



Wedding Policy

You are planning for one of the most important events in your life, **your wedding**, and we would like to help you make it an unforgettable day. Undoubtedly you want your wedding to be celebrated with dignity, joy and in a beautiful, worshipful setting surrounded by your family and friends. We can help you make that happen.

*Love puts the fun in together
the sad in apart
and the joy in the heart
--Anonymous--*

We are eager to assist you in planning your wedding and/or reception, Read carefully the following guidelines and feel free to contact us if you need additional information for making your decision. Thank you for considering our church as a possible venue for your wedding. We are here to serve you.

Congratulations on your upcoming wedding.
We wish you a happy and blessed marriage.

***First Presbyterian Church
357 Windermere Boulevard
Alexandria, LA 71303
Phone: 318-443-7229***

GUIDELINES FOR WEDDINGS CONDUCTED IN THE FACILITIES OF FIRST PRESBYTERIAN CHURCH OF ALEXANDRIA, LOUISIANA

This Policy was updated 08-2013; all changes will take effect immediately.



Beautiful Wedding Venue

1. **Set your date early** to ensure availability of the facilities and the Minister.
2. **Discuss with the Minister a time for premarital interviews, if appropriate.** This should be done before printing any wedding announcements to avoid embarrassment for anyone.
3. **MARRIAGE LICENSE** - Know the laws for procuring the license. The ceremony will not be performed without the license in hand. Bring it to the rehearsal.
4. **Church furnishings** are not to be displaced without permission.
5. **MUSIC** must be approved by the Minister. Special performers will be the responsibility of the wedding party.
6. **FLOWER DELIVERIES** must be coordinated with the Minister or another church officer.

7. **PHOTOGRAPHY** arrangements are to be coordinated and approved by the Minister. **NO EXCEPTIONS!** To maintain the beauty and dignity of your ceremony, we recommend, to the degree possible, that all formal wedding pictures be taken prior to the ceremony or reposed after the ceremony. This will also facilitate the arrival of the bride and groom to the reception. Flash pictures should not be taken during the ceremony, with the exception of the beginning of the processional. Weddings have been interrupted by guests taking pictures during the ceremony. Videos will be permitted, but only from the back of the Sanctuary and by specific approval of the Minister of the Church.
8. **RICE AND BIRDSEED** are not allowed.
9. **Smoking** is permitted in the parking lots only.
10. **USHERS** shall be informed prior to the service regarding the location of extra chairs, lighting, acoustical outlets, and restroom location. The ushers shall be responsible for putting up **AND** taking down any extra seating.
11. **THE RECEPTION:** If desired, the **Fellowship Hall** is available for a comfortable and relaxed setting. Alcoholic beverages may be served at the reception.



Fellowship Hall

12. **PEW CANDLES** are not permitted.
13. **PEW BOWS** may be used subject to clear direction concerning appropriate attachment by a church official. (No tape, nails, or tacks)
14. **A GUEST REGISTRY TABLE** is available.
15. **NAMES OF BRIDE AND GROOM** can appear on the Church's Sign, if desired, for the day of the happy event.
16. **FOR SATURDAY WEDDINGS** premises must be vacated no later than 9:00 p.m.
17. **DRESSING AREA** for female members of the wedding will be down the East Hall where there are restrooms and three rooms available for changing. **DO NOT** use the lobby restrooms for dressing as this may create problems for arriving guests.
18. **THE CROSS** is not to be adorned with any decoration. The Church's Representative will have final approval on any decorations. He or she along with the Church Session are the final authority on what is appropriate within the walls of this building.
19. **MAXIMUM SEATING CAPACITY** is approximately 200 people. More than 200 will violate fire codes.
20. **PARKING** is available for your guests (off street) in two large parking lots.
21. **HANDICAPPED ACCESSIBLE** for all facilities with easy drop-off for guests with limited mobility.
22. **COORDINATION** of the participants in the wedding is the responsibility of the wedding party. You will be responsible for any wedding consultant or hostess that may be required. Any variance from the standard Christian church service will be subject to approval by the attending Minister.

COST FOR YOUR WEDDING CEREMONY

SANCTUARY ONLY*

\$300 - Includes dressing rooms and restrooms

FELLOWSHIP HALL AND KITCHEN*

\$200

NOTE: There is an additional fee if a janitor is needed.

****Any exceptions and adjustments will be subject to Session approval. Rental fees are due at time of booking.***

HOW DO YOU RESERVE THE DATE FOR YOUR WEDDING?

- (1) **Read** the following information regarding the use of our church facilities,
- (2) **Sign** the agreement found on the last page,
- (3) **Enclose** your fee payment and return it to the Minister at the address below to reserve the church for your special day.

In the event of a small, private wedding, arrangements and fees may be discussed and negotiated with the Minister or Clerk of Session.

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(FOR MEMBERS ONLY) Minister, pianist, and custodian fees are due at rehearsal. Make separate checks for each individual. These will be the regular "officers" of the church unless special arrangements are made with the consent of the officers involved. (i.e.: minister, pianist, and custodian)

**AGREEMENT FOR WEDDING CEREMONY AT
FIRST PRESBYTERIAN CHURCH
ALEXANDRIA, LOUISIANA**

THE FACILITIES WILL BE RESERVED IN YOUR NAME WHEN THIS SIGNED AGREEMENT AND PAYMENT HAVE BEEN RECEIVED IN THE CHURCH OFFICE.

WEDDING DATE _____ TIME OF CEREMONY _____

NAME OF BRIDE _____

NAME OF GROOM _____

NUMBER OF GUESTS EXPECTED _____

MINISTER PERFORMING CEREMONY _____

CONTACT PERSON AND TELEPHONE NUMBER FOR WEDDING PARTY

Name _____ TELEPHONE _____

() Sanctuary only \$300

() Fellowship Hall and Kitchen \$200

() Rehearsal in Sanctuary \$ _____

Total Fees \$ _____

Make check payable to **First Presbyterian Church.**

Amount Paid _____ Date _____

For Church Use Only

Reviewed by _____ ***Date*** _____

Approved by _____ ***Date*** _____

Church representative to be in attendance at ceremony

(Minister, Elder, Clerk of Session, other...)

THE FACILITIES WILL BE RESERVED IN YOUR NAME WHEN THIS SIGNED AGREEMENT AND PAYMENT HAVE BEEN RECEIVED IN THE CHURCH OFFICE.

Total Fees _____

Paid _____

Wedding Party Representative

First Presbyterian Church Contact