

Weddings

AT MAXWELL STREET PRESBYTERIAN CHURCH

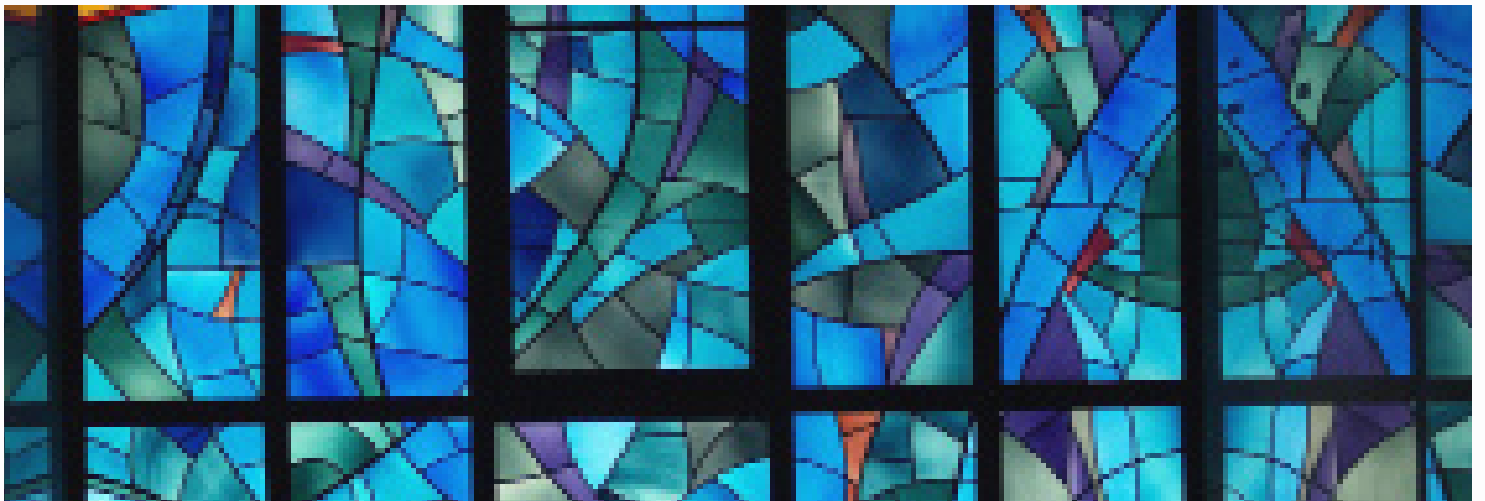
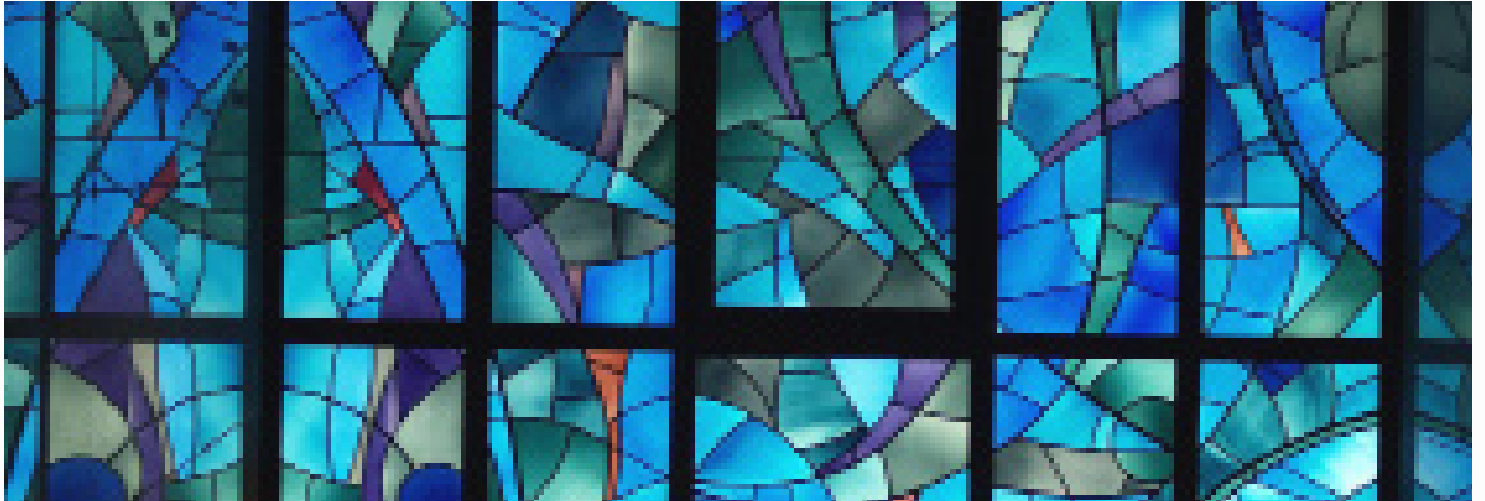


