



Wedding Policies and Procedures

Congratulations on your upcoming wedding! Your engagement is an important time and we are excited that you have chosen us to be a part of your engagement process, your ceremony and future marriage. In this packet, there are a few things that will help you as you begin this process.

At Lake Forest, we believe that marriage is a lifetime commitment that is honored by God. This belief plays an important role in our premarital process. We feel that marriage counseling is a necessary step and we require your participation in counseling prior to your marriage ceremony. Talk to a Lake Forest pastor for a counseling referral (call 704.948.3232) or to check to see if your officiating pastor will be able to conduct your counseling.

When choosing a wedding date, please keep in mind:

- No more than one wedding will be scheduled on a given day.
- No weddings will be scheduled on New Year's Day, Easter Weekend, House of Blues series, Thanksgiving Weekend, Christmas Eve or Christmas Day. During the month of December, weddings will not be held at Lake Forest but an officiating pastor can commit to an off site wedding, if his schedule permits.
- Scheduled Church activities generally cannot be changed to accommodate weddings.

Minister

A Pastor on staff at Lake Forest will normally preside over a wedding in the Church. However, if approved by the Session, a minister from outside Lake Forest may perform the wedding. If this is the case, please notify the Wedding Coordinator as soon as possible. She will send the outside minister a copy of these guidelines.

Facilities

The Worship Center, Fireside Room and Kitchen are available to members and non-members providing they comply with the Wedding Policy. The Worship Center will seat 600 people. The Fireside Room will accommodate 300 standing and 100 sitting.

Fees

The wedding fees are to cover building usage, the wedding coordinator and sound technician. Building fees are waived for Lake Forest Ministry Partners; however, the fees for the wedding coordinator and sound technician remain.

Category	Ministry Partner	Non-Ministry Partner
Building Usage	Waived	\$500.00
Reception	\$250.00	\$300.00
Wedding Coordinator	\$200.00	\$200.00
Sound Technician	\$35.00 per hour	\$35.00 per hour
Re-Set of Rooms*	\$80.00	\$80.00
Pastoral Honorarium	Suggested \$100 - \$200	\$300.00

* The wedding couple is responsible for all of the rooms used during the ceremony being returned as they found them. If, the wedding couple would prefer, we have an individual who can provide that service for you at the above stated fee.

Deposits and Final Payments

A \$200 refundable security deposit will be collected to secure your date. Any destruction of property will void your deposit. The bride and groom will be responsible for any damages that exceed the security deposit amount.

Final payment is due at the final walk through, 2 – 3 weeks before your wedding day. In the event the wedding is postponed or cancelled, and notice is given at least 30 days prior to scheduled date, Lake Forest will issue a full refund. The refund will be mailed within 30 days of cancellation notice.

Wedding Coordinator

The purpose of our Wedding Coordinator is to come alongside you and your fiancé to ensure your experience is enjoyable and your event runs as smoothly as possible. Those of you who are using the facilities for your ceremony are required to use the Lake Forest Wedding Coordinator who will be a resource for any questions that may arise during the engagement, with regards to building usage. Your Wedding Coordinator will schedule any additional meetings that may be needed to discuss overall concepts and rental options as well as schedule your final walk-through which will take place 2-3 weeks before the wedding day. Your Wedding Coordinator will also be on site for your rehearsal and ceremony to handle any building/rental issues that may come up.

Lake Forest's Wedding Coordinator oversees all weddings at our Church. They will serve as a liaison with the church staff and will help you interpret these guidelines as you plan your wedding.

Sound Technician

The Worship Center at Lake Forest has a sophisticated sound system. As such, we require that a member of our sound crew be present during the rehearsal and wedding. The Wedding Coordinator will make all necessary arrangements and as stated above, the charge for the sound technician will be \$35.00 per hour.

Caterers

Caterers are welcome to use the church kitchen and appliances, but should supply their own linens, flatware, dishes, pots, pans and paper products. The Wedding Coordinator will be able to explain how to use the needed equipment.

At the conclusion of the dinner or reception, the caterer is responsible for removing all items brought into the church for the event, as well as leftover food and drinks. The kitchen counters and any equipment used should be thoroughly cleaned. The Custodian will remove kitchen garbage and mop the floor. *Please remember that no alcoholic beverages are allowed on church property at any time.*

Decorations and Set Up

Lake Forest Church has a very talented team of set designers. This team is responsible for creating an environment in the sanctuary and on the stage that supports the current sermon series. **These designs and props cannot be dismantled or moved for a Wedding Ceremony.** It needs to be understood that these will be visible at the wedding.

Our Worship Center has been designed as a beautiful space, appropriate for any service of Christian Worship. When planning decorations, please observe the following:

- Additional decorations should be designed to enhance the beauty of the sanctuary.
- No furnishing or church equipment should be removed from the Worship Center unless approved by the Wedding Coordinator.
- No tacks, pins, nails, or glue may be used to attach decorations to the building or its furnishings.

- The furnishings, floors, and carpets must be fully protected at all times from moisture and candle wax. You will be responsible for any damage and may be responsible for professional cleaning should it be necessary.
- All decorations, equipment and personal items must be removed immediately following the service or reception.
- The church is not responsible for the security of personal items left unattended in the building.
- All couples married at LFC agree to cooperate with the Wedding Coordinator to ensure that the church can be properly cleaned before the next scheduled program.
- All facilities are to be left in the same condition and set-up arrangement in which they were found.
- The wedding party agrees to clean up any birdseed thrown on the property.

Flowers

If you wish to leave your wedding flowers for use in our worship services, please notify the Wedding Coordinator when your wedding is scheduled.

Furnishings

Please make arrangements with the Wedding Coordinator for use of specific items.

Music

A church wedding is a service of worship and any music used must be suitable for church services. The Wedding Coordinator will assist you with the selection of appropriate music.

Lake Forest does not provide musicians for weddings. However, the Wedding Coordinator may know of vocalists or musicians that can be contacted.

Rehearsal

Unless special approval is given, a rehearsal with the Pastor (if available) and the Wedding Coordinator present is required for every wedding. The rehearsal will be the night prior to the wedding unless special arrangements are made.