



WEDDING INFORMATION PACKET

Dear Bride and Groom-to-be,

We praise God with you for the bright hope of your future together as husband and wife! May the Lord bless you in this time of preparation with a growth in your relationship with him and one another.

Instructions

Please read the following instructions carefully. It is very important that you understand all of the instructions concerning our facility before making a commitment to use Altadena Valley Presbyterian Church for your wedding service. There are instructions for your caterer and florist included that you will need to distribute.

Reserving the Date

Reservations for non-members will not be made more than six (6) months prior to the wedding date. As non-members of AVPC, either the bride or groom must be a member of a Presbyterian Church in America (PCA) congregation. In this case, a letter from the church of the PCA member (either the bride or groom), indicating membership in good standing, should accompany the application or be mailed to the church prior to approval. Additionally, non-members will be required to provide the church with the name of the Officiating Minister, who must be approved by the church if not a PCA ordained minister. This minister will also be required to certify that the couple is marriageable by AVPC's confessional and constitutional standards. A deposit of \$100 must be made to reserve the date of the wedding and you must receive confirmation from the wedding coordinator for that date. **Your wedding will not be confirmed until all the forms and approvals listed above are received and the deposit has been paid.**

Time Frame

Weddings should normally be scheduled to occur no later than 3:00 p.m. on Saturday. If your reception is held at the church and is expected to last more than three hours after the start time of the ceremony, prior arrangements must be made with the wedding coordinator. Weddings scheduled after 3 p.m. will be charged an additional fee (see fee schedule). **In no case** will weddings be scheduled after 6 p.m.

Wedding Service Requirements

It is important to remember that a wedding is a worship service, centered on God and his goodness in providing the gift of marriage. A wedding, therefore, should be characterized by an exuberant decorum. Since your wedding is a worship service taking place in our church worship facility, it is our requirement that all elements of the wedding service be in conformity with the worship standards of AVPC, and that both the bride and groom be marriageable by our doctrinal standards as expressed in the Westminster Confession of Faith. There are some standard features of many wedding services that clearly fit this requirement. Such things as prayer, Scripture readings, congregational singing and other musical pieces, wedding vows, the exchange of rings and the unity candle are clearly appropriate for weddings. If the Officiating Minister of your wedding is not on the pastoral staff of AVPC, and if you desire to include elements outside of these, you will need to seek the approval of the AVPC pastoral staff no later than one month prior to your wedding. You may do so through the church's wedding coordinator. As you consider this, keep in mind the following:

(1). Our denomination forbids private communion at a wedding service. Therefore, the serving of private communion will not be allowed in any weddings held in our facility, regardless of the denominational affiliation of the Officiating Minister. If there is a desire to serve communion to the entire congregation, permission must be sought and granted from the church's pastoral staff.

(2). The lyrics of any song, whether sung by the congregation or by a soloist or ensemble, that is not commonly included as part of the worship services of the broader evangelical church, must be submitted to the wedding coordinator.

(3). All aspects of the service must have a decorum that is appropriate to the worship of God. For example, including a favorite pet as part of the service would not meet this standard. If you have questions about this decorum requirement concerning any part of the service you are planning, you will need to check with the wedding coordinator. It is our desire to be accommodating within the bounds of acceptable worship.

Fees

The fees charged for the use of our facility have not been set to make a profit for God's Church, but to cover the actual costs of utilities for the hours involved, janitorial services (including rearrangement of the sanctuary furnishings, cleanup before the rehearsal, wedding, reception, and the cleaning and reordering of the whole), and general wear and tear on the facility that requires the eventual replacement of furnishings. You need not hire additional cleaning personnel. The fee also includes the service of the wedding coordinator. **The wedding fees are to be paid one (1) month before the scheduled wedding date. These fees must be received in the office prior to the wedding.** If not, the wedding will be cancelled. If you cannot make payment one month prior to the wedding, you must contact the church office and the wedding coordinator to make any arrangements. This is in addition to the deposit, which you must pay when you reserve your date.

Wedding Coordinator

The coordinator is your contact person for AVPC. Our wedding coordinator will contact you to confirm your wedding date once your deposit and contract are into the church. Your wedding is not confirmed until you are contacted by the wedding coordinator.