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Ceremony Information



WHAT IS INCLUDED IN THE CEREMONY FEES?

- Use of the ceremony space for a specified 4-hour time block. (for set up, ceremony, photographs, and clean up)
- MSPC Wedding Coordinator and MSPC Minister for wedding rehearsal and wedding ceremony.
- MSPC Organist playing standard wedding repertoire for prelude, entrance music for parents and wedding party, bride's entrance, up to 2 musical selections during the course of the wedding, and recessional (not including wedding rehearsal or rehearsals with vocalists).
- Wedding Rehearsal for one hour. Any guest Minister is required to be in attendance.
- Exclusive use of the Bridal Room and Groom's Room during the four-hour time block.
- MSPC Audio Specialist to set up 2 lapel microphones and monitor sound during ceremony.
- Unity candle stand, candelabra stands, candles, gift tables and chairs.
- One Facilities Support Personnel for standard wedding setup and cleanup, for up to 400 guests.
- Free Parking for guests (based on availability). As other events may take place on the same day, contact the Wedding Coordinator for space availability or outside parking lot.



WHY SHOULD I USE AN MSPC MINISTER?

At MSPC, we believe weddings are sacred services, and as such, require a minister with appropriate knowledge and experience in conducting weddings. A minister can help facilitate not only your wedding, but your rehearsal as well, and can provide expert insight and advice on your service.

Because we believe that marriage is not something to be entered into lightly, and because our ministers like to get to know the couple, we require couples to have at least one pre-marriage counseling session with the minister who will officiate your wedding (this session is to be arranged with the minister). Not only does this allow the minister to gain insight into the couple, it also allows the couple to tailor their wedding to their specific needs with the help of knowledgeable and spiritual guidance.

CAN I BRING MY OWN MINISTER?

While we strongly encourage you to utilize one of our MSPC ministers, we understand that couples often do already have an established relationship with another minister. Therefore, we do allow outside clergy to perform your wedding ceremony, provided that one of our staff ministers participates in the service.

WHAT DOES A TYPICAL CEREMONY SERVICE LOOK LIKE?

At MSPC, weddings are considered to be sacred worship services that take place in holy space. Therefore, we encourage couples who are getting married here to follow a basic template for the Order of Service. There is room to adjust this order and tailor the service to meet your needs, provided these requests meet the approval of our Senior Minister, are befitting to a sacred service, and are respectful of the holy space in which your wedding is being held.

The standard Order of Service is as follows:

- Prelude
- Processional
- Opening Statement/Welcome †
- Opening Prayer/Invocation †
- Unison Lord's Prayer ‡ †
- Declaration of Intent
- Any Reading(s) ‡ †
- Congregational Hymn, Solo, or Musical Selection ‡
- Homily ‡
- Vows
- Exchange of Rings
- Prayer of Blessing
- Lighting of Unity Candle ‡
- Pronouncement of Marriage
- Benediction ‡ †
- Recessional

‡ indicates optional

† indicates MSPC Minister can conduct

WHAT TYPE OF MUSIC CAN WE PLAY AT THE WEDDING?

