

# Wedding Policies & Procedures



*Heritage*  
Community Church  
PO Box 728  
509 W. Berckman St  
Fruitland Park, FL 34731

Thank you for your interest in obtaining information about using the facilities at Heritage Community Church for your wedding ceremony. The staff and Wedding Coordinator look forward to assisting you in planning, and making your wedding ceremony a joyous and memorable occasion.

Care is taken to ensure that each couple receives spiritual and Biblical guidelines about marriage and God's expectations when entering into the covenant of marriage. It is our goal that every marriage performed at Heritage Community Church is Christ-honoring, and the wedding ministry team is committed to working with each couple to see that their wedding ceremony is worshipful and meaningful.

Understanding the many details that must be planned prior to the "big day," practical information and planning tips is another important service of our wedding ministry. Our wedding coordinators will assist you with coordinating and facilitating the final plans of the wedding rehearsal and ceremony.

This policy manual has been prepared to guide you through the different steps of planning your wedding.

## **Frequently asked Questions**

### **Q. Do you have to be affiliated with HCC to have your wedding at HCC?**

- A. There is no affiliation necessary however regular attendees of Heritage are given priority when scheduling dates.

### **Q. How far in advance can you book a wedding at HCC?**

- A. Confirmation of facilities is coordinated through the HCC Administrative Associate and approved by the executive team. Dates will be confirmed up to 12 months in advance.

### **Q. Can you have a minister who is not on the HCC staff perform the ceremony?**

- A. Our HCC Pastoral staff is available to conduct most ceremonies. However, they can approve a wedding officiated by another pastor outside the Heritage family. The pastor performing the ceremony must be approved by one of our pastoral staff.

### **Q. Does HCC have facilities for wedding receptions?**

- A. Limited. You may speak with our HCC administrative associate about usage of the Fellowship Hall for wedding receptions.

### **Q. What time of the day can I have my wedding?**

- A. It depends on the day.

**Sunday:** Our preference is to not have weddings scheduled on Sundays, exceptions can be discussed.

**Saturday:** On Saturday the wedding can start any time during the day but must start no later than 4:00 pm. All Saturday weddings/receptions must end by 8:00 pm, including all decorations/props being removed.

**Friday:** If your wedding is planned for a Friday, the wedding can be at any time during the day but must start no later than 7:00 pm. All Friday weddings must end by 10:00 pm, including all decorations/props being removed.

### **Q. How much does it cost to have a wedding at HCC? What is included in the fees?**

- A. The fee schedule for the facilities, wedding coordinator, light/sound technician and custodial clean-up are listed on page 8 in this packet. Use of one of our wedding coordinators, light/sound technicians as well as our custodial team are required. Other participants such as musicians, soloists and photographers are not provided by HCC. Note: The Pastor's honorarium and any soloist or additional musician's fees are not included.

*Any additional questions can be directed to the HCC Administrative Assistant.*

## **Heritage Community Church Wedding Policy**

### **Initial Contact**

- Contact the HCC Administrative Assistant to walk through the process of selecting the date, and time and an appointment with the Pastor performing the ceremony. Every effort will be made to schedule your wedding on the date you desire. However, due to the large number of events and our Pastors' schedules, we suggest you have several options in mind. Premarital counseling is required for any wedding held at HCC.
- Your desired wedding date will be forwarded for approval to the Pastoral staff and the HCC calendar will be reviewed for availability and final approval. Weddings are not typically scheduled on Sundays, or on holiday weekends.
- If the wedding will be held off-site, contact the Administrative Associate to coordinate the date with the Pastor's schedule and help you schedule your first premarital counseling appointment.

### **Application for Wedding Held at HCC**

- Fill out the wedding application. Return the application with attention to the Administrative Assistant. Once your wedding application has been completed, submitted and approved we will reserve this date on the church calendar and forward your information to the wedding coordinator.
- The application can be mailed to:  
*Heritage Community Church, P. O. Box 728, Fruitland Park, Florida 34731 Attention: Administrative Associate*

### **Appointment with the HCC Administrative Assistant and/or Wedding Coordinator**

- The Wedding Coordinator will arrange an appointment with you as soon as possible to discuss the details relating to your ceremony. The wedding coordinator or HCC Administrative Assistant will assist you with the following:
  - Initial walk through the facilities
  - Calendar reservations
  - Facility reservations and set up
  - Organize and facilitate your wedding rehearsal and ceremony
  - Assist Pastor with wedding ceremony details
  - Securing light/sound technician/custodial services

*Note: If an outside "Wedding Planner" is hired for your wedding, the Wedding Coordinator from Heritage Community Church will still be in charge of directing the wedding rehearsal and ceremony at the church.*

### **Photography, Video, and Sound**

The staff at HCC recognizes the importance of wedding photography and videos as lasting remembrances of your wedding day. The following policies are designed to give the bride, groom and their families' lifelong memories of this special occasion, while preserving the dignity of the wedding ceremony.

#### **Photography**

We ask that all photographers (amateur and professional) are asked to be respectful of the ceremony. We ask that the photographer be as unobtrusive as possible, and that he or she be dressed appropriately for the wedding. The photographer may take pictures before and/or after the ceremony.

- Pictures are permitted freely in the foyer and the Worship Center, and as the bride begins to walk down the aisle.
- No flash pictures shall be made during the ceremony without permission from the officiating Pastor. Time exposures may be made from the rear of the Worship Center or sound booth.
- The photographer is not permitted on the altar and no movement near the altar is permitted by the photographer during the ceremony.
- The bridal party may re-group in the Worship Center after the ceremony for final pictures.
- Please do not move any furniture or accessories in the church that were not part of the wedding decorations.

#### **Videography**

If the bride/groom hires a videographer (professional or non-professional), he/she must adhere to the following guidelines:

- Use existing lighting only.
- Videographer must use his/her own equipment. HCC equipment is not available.
- Camera and video technicians must remain stationary during the ceremony. We ask that there be no movement during the service.
- Spotlights may not be used during the ceremony.
- Prior arrangements must be made to use the screen during the ceremony.

**Sound**

Sound and lighting technicians will be scheduled by our Worship/Media Pastor through the HCC Administrative Assistant and Wedding Coordinator.

**Send-Off**

Birdseed, bubbles, or sparklers is the only acceptable send-off outside the church buildings. Rice and confetti are not permitted.

**Equipment**

HCC does not provide ceremony equipment such as candles, candelabras or kneeling benches.

**Marriage License**

1. Marriage licenses must be applied for at the Lake County Clerk of the Circuit Court.
2. Please bring the marriage license with you on the day of your ceremony so it can be signed. The marriage license will then be returned to you. It is your responsibility to make sure the license is mailed back to the Clerk of Court in a timely manner.

## **Your Wedding Day**

### **The Wedding Party**

When using our facilities at heritage:

- We respectfully ask that members of the wedding party refrain from the use of alcoholic beverages prior to the rehearsal and wedding and that no alcoholic beverages may be served or consumed on HCC property.
- HCC is a smoke-free environment.
- The use of rice, confetti or any other non-biodegradable substances are not permitted.
- Small children should be kept under close supervision during rehearsals and wedding.
- The wedding party is asked to begin the rehearsal promptly at the scheduled time.
- It is the obligation of the **bride** and **groom** share these expectations with the wedding party and wedding guests.

### **Bride/Groom Responsibilities**

- It is the responsibility of the bride/groom to meet their premarital counseling commitments, obtain a marriage license from the county courthouse and meet with the wedding coordinator at least one week prior to the wedding date for final approval on set-up, music and order of service.
- It is the responsibility of the bride/groom to rent/purchase, and arrange delivery of items used during the wedding ceremony that are not owned by HCC. This includes items such as candelabras, candles (dripless only), aisle runners, flower arrangements, table linens, guest book, etc. Removal of rented/borrowed items from the church property is to be done immediately after the wedding or reception.
- Rooms will be designated for the bridal party to dress prior to the wedding. It is the responsibility of the bride/groom to arrange for the care of property before, during and after the wedding. While every effort is made to ensure their safety, the church cannot be held responsible for any personal belongings. It is the responsibility of the bride and groom to ensure the rooms they use are picked up with everything back in their original place. If not, the security deposit may be used for extra cleaning services if required.

## **Wedding Decorations**

- Stage decorations and musical equipment in the Worship Centers may not be altered, moved or used as props unless approved by HCC's worship pastor.
- Any furniture or equipment needed, such as for the unity candle, must be provided by the wedding couple.
- All decorations must be approved by the wedding coordinator/administrator. HCC does not allow lighted candles in the worship center other than the control environment of a unity candle. There is to be no glitter sprinkled on tables as part of the decorations. Nails are not permitted on the walls. Tape is not permitted on the floors except for masking or painters tape. All decorations will need to be removed following the ceremony/photography session.

## **General Guidelines for Weddings at Heritage Community Church**

- The Pastors reserve the right to decide whom they will unite in Christian marriage.
- The wedding service is a Christian worship occasion. Each member of the wedding party is expected to act with reverence and dignity.
- Guest ministers must be approved through our pastoral staff.
- We ask that all couples being married at Heritage Community Church participate in premarital counseling that is approved by one of our Pastors prior to the wedding ceremony being confirmed and before printing invitations. Our Wedding Coordinator will guide you as to the use of the facilities, scheduling, music, fees, etc.

## **Acknowledgment of Wedding Guidelines**

By signing below, you acknowledge that you have read and understand these written expectations and seek to comply. In addition, you understand that these guidelines exist to protect the integrity and reverence of the wedding ceremony and as well as the facilities of Heritage Community Church.

Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
Groom

Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
Bride



## WEDDING FEES

Wedding fees for use of the Worship Center reflects the cost of services provided to make your wedding a day to remember. The cost for use of the worship center is **only** for the ceremony. An additional contract is required if the room is also being used for the reception.

**Wedding: \$750 (rehearsal and wedding)**

**Reception: \$500 (An additional contract is required.)**

- The fees include the **facilities, cleaning services, Wedding Coordinator, and Light and Sound Technician.** \* (use of the Fellowship Hall requires separate contract)
- An honorarium gift for the Pastor is handled directly with him by the wedding party.
- Financial gifts for soloists and additional musicians are to be negotiated separately with the individuals and the wedding party.

A security deposit of \$200.00 is due when the application is submitted. This deposit is not part of the rental fee. It will be returned after the event has been held providing there are no damages. The rental fee must be paid in full two weeks prior to the event.

Make checks payable to: Heritage Community Church  
P. O. Box 728  
509 West Berckman St.  
Fruitland Park, FL 37431  
Phone: 352-431-3935

You may also make payments via online by going to [www.heritagecommunity.org](http://www.heritagecommunity.org)

\* The Wedding Coordinator, cleaning services, and our Light & Sound Technician are required services and will be appointed by Heritage Community Church.

Wedding Coordinator Assigned: \_\_\_\_\_

Custodian Assigned: \_\_\_\_\_

Assistant Assigned: \_\_\_\_\_

Assistant Assigned: \_\_\_\_\_

Cleaning Services: \_\_\_\_\_

Lights and Sound Tech Assigned: \_\_\_\_\_

Assistant Assigned: \_\_\_\_\_

Assistant Assigned: \_\_\_\_\_

The following information is needed to assist in preparing for the wedding ceremony.  
Please complete and return it to the HCC office as soon as possible.

Today's Date: \_\_\_\_\_

Wedding Date: \_\_\_\_\_ Time: \_\_\_\_\_

Rehearsal Date: \_\_\_\_\_ Time: \_\_\_\_\_

BRIDE \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Present Address: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

E-Mail Address \_\_\_\_\_

GROOM \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Present Address: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

E-Mail Address \_\_\_\_\_

Bride/Groom's address after wedding

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Is Bride or family affiliated with Heritage Community Church? Yes ☐ No ☐

Is Groom or Family family affiliated with Heritage Community Church? Yes ☐ No ☐

**Wedding Confirmation & Details**  
**Heritage Community Church**

**Pastor to Perform Ceremony:** \_\_\_\_\_

**Number of Bridesmaids (not including maid of honor)** \_\_\_\_\_

**Maid/Matron of Honor** \_\_\_\_\_

**Bridesmaid** \_\_\_\_\_

**Bridesmaid** \_\_\_\_\_

**Bridesmaid** \_\_\_\_\_

**Bridesmaid** \_\_\_\_\_

**Bridesmaid** \_\_\_\_\_

**Jr. Bridesmaid** \_\_\_\_\_

**Flower girl** \_\_\_\_\_

**Number of Groomsmen (not including best man)** \_\_\_\_\_

**Best Man** \_\_\_\_\_

**Groomsman** \_\_\_\_\_

**Groomsman** \_\_\_\_\_

**Groomsman** \_\_\_\_\_

**Groomsman** \_\_\_\_\_

**Groomsman** \_\_\_\_\_

**Ring Bearer** \_\_\_\_\_

**Other participants** \_\_\_\_\_

**Family of the Bride:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Family of the Groom:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Accompanist** \_\_\_\_\_

**Soloists:** \_\_\_\_\_

**Florist:** \_\_\_\_\_ **Contact Info** \_\_\_\_\_

Set-up Overview: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Photographer: \_\_\_\_\_ Contact Info \_\_\_\_\_  
(Please read section in Wedding Guidelines on page 7 before selecting a photographer)

**Wedding Facilities Desired:** *(Separate contract for Fellowship Hall)*

<b>Ceremony</b>	<b>Reception</b>
<i>Worship Center</i> <input type="checkbox"/>	<i>Worship Center</i> <input type="checkbox"/>
<i>Fellowship Hall</i> <input type="checkbox"/>	<i>Fellowship Hall</i> <input type="checkbox"/>

Bridal party in fellowship hall or designated room  
Groomsmen in downstairs living room

We have read the conditions provided in the attached wedding manual and agree to abide by the same if we are permitted the use of these facilities and to make every effort that my guests will do likewise.

\_\_\_\_\_  
*Signature of Bride*  
  
\_\_\_\_\_  
(Date)

\_\_\_\_\_  
*Signature of Groom*  
  
\_\_\_\_\_  
(Date)

Please return this form along with your security deposit of \$200.00 to:

Heritage Community Church  
Attn: Admin Assistant  
P. O. Box 728  
509 West Berckman St.  
Fruitland Park, FL 34731

Calendar Reservation # \_\_\_\_\_ (Office Use Only)