Deposit

The deposit is to ensure the repair of any damages (such as have been incurred in the past), i. e., wax on carpet, broken, stained or marred furniture or furnishings. This deposit is fully refundable within seven (7) days of the wedding date pending inspection of the building(s) by the wedding coordinator. If there is any damage and it exceeds the amount of the deposit, by filling out this application you agree to pay for the full cost of repair. **Please understand that no wedding date will be considered as reserved until the deposit has been received, and you have received confirmation from the coordinator.** This will be a protection for you and to avoid confusion, disappointment and possibly hard feelings. Complete the enclosed forms and return them with the deposit to the church secretary, either by mail or in person.

Music

We would like to remind you that a wedding is a worship service. All music should conform to a worshipful atmosphere. The pastor of Altadena Valley, Brad Allison, should approve any music that is not traditional church music. We do have a church organ available for use; our church organist, Jameson Overton, is our preferred organist. However, if you choose to use another organist, he/she will need to have instruction on how to use our organ. This instruction must be coordinated through our wedding coordinator.

Parking

Please do not leave any cars parked at the church overnight, both before and after the wedding.

Appointments at the Church

If you wish to inspect the facilities at any time or have the florist and/or caterer come by, **please make an appointment with the wedding coordinator** to do so. This is necessary in order for her to schedule her work around your visit.

May the Lord bless you and guide you in his perfect way into his perfect will for your lives.

THE SESSION AND DIACONATE OF AVPC

ALTADENA VALLEY PRESBYTERIAN CHURCH

WEDDING INFORMATION FORM

DATE INFORMATION

Wedding Date:	Wedding Time:
---------------	---------------

BRIDE'S INFORMATION

Name:

Address:

City:	State:	Zip Code:
-------	--------	-----------

Phone Number:	Email Address:
---------------	----------------

Church Membership:

GROOM'S INFORMATION

Name:

Address:

City:	State:	Zip Code:
-------	--------	-----------

Phone Number:	Email Address:
---------------	----------------

Church Membership:

OFFICIATING MINISTER'S INFORMATION

Name:	Title/Church Affiliation:
-------	---------------------------

Address:

City:	State:	Zip Code:
-------	--------	-----------

Phone Number:	Email Address:
---------------	----------------

OTHER WEDDING DETAILS

Rehearsal Date :	Rehearsal Time:
------------------	-----------------

Do you plan to have your reception at Altadena Valley Presbyterian Church? Yes No
(Circle one)

Please note: **NO** alcoholic beverages are allowed.

Name and address for returning deposit:

SIGNATURES

Signature of Bride:	Date:
---------------------	-------

Signature of Groom:	Date:
---------------------	-------

ALTADENA VALLEY PRESBYTERIAN CHURCH

FEE SCHEDULE FORM

DEPOSIT FEE		
Deposit, made payable to AVPC to secure date <ul style="list-style-type: none"> Please consult wedding packet for details regarding deposit refund (deposit amount is NOT included in Grand Total below) 	\$100	
FACILITY USE FEES		
Non-member of AVPC:		
<ul style="list-style-type: none"> Wedding (Use of Sanctuary) 	\$200	
<ul style="list-style-type: none"> Reception (Use of Fellowship Hall/Kitchen) 	\$150	
Members of AVPC:	-no charge-	-no charge-
	FACILITY USE SUB-TOTAL:	
SERVICE FEES		
Custodial Fees (required)		
<ul style="list-style-type: none"> Wedding (Cleaning of Sanctuary) 	\$125	
<ul style="list-style-type: none"> Reception (Cleaning of Fellowship Hall/Kitchen) 	\$125	
Wedding Coordinator Fees (required)		
<ul style="list-style-type: none"> Wedding (including wedding rehearsal) 	\$350	
<ul style="list-style-type: none"> Additional fee for coordinator if reception is held at AVPC 	\$75	
Sound Technician Fees (required)		
<ul style="list-style-type: none"> Rehearsal and Wedding 	\$110	
<ul style="list-style-type: none"> Sound in Fellowship Hall if reception is held at AVPC 	\$25	
Organist Fee (optional)	\$285	
Late Wedding Fee (after 3:00 p.m.)	\$200	
	SERVICE FEES SUB-TOTAL:	
GRAND TOTAL (FACILITY USE SUB-TOTAL PLUS SERVICE FEES SUB-TOTAL):		

*Make a check for the **Grand Total** (Facility Use Sub-total plus Service Fees Sub-total), payable to Altadena Valley Presbyterian Church, one month prior to the wedding.*

Sanctuary seating capacity is 250.

All payments must be received by _____ (one month prior to wedding date) or the wedding will be cancelled.