

Pleasant Hill Presbyterian Church

Wedding Policy & Agreement



3700 Pleasant Hill Road Duluth, GA 30096

www.pleasanthillpc.org

770-497-0233
office@pleasanthillpc.org

Welcome

Congratulations on your upcoming wedding and thank you for considering Pleasant Hill Presbyterian Church (PHPC) of Duluth, Georgia, as a venue choice for your special day! With a beautiful sanctuary and grounds, and a maximum capacity of 500 guests for your ceremony, we are the perfect place for a memorable wedding.

There are no prerequisites for getting married at our church. We provide a staff of open and engaging ministers, wonderful musicians, a sound technician, and a PHPC Wedding Coordinator who are dedicated to ensuring a quality wedding.

Scheduling Your Wedding and Reserving the Church

- All weddings must be scheduled and confirmed through the church office at 770-497-0233.
- To secure your reservation, full payment of wedding fees and a signed agreement are required. The wedding date will not be confirmed on the calendar until payment is received in full.
- If needed, the PHPC Wedding Coordinator may assist couples in setting up a payment plan. However, any remaining balance must be paid no later than 30 days prior to the wedding date, or the reservation will be removed from the calendar.
- A \$500 security deposit is required and will be refunded within 30 days following your wedding, provided all conditions of the agreement are met.
- Payments may be made by check payable to *Pleasant Hill Presbyterian Church*, or by Visa/MasterCard through our online portal at <https://onrealm.org/PleasantHillPre/-/form/give/now> (Wedding Fees). Online payments incur a 3% transaction fee.

Build Your Wedding Package

All weddings are customizable to the needs of the couple. Each option begins with a base rate of \$2,775. This includes the following:

- **Ceremony Location:** PHPC's beautiful Sanctuary holds a maximum of 500 guests. If your ceremony will be attended by less than 40 people, see below for alternative locations.
- **Coordinator Support:** A PHPC Wedding Coordinator will provide five (5) hours of pre-wedding planning and post wedding close-out, in addition to being present during the blocks for the wedding rehearsal for two (2) hours and the wedding ceremony for five (5) hours for a total of twelve (12) hours. Pre-wedding planning hours may include but are not limited to a tour of the location, coordinating wedding details to reserve the space, and a meeting one month prior to the wedding to confirm final arrangements. They may also cover time before or after your reserved wedding block to ensure the space is opened properly and to meet with additional vendors.
- **Sound Technician:** A Sound Technician will be available during both the rehearsal for two (2) hours and the wedding day for five (5) hours.
- **Custodian:** A Custodian will be available during the wedding rehearsal for two (2) hours and wedding ceremony for five (5) hours to assist with trash removal.
- **Rehearsal (Usually Friday):** Two (2) hour block of time for rehearsal the evening before your wedding. A PHPC Wedding Coordinator, Sound Technician, and Custodian will be available during this time. You are responsible for ensuring all members of the wedding party, including but not limited to

attendants, musicians, vocalists, minister(s), wedding planner, and translator (if applicable) are in attendance and on time to avoid additional overtime fees.

- **Wedding Day (Usually Saturday):** A (5) five-hour block of time on Saturday morning or afternoon for your wedding ceremony. This block includes setup, the ceremony, photos, and removal of personal items. A PHPC Wedding Coordinator, Sound Technician, and Custodian will be available during this time. Non-Saturday weddings may be scheduled depending on availability.
- **Facilities:** Access to two rooms as dressing spaces.
- **Parking:** Free parking for you and your guests.
- **Deposit:** \$500 security deposit. The \$500 security deposit will be refunded within 30 days following the wedding date, provided the venue remains in its original condition (free of damage or alterations) and no additional charges or overages are incurred.

Large Wedding Parties – Additional Time

- For wedding parties exceeding 20 participants in the ceremony (including the bride, groom, attendants, flower girl, ring bearer, and/or immediate family), it is recommended to book one (1) additional hour of rehearsal. The cost for this extended booking is \$200 per hour.
- If additional time is required for rehearsal or wedding but not reserved at least one month prior to the wedding date, any overage (ranging from 1 to 59 minutes beyond the scheduled time) will be billed at a rate of \$400 per hour. This rate includes any applicable facility and/or service fees.

