIDELINES:

It is the responsibility of the bride and groom to convey the policies of Salem Presbyterian Church to all members of the wedding service personnel including videographers, photographers, decorators, musicians, and all members of the wedding party.

The facility will be available 2 hours before the wedding and one hour after the service. The wedding rehearsal must not exceed two hours, including time to decorate.

DECORATIONS:

Salem Presbyterian Church's property and facilities are historic in nature. Therefore, it is imperative that these guidelines be followed:

- The property may not be changed in any permanent way.
- It is strongly suggested that decorations be kept simple and in keeping with the setting of the sanctuary.
- The wedding party is responsible for supplying any candles used in the ceremony. All candles must be dripless.

- NO nails, thumbtacks, or staples may be used anywhere.
- Tape of any kind is prohibited.
- Flowers, ribbons, or other items used to mark pews must be attached with plastic brackets, an elastic cord or satin ribbon. No tape, wire, pins or tacks may be used. Any damage to the pews will be the responsibility of the wedding party.
- Only silk flowers and silk flower petals may be scattered down the aisles. You may use an aisle cloth. These cloths are not provided by the church but may be arranged with the florist.
- The Pulpit, Communion table, Baptismal font, and piano may not be moved unless supervised by the Church Representative.
- The church must be returned to its original condition after the wedding ceremony. The Wedding Host must remain until the building is returned to its original condition.
- All existing church decorations must remain in place unless permission is granted in advance of the rehearsal.

ADDITIONAL INFORMATION:

- The Sanctuary seats approximately 125.
- Only birdseed may be thrown after the ceremony. It is only to be used outside of the Sanctuary.
- Except for one videographer, entrance to the balcony is forbidden to all for safety reasons. No seating is available in the balcony.

FOOD AND DRINK:

Food and drink are not allowed in the Sanctuary.

PHOTOGRAPHY AND VIDEOGRAPHY:

Since a wedding is a religious service, nothing should be done to interrupt or interfere with the sacredness of the event.

- A videographer may be in the balcony or in other inconspicuous places during the ceremony with permission. When in the balcony, the videographer/photographer is limited to working on the groom's side (nearest the stairway) of the balcony. They may not pass over the ductwork or be near the speaker system
- The church does not provide video or audio taping services.

SMOKING:

Smoking is not permitted in any area of the church buildings, including restrooms, kitchen, or classrooms. Cigarette butts are to be deposited in the outdoor sand receptacles.

ALCOHOLIC BEVERAGES:

Alcoholic beverages are not allowed in the buildings or on the grounds.

WEDDINGS IN THE PRAYER GARDEN:

The Prayer Garden provides an intimate outdoor setting for a smaller wedding. The space will accommodate about 25 guests, including the wedding party. The church's folding chairs are available, but moving and arranging the chairs on the walkways is the responsibility of the Wedding Host. No chairs may be placed on the grass or near flower beds without permission in advance. If placed in the grass, all dirt must be cleaned from the chairs before returning them to the church storage closet. Additional potted flowers or plants may be added to the setting, but digging is not permitted. Due to the risk of fire, no candles or anything flammable may be used. The dressing rooms and restrooms in the Fellowship Hall will be open.

Following a wedding in the sanctuary the Prayer Garden offers a beautiful setting for photographs.

USE OF THE FELLOWSHIP HALL:

The Fellowship Hall is available for wedding receptions for an additional fee (see schedule) and must be returned to its original condition immediately following the reception. The floor is to be swept and the tables and chairs are to be returned to their original configuration.

The kitchen is small, so caterers may bring prepared food and keep it warm, but no cooking may be done on the premises. There is no trash removal service available. All trash must be removed by the caterers or wedding party for disposal at another location.

DRESSING ROOMS:

Rooms for changing from street clothes to wedding attire are in the Fellowship Hall wing. It is important that these rooms be returned to their original state after the wedding, with all garments, makeup, and brushes, etc. removed. A full length mirror is available in the Children's Room. Locked security is not available for valuables. Please note that anything remaining in the sanctuary or dressing rooms may be disposed of by the cleaning staff and will not be the responsibility of the church.

PARKING:

Parking is confined to the paved areas unless the Church Representative gives permission for parking in the grass.

FEE SCHEDULE:

Sanctuary Fee	\$500
Sanctuary and use of the Fellowship Hall for Reception	\$750
Garden Wedding Fee (use of restrooms only)	\$350
Salem Minister Fee (counseling fee is negotiable)	\$200
Salem Musician Fee (minimum)	\$100

Fees are to be paid on the following schedule:

- One-half of total fees upon scheduling.
- Balance of fees two weeks before wedding.