

North Hills Wedding Facilities Guidelines



**NORTH HILLS
CHURCH**

This is one of the most exciting times of your lives, and we are thrilled to be a part of it! We want to do everything we can to help make your day a joyous celebration of God's grace. In the following pages you'll find everything you need to know about hosting your wedding at North Hills Church (NHC). We look forward to working with you as you plan and prepare!

□ **Basic Requirements**

North Hills has the following basic requirements for weddings:

- The Bride or Groom must be a member or regular attender at NHC.
- Both the Bride and the Groom must have a personal relationship with Jesus Christ.
- The wedding must be in accordance with NHC's doctrinal teachings on biblical marriage (if you would like further information regarding our doctrinal teaching on marriage, please email Heather at heatherm@northhillschurch.com).

Any questions regarding the fulfillment of these requirements will be determined by church leadership.

□ **Wedding Reservation**

- The building is only available for weddings on Saturdays and rehearsals on Fridays.
- The auditorium is not available for use during December or during Wisdomfest (last week of June-end of July).
- Facility reservations include the following blocks of time: 1 hour for rehearsal, 1 hour for wedding, 3 hours for reception. (Please note these are event time blocks only. Additional time the day prior to rehearsal or event is allowed for decoration, pending other events happening on the campus, wedding party dressing and getting ready, and pictures on the day of event.)
- The NHC facilities may only be rented for weddings or other events by members or regular attenders of the church.

□ Other Information and Guidelines

- Facility Guidelines

Please consider carefully what areas and rooms will be needed by your party and when you will need these areas available, keeping in mind that we are first and foremost a church, with specific guidelines regarding room set ups. Communicate this information to the Wedding Director.

The Facilities Team is responsible for cleaning these areas and rooms after your wedding and prior to Sunday services. The Facilities Team is available before and after your event only. Direct any specific set-up requests to the Wedding Director, and this will be coordinated with the Facilities Team so that chairs, tables, etc. may be reserved for you and an initial set-up completed.

In general, you are responsible for decorating the stage and reception area as you want it; the facilities team is responsible for returning it to a set-up appropriate for the next event. **Please do not move any furniture, equipment, or decor etc. without the approval of the Wedding Director or the Facilities Manager, or an additional reset fee will be added to your invoice.**

All room set-up / layout information should be given to the Facilities Manager no later than two weeks prior to the wedding.

Receptions must be planned so that the guests are cleared out by 8 p.m., and all wedding cleanup crew members are cleared out by 9 p.m. This is to allow ample time to reset for Sunday.

- The family and wedding party are responsible for removing any personal property and/or rented equipment brought in for the wedding. Please submit to the Wedding Director a list of the people who will remain after the wedding to make sure everything is returned to its proper order.
- We reserve the right to stop any activity during the use of the facility that we deem inappropriate or in contradiction with the spiritual or ethical standards of North Hills Church.
- We do not permit the use of confetti on the church grounds.

□ Available Rooms & Spaces

- Ceremony
 - Auditorium – Available for weddings up to 1400 guests
 - Chapel - Available for weddings up to 300 guests
 - Community Room – Available for weddings up to 280 guests
- Reception
 - Community Room – 150 max (18 tables with 8 chairs), no dance floor. With a dance floor, the number is TBD.
 - Chapel – Available for 240 max, no dance floor. With a dance floor, the number is TBD.
 - Community Café – Please note the high top tables cannot be moved, nor can any furniture be stored to clear the café for additional space.

- **Rehearsal Dinner**
 - Community Room
 - Community Café
 - D Lobby (max: 6 tables – 48 people)

Other areas may be available upon special request, including changing rooms for bridal party.

□ **Wedding Director**

Once you receive approval for use of the building, we ask that you make contact with the NHC Wedding Director **right away** and begin the specific discussions about your wedding.

PLEASE NOTE: *The Wedding Director will be the final authority and the only contact person for your wedding plans from this point on.*

□ **Fees**

The basic cost for using NHC for your wedding ranges from \$750-\$900. The following is a breakdown of what this fee covers:

- ***Wedding Director fee*** – The Wedding Director will meet with you prior to your wedding date. She will run your wedding rehearsal and will direct the wedding ceremony. She will also be your church contact for all requests, needs, questions, etc.
- ***Facilities base fee*** – The facilities team is responsible for preparing the facility prior to your wedding and resetting once your wedding is complete. This includes but is not limited to auditorium, restrooms, lobbies, and common areas.
- ***Sound technician fee*** – The sound technician is responsible for running lights and sound only, and will be present at your rehearsal and wedding. An additional fee will apply for the sound technician to stay for the reception.

