

Congratulations!

Thank you for letting Delta share this very special occasion with you.

Here are a few guidelines that will make your wedding go more smoothly. If you have any questions, be sure to discuss them with the minister.

PLANNING IS IMPORTANT

Arrangements for the use of Delta for your wedding shall be made through the church secretary and minister at the earliest possible date.

Delta's minister performs the ceremony.

When it is desired that an outside minister assist in the ceremony, that person should be invited by Delta's minister.

After the initial contact has been made, the minister will then contact the bride or groom to arrange for counseling sessions.

At least eight weeks should be allowed for the counseling, planning the service, and making other arrangements.

The parties shall coordinate plans for decorations with the Property Committee.

Fastening decorations to chairs, furniture, walls, etc. shall only be as authorized by the Property Committee.

The church has 2 standing, wooden candelabra (for a fee) that are available for your use. **Dripless candles** must be used. There candles are provided by the couple getting married.

Selection of the music shall be made with the minister. Substitute accompanists may be used with the approval of the church accompanist. The use of other musical instruments must be approved by the minister.

Permission is needed to rearrange furniture.

The church sound system is available for use, but arrangements need to be made in advance. Note fee schedules on back page.

An audio CD may be made of the service. Note fees.

The marriage license should be given to the pastor at the time of rehearsal.

THE BIG DAY

There are small rooms downstairs which may be used by the Bridal party for dressing.

As the wedding ceremony is a service of worship, no use of cameras during the ceremony will be permitted without the minister's direction.

The sanctuary seats 250. There are folding chairs to seat 30 more people to be set up by the wedding party.

Nothing is to be thrown in the church building. Confetti and rice are not allowed inside or out. Birdseed may be thrown outside.

The multi-purpose room may be used for receptions (with a fee). The custodian should then be given an extra donation. It is restricted to light use for preparing beverages and snacks. Food may be catered into the church.

The maximum number of people allowed in the multipurpose room is 210. 36" between tables is required for safety reasons.

Smoking and alcoholic beverages are not permitted in the church building or on church property.

A custodian will be present while the building is in use.

The church is **not** responsible for items left during the wedding.

FEES

Fees are due one month before the wedding:

	Member	Non-member	Date Paid	Check #
Sanctuary*	\$ 0	\$200		
Candelabra**	\$ 25	\$ 50		
Custodial+++	\$ 60	\$ 60		
Pastor	Honorarium	\$200		
Pianist (Delta)	\$140	\$140		
With soloist	\$165	\$165		
Piano w/o pianist	\$100	\$100		
Projection system	\$ 50/hr.	\$ 50/hr.		
Sound system****	\$ 50/hr.	\$ 50/hr.		
Sound tech	\$ 12/hr.	\$ 12/hr.		
Tape or DVD use++	\$ 12/hr.	\$ 12/hr.		
Multipurpose room	\$ 0	\$150		

*Does not include fees to Pastor; includes use of 2 microphones, extra are \$25 each.

**Dripless candles only, to be furnished by client

+++Fee provides custodian for up to 5 hours, extra time will be at \$12 per hour (remember rehearsal time is included, too).

****Soundboard technician must be church trained operator. Each of these items is one hour minimum charge plus half hour fractions beyond one hour.

++Tapes or DVD furnished by the client.

Fees are due one month before wedding.

Checks should be made out to Delta Presbyterian Church

Fees are total charges to the church, including rehearsals and the ceremony. The minister's honorarium should be paid directly to her. The pianist and custodian may also be paid separately to the individual.