<input type="checkbox"/> We will have more than 20 participants in our ceremony and/or will book additional time in advance at <u>\$200 per hour</u>	<input type="checkbox"/> We have fewer than 20 participants in our ceremony and/or will not reserve additional time in advance. I agree to pay <u>\$400 per hour</u> if over Base Wedding Package
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Ministers

- If you choose to use a PHPC minister, at least three months prior to the wedding, the couple must schedule 2-3 initial meetings with the minister for pre-marital counseling and to work out the details of their ceremony. The PHPC Wedding Coordinator will assist the couple with scheduling this meeting.
- Should you already have an established relationship with another ordained minister, they may officiate your wedding once approved by a PHPC minister.

<input type="checkbox"/> Book a PHPC Minister <u>\$400</u>	<input type="checkbox"/> Decline option of PHPC Minister
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Organist/Pianist

- Outside musicians or vocalists are permitted to perform and pre-recorded music is allowed. Outside organists may play PHPC's pipe organ once approved by PHPC staff at least one month prior to the wedding ceremony.
- PHPC's world class staff Organist/Pianist may be available for hire. Please check the box below should you need an organist. Availability can be confirmed through the PHPC Wedding Coordinator.

☐ **Hire PHPC's Organist/Pianist \$400**

☐ **Decline option of PHPC Wedding Organist/Pianist**

Livestreaming

- A PHPC-trained livestream technician can provide a basic livestream of your ceremony for guests who are unable to attend in person. The technician will be present for two (2) hours during the wedding rehearsal and five (5) hours during the wedding ceremony.
- A YouTube link will be provided one month prior to the wedding date. The livestream will go live 15 minutes before the scheduled wedding start time.
- The livestream is not heavily produced or edited; it is basic shots of your ceremony to share with out of town guests.

☐ **Book Livestream \$300**

☐ **Decline option of Livestream**

Wedding Vocalists and Instrumentalists – Additional Time

- For wedding parties with vocalists and/or instrumentalists playing during the ceremony, it is required to book two (2) additional hours of rehearsal to ensure our Sound Tech has plenty of time to work with the musicians. Based on availability, this time can be scheduled before or after the Wedding Rehearsal or before the Wedding Ceremony. The cost for this extended booking is \$400.
- If vocalists and/or instrumentalists are utilized but not paid for at least one month prior to the wedding date, any overage (ranging from 1 to 59 minutes beyond the scheduled time) will be billed at a rate of \$400 per hour. This rate includes any applicable facility and/or support personnel fees.

☐ **We will schedule wedding vocalists and/or instrumentalists to rehearse prior to the wedding at \$400 per two hours**

☐ **We do not have wedding vocalists and/or instrumentalists.**

Wedding Rehearsal Dinner

- Your Wedding Rehearsal Dinner fee includes rehearsal dinner space in our Fellowship Hall, onsite PHPC Wedding Coordinator, and Custodial staff.
- Wedding Rehearsal Dinners are usually scheduled the Friday prior to the wedding and for a two (2) hour block of time.
- Set-up and take-down time for decorations must be completed during the two (2) hour block of reserved time.
- Tables and chairs for up to 150 guests are available (tablecloths not provided).
- Food and beverages are NOT provided. A kitchen area is available for catered meals only (no cooking).

☐ **Book Rehearsal Dinner \$1,375**

☐ **Decline option of Wedding Rehearsal Dinner**

Wedding Reception

- Your wedding reception fee includes reception space, onsite PHPC Wedding Coordinator, and custodial staff.
- Wedding Receptions are scheduled for morning and afternoon weddings in the Fellowship Hall for a three (3) hour block of time.
- Set-up and take-down time for decorations must be completed during the three (3) hour block of reserved time.
- Tables and chairs for up to 150 guests are provided (tablecloths not provided).
- Food and beverages are NOT provided. A kitchen prep area is available for catered meals only (no cooking).

<input type="checkbox"/> Book Wedding Reception <u>\$1,975</u>	<input type="checkbox"/> Decline option of Wedding Reception
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Wedding Ceremony – Under 40 Guests

- A five (5) hour block of time reserved for your wedding ceremony. Blocks are usually scheduled Saturday morning or afternoon. This block includes setup, the ceremony, photos, and removal of personal items. Non-Saturday weddings may be scheduled depending on availability.

Please choose your location:

Prayer Chapel (40 seat capacity) <input type="checkbox"/> Book for a discount of \$1,120 off the base package.	Prayer Garden (25 seat capacity) Book for a discount of \$1,120 off the base package. *Fountain is seasonal.	<input type="checkbox"/> I will keep the Sanctuary for my ceremony location.
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Overtime/Damages

- If the rehearsal, wedding, and/or reception extends beyond the reserved time, an additional facility and service fee of \$400 per hour will apply. This fee is charged in full-hour increments and will not be prorated for partial time or services not used. While we hope the allotted time will meet your needs, this policy will help us maintain our facilities and care for our staff.
- The wedding party signatory is fully responsible for any damage, loss, or personal injury that occurs during the rehearsal, wedding, and/or reception. By signing this agreement, the responsible party agrees to indemnify and hold harmless Pleasant Hill Presbyterian Church (PHPC) from any such claims.
- Any overtime fees or damage charges beyond the security deposit will be billed separately.