These are additional fees that may also apply to you:

- ***Musician fee*** – If you ask North Hills Church musicians to participate in your wedding, the fee is \$100 per person. If you need them at the rehearsal as well, it will be an additional \$50 per person. Please plan to give their checks to the Wedding Director to distribute at the time of the rehearsal. This will be separate from the event invoice.
- ***Slide technician fee*** – If you plan to use the screens for the wedding ceremony, there is an additional fee for someone to operate the equipment for your rehearsal and wedding.
- ***Livestream tech fee (Video)/Livestream tech fee (Sound)*** – Livestream is available for weddings in the Auditorium, Chapel, or Community Room. You will need to provide a social media account (Facebook/YouTube) to stream to.

- *Rehearsal dinner fee*
 - If you choose to have your rehearsal dinner at NHC, there is an additional fee for room prep and reset. If your rehearsal dinner will be held in the same room as the ceremony the fee increases.
- *Reception fee*
 - If your reception is held at NHC using a selected room with its standard set-up, there is a charge. This charge accounts for room prep and clean-up as well as additional time spent by the Wedding Director for oversight and assistance.
 - Tablecloths are available to use for a fee per cloth. This fee covers laundering, spot cleaning, and necessary replacement.
- *Ceremony-to-Reception transition fee*
 - This fee covers the labor and staffing required to “flip” the space from a ceremony set up to a reception setup.
- *Nursery fee* – If you would like to offer a nursery during your wedding ceremony, NHC church policy requires you to use our approved nursery workers. An additional fee covers the minimum requirement of **two** workers for hours. An additional charge will be added for each additional worker needed (covers two hours), depending on the number of children expected. We do not offer the option of having a nursery during your reception.

Below is a breakdown of the fee schedule:

<i>Base Fee:</i>	
Wedding Coordinator	\$ 500.00
Facilities Base Fee - Auditorium	\$ 300.00
Facilities Base Fee - Chapel/Community Room	\$ 150.00
Sound Technician - Wedding	\$ 100.00
<i>Additional Options:</i>	
*Banner removal in the chapel	\$ 50.00
Sound Technician - Reception	\$ 50.00
Slide Technician - Wedding	\$ 50.00
Slide Technician - Reception	\$ 25.00
Livestream Technician - Video	\$ 50.00
Livestream Technician - Sound	\$ 50.00
Rehearsal Dinner Fee - Standard Setup	\$ 100.00
Rehearsal Dinner Fee - Ceremony Room	\$ 150.00
Reception Coordinator	\$ 150.00
Reception Building Fee	\$ 150.00
Ceremony-to-Reception Transition	\$ 100.00
Nursery (\$36 minimum)	\$ 36.00
Tablecloths (stretchy white and black)	\$ 4.00 each
Musician Fee	See paragraph above

*Only the front Alive banners and the banners hanging from the mezzanine can be removed.

We do not require a security deposit when reserving our facility; however, your payment and completed invoice should be given to the Wedding Director two weeks prior to the event date. Additional funds may be charged if damage occurs or excessive clean-up is needed, additional resources are utilized, or North Hills' policies are not followed. The Wedding Director and the Facilities team will determine this.

□ **Equipment**

Please talk through your ideas with the Wedding Director before finalizing any rental contracts. It will be your responsibility to make sure the equipment arrives at the church before the rehearsal and is **returned immediately** after the wedding. The Wedding Director is not responsible for any rented equipment.

Please note: no equipment, including cables, speakers, etc., should be moved or removed without approval from the NHC Technical Director.

No wedding items should be brought to or dropped off at the church prior to one day before your rehearsal.

□ **Music Selections**

A wedding is a worship service, and we want to do everything we can to help make your ceremony a memorable day for you and an event that glorifies our great God. We do expect aspects of the ceremony (music, etc.) to reflect this desire, and we reserve the right to notify you of any problems.

□ **Bridal Party Attire**

We expect that the bridal gown, the bridesmaids' dresses, and the dresses of any onstage participants (musicians, etc.) will be both tasteful and modest. NHC understands that the Bible does not give specific rules for wedding attire, and we respect that many godly Christians differ in their interpretation of what is or is not appropriate at a wedding. A wedding ceremony is a worship service, and we desire that all aspects of the ceremony, including the attire, reflect that spirit.

Please allow the Wedding Director to view the wedding gown and bridesmaids' dresses with ample time for alterations to be made if necessary.

□ **Reception**

Please go through your planned reception events with the Wedding Director to ensure that there are no desired activities that need to be cleared with a pastor or director. We reserve the right not to allow a requested activity if we have a question related to liability, safety, etc.

Reminder: Receptions must be planned so that the facility is cleared out by 8 p.m. This is to allow ample time for next event reset.

Entertainment:

Wholesome dancing is permitted at NHC receptions utilizing pre-approved music set lists. Music selections must be submitted to the Wedding Director.

Refreshments:

We do not allow alcohol to be served on church premises.

