

Wedding Policy

North Central Area Missions

January 5, 2011

The wedding ceremony is a very special worship service and North Central Area Missions (NCAM) celebrates with you God's gift of a Christian marriage. We extend to your wedding party every possible courtesy and assistance. Following are guidelines that we ask you and your wedding party to honor.

1. Premarital Counseling

Because we believe in the benefits of premarital counseling to strengthen your relationship and to increase the likelihood of success for your marriage, we are requiring premarital counseling for all couples married in the NCAM facilities. This premarital counseling may be performed by an evangelical minister of your choice. The ministerial staff of NCAM is willing to conduct premarital counseling and the wedding ceremony according to their schedule and availability.

2. Scheduling

Initial reservations for use of the facilities are to be made with the Event Coordinator of NCAM. A meeting with Event Coordinator must be scheduled before the wedding is placed on the calendar. There is an Agreement Contract Form that must be signed by both the bride and groom indicating that they have read the information in this Wedding Policy and agree to abide by all policies set forth.

3. Refundable Security Deposit

A Refundable Security Deposit of \$100 is required and must be paid at the time the signed Agreement Contract Form is submitted to the NCAM office. (Checks should be made payable to North Central Area Missions, Inc.). If there is no damage to the facilities, and all rules are followed, this deposit will be returned to you the week following the wedding ceremony. If damage occurs that exceeds this amount, a letter will be sent from NCAM explaining the nature of the additional charges. Payment will be expected within two weeks of notification. Even though the florist, photographer, guests etc. are responsible for damage that may result from their actions or service, ultimately the bride and groom are held liable for any damages that may occur.

4. Reservation Fee

A nonrefundable Reservation Fee of \$200 must be paid one week prior to the wedding. (Checks should be made payable to North Central Area Missions, Inc.).

5. Decorations

Florists and other rental companies contracted by the bride and groom must contact the NCAM Event Coordinator at least one week before the scheduled wedding ceremony to go over policies pertaining to decorations and to arrange for access to the building.

It is recommended that decorations be kept within the bounds of simplicity and good taste. The floors, carpet, walls and furnishings must be respected and protected in the placement of flowers or other decorations. NO tape, nails, tacks, pins, glue, staples or screws shall be used to attach decorations to the walls, woodwork, furniture, chairs or floors.

NOTE: Wax candles may NOT be used in weddings with the exception of the unity candle. Only dripless candles are acceptable. No candles may be used on the chairs, windows or carried by attendants.

All floral decorations and equipment must be removed immediately following the wedding ceremony.

6. Facilities

No alcoholic beverages or tobacco products are permitted to be used or consumed on the NCAM property.

Chairs may be moved in order to provide a center aisle. Chairs that are not needed may be stacked no higher than six and stored in the overflow room with the sliding partition closed. Chairs must be set back to their original configuration immediately following the wedding ceremony.

Property belonging to NCAM or ministries of NCAM is not to be removed from the premises.

7. Photography and/or Videotaping

Photography and videotaping are allowed. Operators of such equipment are cautioned to not use furniture, chairs, etc of NCAM as ladders or stabilizers.

8. Music

The bride and groom are responsible for providing their own musical instruments/music for the wedding ceremony. Instruments belonging to NCAM and its ministries will be removed prior to wedding set up time. If use of NCAM's audio/visual equipment is desired, you must notify the NCAM Event Coordinator at the time of scheduling. The A/V equipment can only be operated by a trained representative of NCAM. The charge for usage is \$100, which covers the wedding ceremony and rehearsal time. (Checks should be made payable to North Central Area Missions, Inc.).

9. Rehearsal

NCMA feels a rehearsal is an important part of making your wedding run smoothly. Check with the Event Coordinator to schedule this rehearsal. Rehearsals should run no longer than one hour.

10. Rehearsal Dinner/Reception

The NCAM facility does not allow space for a rehearsal dinner or reception. These events will need to be held at other locations.

11. Dressing Rooms

Limited space is available for dressing/changing. One room can be used by the bride and bridesmaids for privacy and limited dressing. No dressing room space is available for the groom and groomsmen.

12. Personal Belongings

All personal items must be removed immediately after the wedding ceremony. NCAM cannot be held responsible for personal belongings of wedding participants or guests.

13. Miscellaneous

- Weddings will not be scheduled that conflict with any worship service or event already scheduled.
- Weddings will not be scheduled later than 7:00 PM.
- Rehearsals will not be scheduled later than 7:00 PM.
- No food or drinks are allowed in sanctuary.
- No rice or confetti may be thrown anywhere on the NCAM property. Bird seed may be used on the OUTSIDE ONLY.