The organ at MSPC is a unique and complex instrument. Our Organist or Assistant Organist plays for all weddings at MSPC. However, if a wedding party would like for someone else to play for the service, permission must be granted by the MSPC Organist.

The Organist fee is included in your ceremony cost and includes the following:

- Prelude
- Entrance music for parents and wedding party
- Entrance music for the bride
- Up to two musical selections during the course of the wedding
- Recessional

Deadline for Music: We must receive your choices of titles and composers no later than four weeks before the ceremony. All music for the service will be approved by the Organist in consultation with the couple.

Please note that because the Sanctuary constitutes a holy space in our religious tradition and because we view weddings as sacred services, we ask that you restrict your musical choices to traditional classical music, or music that is befitting of a sacred service. We do not allow the use of pre-recorded music at our weddings.

CAN WE BRING IN OTHER MUSICIANS/VOCALISTS?

Yes, you are free to engage other musicians for your wedding, in addition to our Organist. The use of the grand piano in the Sanctuary is also permitted for free.

You may use vocalists at your wedding. MSPC has a number of fine soloists and they may be hired for \$100. You are not required to hire MSPC soloists and can hire any of your own choosing. Please keep in mind that, should a rehearsal for soloists be necessary on behalf of the Organist, there is a rehearsal fee of \$50 per hour or fraction thereof. Your song choices must meet the approval of the Organist.

WHAT IS NEEDED FOR THE WEDDING REHEARSAL

A one-hour rehearsal will be allowed for your wedding party and is included in the price. You are responsible for ensuring that all members of the wedding party are in attendance. It is necessary for members of the wedding party to be on time for the wedding rehearsal in order to avoid incurring additional overtime fees.

For the sake of a smoothly-run rehearsal, it is important that all details and decisions be discussed with the Wedding Coordinator and your Minister in advance (i.e. order of service, order in which attendants enter, etc.).

If anyone in the wedding party or minister does not speak English, a translator needs to be provided.

It is vital that you bring your marriage license to the rehearsal. Without your license, your wedding will not be able to take place. Please consider this in all of your planning.

WHAT ARE THE CEREMONY COSTS?

Sanctuary Fees: \$1750
(For members, the fee is discounted to \$750)

Accommodates: 300 seated first floor; 400 including balconies

Features: Neo-Classical architecture, center aisle, chandeliers, high ceilings, large chancel area, 1 pulpit, wood and carpet flooring, light wood pews, stained glass windows and piano, surround sound organ pipes.

OPTIONAL WEDDING EXTRAS

Soloist	\$100
Vocal Quartet or Choir	\$400 or \$100 per person
Additional Organist Rehearsal	\$50 per hour

Reception Information



WHAT IS INCLUDED IN THE RECEPTION FEES?

- Use of the Reception venue for a specified 8-hour time block for set up, reception, clean-up, and any vendor tear down.
- Use of venue's tables and chairs for up to 180 guests. For larger parties, contact the Wedding Coordinator.
- MSPC Wedding Coordinator for the duration of reception.
- One Facilities Support Personnel for standard wedding setup and cleanup for up to 400 guests.
- Free Parking for guests (based on availability). As other events may take place on the same day, contact the Wedding Coordinator for space availability or outside parking lot.

WHAT ARE THE SPACE OPTIONS AND COSTS OF RECEPTIONS?

MSPC has a Fellowship Hall suitable for receptions.

Fellowship Hall Fee: \$250

Accommodates: 180

Perfect for: Buffet or seated dinners, dancing (space permitting), large cocktail reception.

Includes: Tables and chairs for up to 180 guests.

RECEPTION OPTIONAL EXTRAS:

Sound system (includes speakers, microphones)
9' x 6' Projection Screen
Table Cloths (black/white color options available)

no additional charge
no additional charge
\$10 ea.

Vendor Information

WHAT VENDORS DO I NEED TO HIRE?