Cancellations/Refunds

- Please let the PHPC office and PHPC Wedding Coordinator know as soon as possible if a cancellation is necessary so that the Church can reschedule the space if needed.

- Should you decide to cancel your wedding at PHPC within 30 days of the wedding date, you will forfeit all fees paid.
- If you cancel earlier than 30 days prior to the wedding, any fees will be refunded minus your security deposit and any costs already incurred by the Church for services rendered for the wedding.

Right to Terminate

- Pleasant Hill Presbyterian Church reserves the right to terminate the use of its facility by any group. PHPC will communicate with the wedding party as far in advance as possible. It is the desire of PHPC that this right be used only in exceptional circumstances and only after careful and thorough evaluation.

General Rules of Facilities

Food, Drink, and Substance Use

- Smoking, drugs, and alcoholic beverages are not permitted anywhere on church property.
- No food or drink (other than water) is allowed in the Sanctuary.

Decorations

- Furnishings and/or seasonal liturgical decor may not be removed except by PHPC staff with prior approval.
- Candelabras and non-drip candles are permitted; placement must be approved by the PHPC Wedding Coordinator.
- Flowers may not be attached to walls or furniture with tacks, nails, wire, staples, tape, or wax. Flowers must be removed immediately after the wedding by the florist or designated person.
- Check with the PHPC Wedding Coordinator before affixing any decorations.
- For fire safety, aisle rugs, runners, or cloths are not permitted.
- Rice, birdseed, confetti, sparklers, and real flower petals are not allowed inside or outside the church.
- Artificial petals may be used inside; bubbles may be used outside.

Vendors

- All set-up and take-down must occur within the couple's reserved time block.
- Vendors must coordinate delivery and pickup with the PHPC Wedding Coordinator.

Agreement Signatures

Note: pages 2,3,4,5, 6 and 9 must be read and initialed

Signature of Responsible Person (Wedding Party)

Date

Street Address

City/State/ZIP

Cell Phone

Email

Signature of PHPC Representative

Date

Person to whom Security Deposit will be returned within 30 days following the Wedding provided all conditions of this agreement are met:

Name

Street Address

City/State/ZIP

Wedding Information Form

Today's Date: _____

Name:	Name:
Street Address:	Street Address:
City/State/Zip:	City/State/Zip:
Cell Phone:	Cell Phone:
Email:	Email:
Member of PHPC: [] YES [] NO	Member of PHPC: [] YES [] NO
If No, Church Membership:	If No, Church Membership:
Rehearsal Date/Time:	
Rehearsal Dinner at PHPC?	
Wedding Date/Time:	
Reception at PHPC?	
Number of Guests:	
Number of Attendants:	
Name and Contact of Person Performing Ceremony (if not PHPC Minister):	

Wedding Payment Form

Base Wedding Package

\$2,775

(Includes \$500 security deposit returned within 30 days following the Wedding provided all conditions of this agreement are met.)

Add any of the following:

- | | |
|--|---------|
| <input type="checkbox"/> Large Wedding Party | \$200 |
| <input type="checkbox"/> PHPC Minister | \$400 |
| <input type="checkbox"/> PHPC Organist | \$400 |
| <input type="checkbox"/> Livestream | \$300 |
| <input type="checkbox"/> Wedding Vocalists
and Instrumentalists | \$400 |
| <input type="checkbox"/> Rehearsal Dinner | \$1,375 |
| <input type="checkbox"/> Reception | \$1,975 |

Discount for non-Sanctuary Ceremony:

Chapel/Garden Location? -\$1,120

Total Due Upon Receipt of This Agreement: \$ _____

Payments may be made by check payable to *Pleasant Hill Presbyterian Church*,
or by Visa/MasterCard through our online portal at

<https://onrealm.org/PleasantHillPre/-/form/give/now> (Wedding Fees).

Online payments incur a 3% transaction fee.



Office Use Only

Completed Agreement Date: _____

Wedding Fees Paid in Full Date: _____

PHPC Wedding Coordinator Name: _____

Copies of Policy & Agreement provided to:

Name

Date

Name

Date

Name

Date

Name

Date