

**Parkway Presbyterian Church
5830 Bethelview Road
Cumming, Georgia 30040
770-889-8694**

Wedding Policy and Procedures

Weddings may only be held on Fridays and Saturdays. Friday weddings may not begin before 6:00 PM and end not later than 9:00 PM. The Church must be vacated by 10:00 PM. Saturday weddings may be held between 2:00 PM and 5:30 PM. The church must be vacated by 7:30 on Saturdays.

A \$500.00 damage deposit will be due at the beginning of the rehearsal. This will be held until the custodian finishes cleaning and it is verified that there is no damage.

All existing church decorations must be left intact.

The time limit for rehearsal is 1 hour. The wedding day is 2 hours including preparations, decorating, and indoor photographs. If more time is needed it may be negotiated **in advance** with the Parkway Representative. Additional fees maybe required for the Representative, the sound system operator, minister, musicians or others and will be negotiated separately.

Parkway Representative - \$150.00 (up to a total of 5 hours) due before the day of the wedding rehearsal. Additional time will be charged at a rate of \$25.00 an hour or \$6.25 per quarter hour to be taken from the damage deposit. (The Parkway representative is not a wedding coordinator and responsibilities are limited to unlocking and locking the building, being present at all times that the wedding party is at Parkway, insuring that the time-limits are adhered to, and insuring that specific areas and/or appointments of the church are not used by the wedding party. The Parkway Representative also determines if the buildings, appointments, and grounds are left in an acceptable condition and the amount of damage deposit to be returned.)

Custodian – \$150.00 to clean sanctuary, and upstairs including two bathrooms. Kitchen is excluded. If guests utilize any non-negotiated part of the downstairs an additional \$50.00 will be charged for cleaning. This will be taken from the damage deposit.

\$150.00 custodial fee for use of kitchen, reception room (102/104), brides room and downstairs bathrooms (if these rooms are needed.)

Sound System operator if desired is \$100.00 (1 hour rehearsal, 2 hours on day of wedding)

Pianist and/or keyboard player can be arranged independently through our Music Ministry, if desired.

Rev. Brown will consider officiating and must be contacted independently.

If using another pastor, Rev. Brown must meet with the officiating pastor (telephone or in person) to discuss the service. This must be done early in the process to ensure that the service confirms to the Doctrine of the Presbyterian Church.

There will be no food or drinks anywhere in the building except 102/104 and the kitchen (if being used).

No other rooms except those specifically contracted for may be used.

If the reception is being held at Parkway, the additional time and fees will be negotiated separately through the Parkway wedding representative.

Any wedding decorations must be promptly removed at the conclusion of the service. Unless other arrangements are made, any items left by the wedding party will be disposed of.

There will be no tape or any other adhesive on the walls, pins or other holes in the walls, or any decorations that alter the regular setup of the sanctuary.

No helium balloons may be used anywhere in the building.

No open flames may be used anywhere in the building (exception is unity candle according to guidelines below).

The Lord's Table, baptismal font, pulpit, and lectern may be moved for the wedding by Parkway personnel. Nothing else on the chancel may be moved.

Under no circumstances may the piano be moved. If the piano is moved there will be a charge of \$100.00 to have the piano retuned.

A unity candle is permitted, but must be on an approved stand with appropriate floor covering. No other candles are permitted.

There will be no birdseed or rice thrown at any location on the Parkway premises.

All minor children must be supervised by an adult while on the Parkway Premises.

Absolutely no alcohol or tobacco use of any kind (cigarette, cigar, pipe, or other tobacco containing substances) shall be used anywhere on the Parkway Property. Any violation will result in the forfeit of the entire damage deposit.

All city and county laws and ordinances and all State and Federal laws must be adhered to at all times while on the Parkway Property. Any violation will result in the forfeit of the entire damage deposit.

Signed _____ Date _____
(Wedding Party)

Signed: _____ Date _____
(Parkway Representative)

Wedding Worksheet

Name: _____

Address: _____

Telephone: _____

Date of Wedding: _____

Time of Wedding: _____

(The church will be opened at _____ and vacated
by: _____)

Rehearsal Time: _____

(The church will be opened at _____ and vacated
by _____)

We will be using:

_____ Upstairs only (excluding the kitchen)

_____ Upstairs and downstairs including the sanctuary, kitchen, all bathrooms,
room 102/104 and bride's room.

We will need:

_____ Minister

_____ Sound System

_____Pianist

_____ (Other) _____

NOTES: (use reverse if necessary)