You will need to hire all other vendors needed for your reception (florists, DJ, lighting, photographer, videographer, cake, etc.). MSPC can provide you with a list of recommended vendors that are familiar with our space. Please note that all vendors will need to provide proof of Liability Insurance of \$1,000,000. Keep in mind that any vendors you engage must work within the eight-hour time frame when setting up or breaking down equipment.

Vendors must adhere to the following guidelines if they are working on-site at MSPC. Our Wedding Coordinator will request a vendor list to send them this information via email.

VENDOR GUIDELINE AND GENERAL INFORMATION

- **LIABILITY INSURANCE.** All vendors must provide proof of liability insurance for a minimum of \$1,000,000. All insurance certificates must be turned in to the Wedding Coordinator at least four (4) weeks prior to the event.
- **SETUP/TEAR DOWN TIME BLOCK.** All set up and breakdown must be done within the specified time block per the couple's venue rental agreement. MSPC assumes no responsibility for loss or damage to equipment or rentals.
- **OVERTIME CHARGES.** MSPC will not be responsible for any charges incurred due to time overage from vendors. Any dispute of time overage charges incurred will be between the vendor and wedding client and will not involve MSPC.
- **RENTALS DELIVERY AND PICK-UP.** Vendors must make arrangements for rental delivery and pick-up through MSPC Wedding Department. Rentals must be picked up by 10:00am on the next business day.
- **NO SMOKING.** Smoking is strictly prohibited in the building and on the church grounds. Any vendors found smoking will be asked to leave the church premises.
- **ALCOHOL CONSUMPTION.** Alcohol consumption at MSPC is restricted to wine, beer and champagne at cocktail hours and receptions. No hard liquor is allowed.

FOR PHOTOGRAPHERS/VIDEOGRAPHERS

- Flash photography is allowed during the wedding party's processional (entrance) and recessional (exit) but is restricted during the actual ceremony service. Photographers are not allowed to walk through or around the front of the sanctuary. The Wedding Coordinator can instruct photographer/videographer with regards to special placement of a video or photo tripod off to the side of the altar area.
- Flash photography of the wedding party is allowed prior to and following the ceremony in the the sanctuary.

FOR FLORISTS/DÉCOR

- All decorations installed must be removed within the specified time block listed on agreement.
- No birdseeds or confetti are allowed on the premises due to safety restrictions.
- An aisle runner may not be used at MSPC, because of safety restrictions.
- Pew decorations may be hung with pew clips (florist to provide), but no tape, nails or any other adhesives are allowed that would potentially leave a permanent mark. (Sanctuary has 15 pews on each side of the center aisle).
- No candles are allowed in the Sanctuary unless provided by MSPC. Candles may be used in reception spaces but flames must be enclosed in glass globes for safety and fire issues.
- Flowers may be placed at the front of the sanctuary, candelabras stands, and/or unity candle stands as long as there is no permanent mark or damages after decorations have been removed.

Payment Information

WHAT IS YOUR PAYMENT POLICY?

A \$100 non-refundable booking fee is required to hold the date for your wedding. We cannot place a hold on any date without a booking fee. Once the booking fee is made, your time block will be put on the calendar.

We require payment in full at least four (4) weeks prior to your wedding. Failure to make payment in full four weeks prior to the wedding will result in the cancellation of the space as well as the loss of the initial \$100 booking fee.

We accept payment in the form of cashier's checks, money orders, personal checks, or cash.

Blackout Dates

ARE THERE ANY BLACKOUT DATES?

There are certain dates that we cannot book weddings due to the extensive use of our building. The following dates are typically not available for your wedding:

- Holy Week (Saturday before Palm Sunday through Easter Sunday)*
- Bach Festival (the Saturday nearest March 21st)
- Thanksgiving Day
- Christmas Eve and Christmas Day*
- New Year's Eve and New Year's Day*

**MSPC puts up seasonal decorations, specifically during Advent/Christmas and Easter. These decorations are up for the season and cannot come down for your wedding.*

MAXWELL STREET PRESBYTERIAN CHURCH

Rev. Matt Falco, Senior Pastor
Rev. Rachel VanKirk Mathews, Associate Pastor
Ted Gentry, Organist

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