Outside wedding caterers may have access to the NHC kitchen for their use. They must furnish all items they use including portable equipment, supplies, food, dishes, crystal, silverware, napkins, cutlery, serving pieces, paper goods, foil, plastic wrap, etc. In addition to serving guests, caterers are also responsible for their own set-up. The family will be responsible for returning all areas utilized to their original condition immediately following the end of the reception.

The NHC kitchen may also be utilized to cook/prepare your reception food. If you choose to go this route, North Hills requires that the individual responsible for cooking/preparing the food be trained on the use of our kitchen and agrees to follow the policies and procedures included in the NHC Kitchen Manual.

There is refrigerator/freezer space available in the NHC kitchen; however, you must communicate in advance with the Wedding Director if you plan to use it. Anything refrigerated/frozen for the reception must be removed immediately following the reception.

□ **Decorations**

Your space could be available for decoration beginning one day prior to your rehearsal or event. Decoration times should be reserved through your Wedding Director.

No nails, tacks, staples, pins, screws, glue or gummed tape are allowed on church furnishings and walls.

Wax candles are permitted; however, any cost due to damage done to church property must be paid by the wedding party.

Nothing can be hung from church ceilings or the wooden trellises in the Community Room (lights, tulle, etc.).

PLEASE NOTE: Stage decorations, design, and music equipment in the auditorium and chapel are a regular part of our worship culture at NHC. Due to the time and work put into arranging these items, we cannot guarantee that they can be removed for your wedding. Since stage set ups change often, we also are not able to provide layout information ahead of time. However, we will work with you as your wedding approaches to communicate what can or cannot be removed. If you have any questions about the stage layout, please direct them to the Wedding Director.

□ **Appendices**

The next two pages consist of our Visiting Pastor Form with our NHC Statement of Faith—required to be read and filled out if you are not using a NHC Pastor

**INFORMATION SHEET
FOR VISITING PASTORS PERFORMING WEDDING
AT NORTH HILLS CHURCH**

Name: _____

Address: _____

Phone: _____

Ministry/Church: _____

Address: _____

Phone: _____

Couple getting married: _____

Relationship to couple: _____

Date of Wedding _____

We are grateful for the opportunity to participate in facilitating the wedding ceremonies for people getting married at NHC. We believe the ceremony is first and foremost a worship service unto the Lord; it must be led by someone who loves God and is committed to His truth. For this reason, we ask that you respond to the following:

1. Please read NHC's Brief Statement of Faith on the back of this page, and sign.
2. Please write out your testimony of Jesus Christ as Lord and Savior.

Brief Statement of Faith North Hills Church

We believe that God is a living, spiritual person (John 4:24; Ex. 3:14; Deut. 6:4) Who has revealed Himself through creation (Psalm 19:1), through conscience (Rom. 1:19-20), through His complete, authoritative, inspired Word (2 Tim. 3:16; 2 Peter 1:20-21), and through the person of His Son, Jesus Christ (Heb. 1:2).

We believe that the Godhead exists eternally in three persons – Father, Son, and Holy Spirit – and that these three are one God (Matt. 28:19).

We believe that the Father sent His Son into the world to be born of a virgin (Isaiah 7:14), to live a sinless life (Heb. 4:15), to perform mighty signs (Acts 2:22), and to be crucified and rise bodily from the grave on the third day (1 Cor. 15:1-4). We believe that He ascended to the Father's right hand to be the Head of the church and to intercede for all believers (Eph. 1:20-23) and that He is coming again personally and bodily to this earth (1 Thessalonians 4:16-17; Acts 1:11).

We believe that man is born into sin (Rom. 5:12) and that his only hope of salvation is through the redemption provided by Jesus Christ. Man must receive this gift by grace alone, apart from good works, believing on the finished work of Christ on the cross (Eph. 2:8-9). We know the believer is eternally secure (Rom. 8:38-39) and that his faith will be evidenced by his works (James 2:14).

We believe that the Holy Spirit is a divine Person (John 14:16) Who indwells – baptizes and seals – all believers at the time of salvation, and fills them as they yield to His desires (Gal. 3:26-27; Eph. 5:18; Rom. 8:16-17).

We believe that the church is an organism – a local group of baptized believers (Acts 2:41, 47; Eph. 4:11-13) with a diversity of gifts, yet singleness of purpose – seeking the following:

1. To glorify God through personal and public worship (Rom. 15:6)
2. To edify believers through service, fellowship and teaching (Eph. 4:12)
3. To evangelize the world through organized and spontaneous witness (Matt. 28)
To keep our lives pure (Eph. 5:26-27; James 1:27b) through personal examination (1 Cor. 11:28-31) and public accountability (1 Cor. 5:6, 7, 13)

I have read the NHC Brief Statement of Faith and verify that it is consistent with my own beliefs.

Signature

Date

Testimony of Jesus Christ as Lord and Savior: