HARVEST TEMPLE

NEW TESTAMENT CHURCH OF GOD
HARVEST TEMPLE

173 Wednesfield Road, Heath Town, Wolverhampton. WV10 0EN

Tel: 01902 453190 E-mail: info@ntcgharvesttemple.org.uk Web: www.ntcgharvesttemple.org.uk

WEDDING BOOKING AGREEMENT

Welcome to Harvest Temple. Please read this document through carefully and note any questions that you may have. Feel free to call our administration office on 01902 453 190 and our church administrator will be pleased to assist you.

One of the most sacred ceremonies of the Christian Church is the marriage service, where two persons, one man and one woman, are beautifully joined in holy matrimony, in the company of their loved ones, friends, and in the presence of God.

Christian marriage is much more than a wedding, physical chemistry, romance or sex appeal. It is much more than a social event or a civil convention. Marriage is a covenant of love - a Divine institution, ordained by God, and enshrined with dignity and honour for all who enter it lawfully and in true affection, in the fear of God. "So they are no longer two but one. "Therefore who God has joined together, let no man separate" (Matthew 19:6).

Congratulations on your decision to be married, and thank you for considering Harvest Temple as an appropriate venue for your wedding. We look forward to celebrating this wonderful event with you, and trust that you will have a happy married life. We know that the next few weeks or months of planning and preparing for your wedding will be filled with excitement, but also anxieties. We want to assist in making your wedding a very special, meaningful, and memorable occasion in every way. To this end the following policies and procedures have been established, and understanding the sacredness of marriage, we wish to extend to all interested and engaged couples every possible consideration, courtesy and the best start for their marriage, with God's blessings.

1. Scheduling Your Wedding

An initial appointment should be made for a preliminary interview with the Bishop/Senior Pastor before any wedding reservation can be confirmed.
If the Bishop/Senior Pastor is unavailable, we can still assist by inviting another minister to perform the ceremony. Once the Bishop/Senior Pastor or his appointee has agreed to officiate at the ceremony, and the scheduled date is confirmed, a deposit is required to secure the date and to affirm the seriousness of your intent.

The basic cost of a wedding is £495, for up to 3 hours from arrival to departure. This includes use of the sanctuary, with a Hammond Organ and microphones and rehearsals. For other payments please see details on separate charges schedule. A membership discount is applicable to certain aspects of the fees. This, however, relates only to bona fide members of this Church, and does NOT apply to those persons who have left the Church (and may be attending another church) for a consecutive period of six months.

Complete and return the Wedding Booking Form, and provide pertinent details for the Marriage Register. During the preparation for your wedding, the administration office will contact you from time to time to make appointments for consultation, discussion, or pastoral 'counselling' etc.

You or any third party acting on your behalf must ensure that the current Health and Safety requirements are complied with. You will be held responsible for any damage to the church property by your guests, or a third party acting on your behalf.

2. Church Music

Since the wedding service is a Christian service of worship, the music selected must be appropriate to Christian worship. These can be discussed and agreed with the administrator, who will assist you with the arrangement for the order of service. The words of all solos and hymns should be consistent with our Christian beliefs, practices and policies. Wedding songs normally express love, praise, prayer or thanksgiving, and should be used only in the context of worship. You or your vocalist(s) are expected to provide the necessary sheet music.

If you wish, the Church can provide vocalists and musicians for you. Fees for the artists secured by the Church are additional and payable 14 days before the wedding. There is a separate fee payable as the organist's compensation arrangement with the Church. The organist shall receive the full organist's fee even if much of the music is played by other instrumentalists.

While there is considerable latitude in the style of music used in the secular or contemporary world, and there are various personal tastes even within the church, we believe that certain music is inappropriate for church settings. Recorded or background musical accompaniments are permitted, but the tapes or CD's must be submitted to the administration office at least by the wedding rehearsal.

3. The Wedding Rehearsal

The Bishop/Senior Pastor or his appointee is in charge of the rehearsal. The purpose of the wedding rehearsal is to acquaint the wedding party with the wedding procedures, so that each one will be as comfortable as possible, and be familiarised with their responsibilities.

Most weddings occur on Saturdays and rehearsals usually take place on the Thursday before the wedding, between 7:30 – 9:00pm. All rehearsals must begin promptly at the scheduled time. Any exception must be by prior arrangement with the administrator. It is the duty of the bride and groom to ensure that all members of the wedding party be as prompt for the rehearsal as for the wedding. All members of your wedding party, including your parents, should attend your wedding rehearsal.

4. Confetti and Decorations

The use of confetti is not permitted inside the Church. Access to the sanctuary for decorating purpose is done by arrangement with the admin office. For safety reasons, candles are to be used only where permitted and by prior agreement with the church. Your florist will need to contact the administration office and request a specific time for access. It is the bride and groom's responsibility to see to it that their florist makes this arrangement.

All decorations, equipment, and personal belongings must be removed from the sanctuary immediately following the wedding service.

5. Deposits and Refunds

A deposit of £50.00 is required to secure the booking of your wedding and is payable once the wedding has been confirmed. A late fee of £100.00 is chargeable and becomes payable in cash four weeks before the wedding; the full amount of which is refundable in 14 days should the wedding start within 30 minutes of its scheduled time. If the wedding is 30 minutes to one hour late, 75% of the late fee is deductable; one – two hours late, the full sum is retained, and after two hours late the wedding may be cancelled.
All outstanding wedding charges are payable two weeks before the wedding.
The above is applicable to members and non-members.

If for any reason your wedding is postponed or cancelled, please notify the church promptly. All fees, including the deposit of £50.00, will be returned to you within 14 days, provided that notification of the postponement or cancellation is given within 14 days prior to your wedding date; and thereafter 50% of your fees is refundable.

6. Photography and Video Recording

All photography and video-taping must not be done in such a way as to cause irreverence or distraction from the spirit of the occasion. No flash photos may be used during the wedding ceremony. However, they may be used during the bridal march, signing of the registers, and the wedding recession. Flash pictures may also be taken in the entrance foyer prior to the service. Pictures without flash may be taken during the ceremony. The bride and groom are responsible for passing on this information to the photographer(s) and videographer(s).

7. Responsibility for Safekeeping

Harvest Temple cannot accept delivery of equipment, food, drinks, or flowers ahead of the scheduled or agreed access time. While every reasonable care will be taken to assist the wedding guests to protect their property, the Church cannot be responsible for valuables and personal effects which are brought to the premises and left unattended, and will not be liable for such items if lost, stolen or damaged.

8. Maintenance of Order

- Competent adult attendants/stewards, who shall have been specifically instructed by the hirer, or persons nominated by him/her, as to their duties in the event of fire or panic, shall be on duty during the whole time that members of the public are present on the premises. The instructions given by the attendants/stewards shall aim at the avoidance of panic rather than the extinction of fire, and to provide efficient supervision at all entrances or exists.

- The Church does not provide any cloakroom service within the sanctuary.

- Everything that is done in and around the Church must reflect our high Christian principles.

- The wedding party is expected to dress modestly and appropriately as befitting to a Christian church environment.

- No one under the influence of alcohol will be permitted to participate in the rehearsal or the wedding.

- Alcoholic beverages are not permitted on the premises.

- No illegal drugs should be consumed or smoked anywhere in the premises or on the Church compound.

- Food, Drink or Smoking is strictly prohibited in the Church building.

It is the duty of the bride and groom, to inform all guests of these very strict policies and prohibitions. You may also be at liberty to copy and distribute this document as necessary.

Thank you for choosing Harvest Temple for your wedding, and if we can do anything to make your Day an even more special occasion, please do not hesitate to discuss your requirements with us. We wish you well with all your planning and trust you will have a wonderful day and a God blessed future.

Thank you for your cooperation.