

WEDDING PACKET

Congratulations on your engagement! We wish you the very best and look forward to working with you to help make your wedding day a cherished memory. In this packet you will find basic information for weddings performed at Bethany Community Church. From pastors and our facilities, to ceremony coordinators and special music, we have what you need to host your wedding ceremony at BCC.

Basic Information

- Bethany Community Church has two buildings where weddings may be booked and one building where receptions may be booked. Each one has specific availability, details, and pricing. This packet outlines that information.
- Please note that all wedding arrangements are tentative until a completed and signed Wedding Application is on file in the church office, and a deposit check is received. - We recommend you submit your wedding application at least six months prior to the wedding. This time period allows for adequate premarital counseling and wedding preparation.
- Facility use by persons advancing beliefs or practices in conflict with **Bethany's Statement of Faith** is not permitted.

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Preparing for Your Wedding Day

Premarital Counseling

We require that all couples who are married at Bethany Community Church, even those married by an outside pastor, be involved in premarital counseling, and show proof of such counseling.

Bethany's Premarital/Engaged Class – this class is offered during the Fall, Winter and Spring quarters. The BCC pastoral staff, wishing to contribute to the success and happiness of your marriage, will require your participation in our Engaged Class before your wedding. Research shows there is a lot of value to taking preparation classes; it can reduce the risk of divorce by 31%.

- The Engaged Class is a seven week course covering some of the core issues facing couples as they approach marriage. Topics like finances, sex, and in-laws are explored, but more importantly, a culture of conversation and commitment is nurtured and encouraged. The goal of the course is that you and your partner will feel more prepared to enter the covenant of marriage and that you'll be surrounded by a community of others who will share that journey with you.
- An additional two individual counseling sessions are offered with the marrying pastor (or Bethany "Prepare Counselor" who is either a MAC or MFT) to address your individual needs as a couple.

You also have the option of arranging for premarital counseling outside of Bethany to meet the premarital counseling requirement.

Making Your Wedding Day Happen

Officiants

Requesting a Bethany Pastor

If you like, Pastor Phil Maulding can assist you in finding a Bethany pastor to officiate your wedding. Pastor Phil Maulding officiates many weddings here at Bethany. Due to teaching and preaching engagements, Pastor Richard Dahlstrom does not generally perform wedding ceremonies.

The officiating pastor reserves the right to decline participation in the wedding if the premarital counseling reveals significant concerns. Every attempt will be made to ascertain this as early as possible in the premarital counseling process.

There are many ways to have a wedding, but we take seriously inviting the Lord to bless your marriage within the church.

We can also assist you in scheduling a Bethany pastor to officiate your ceremony at a location other than Bethany. Simply fill out the appropriate section in your wedding application.

If you have a Bethany pastor conduct your ceremony at an off-site location, the suggested minimum fee is \$300, however; fees should be discussed with your pastor. Be sure to consider travel time and mileage in addition to individual premarital counseling sessions and rehearsal requirements.

Using an Outside Pastor

You are more than welcome to have a licensed pastor from another recognized denomination perform your ceremony at Bethany. This pastor should be prepared to provide a doctrinal statement if requested. Please provide a current phone number, email of your pastor, and pastor's church website address with your application.

Scheduling

1. All weddings must be approved on the church calendar.
2. Wedding arrangements are tentative until a completed and signed Wedding Application is on file in the church office and a deposit check is received.
3. Requests to use the facilities will be reviewed and accepted in the order completed applications and deposits are received.
4. Please note that weddings cannot conflict with other Bethany activities unless otherwise approved by the Guest Services Coordinator.
5. We are only able to schedule two weddings a month, and they cannot be scheduled on the same day or weekend.
6. We are unable to schedule weddings at Bethany during the following dates: -
 - The two weekends before Easter
 - Between Thanksgiving and New Year's Day
 - During Kid's Summer Adventure, which is typically the first two weekends in the July (inquire with the Guest Services Coordinator for specific dates)

Ceremonies

- Weddings can be scheduled at Bethany in four-hour increments on Fridays between 3pm and 9pm, and Saturdays between 8am and 9pm.
- Additional time may be reserved, depending on availability, for an additional fee (see Fees section).

Rehearsals

- A one and a half hour rehearsal is included in your reservation.
- Rehearsals may be scheduled on Thursday and Friday evenings between 4pm and 8pm (Thursdays are only an option for couples with a Friday wedding date).

Facilities

Our Sanctuary is available to rent for wedding ceremonies on Friday evenings and Saturdays.

Ceremonies

Rental includes a four hour reservation, Ceremony Coordinator, Sound Technician, and the setup/breakdown of chairs and tables for the ceremony.*

Sanctuary

Seats 575 (473 main floor seats, 28 window seats, 7 ADA seats, 102 balcony seats)
The Sanctuary has two sloped aisles, 4 feet wide and 55 feet long. The right and center rows have 15 pews each and the left row has 9 pews.

Chapel

Seats 170
The center aisle is 26 feet long, with 10 rows on each side of the aisle.

Receptions (FRIDAY ONLY)

Rental includes a six hour reservation, Reception Coordinator and setup/breakdown of chairs and tables.*

CLC Great Room

Accommodates 120 seated guests and 200 standing.

*The renter is responsible for removing anything brought into the facility by an outside party.

Coordinators

Ceremony Coordinator

To help your wedding day at Bethany run smoothly, a Ceremony Coordinator is included in the use of the facility. The Ceremony Coordinator is here to help you navigate the ins and outs of using the facility. Coordinators will:

- Review your ceremony plans during a pre-wedding meeting
- Act as the liaison between you and the Bethany pastor officiating the ceremony, informing the pastor of all important details
- Attend and facilitate the rehearsal and be present on site from when the wedding party arrives to the end of the ceremony.
- Act as the church representative for the wedding party and family on the day of the wedding and rehearsal
- In the absence of a wedding planner, a Bethany Coordinator can guide the wedding party throughout the procession and ceremony on the day of the wedding - Provide guidance regarding the details of the ceremony such as the order of procession, music, and arrangement of your attendants

Note: We are happy to advise you on your ceremony, however; we cannot make commitments to non-Bethany resources on your behalf (i.e. flower arrangements).

Resources

Bethany Community Church has several resources available for use on your wedding day, including:

- Kneeling bench
- Communion table
- Two brass candle lighters
- Brass unity candle holder set (provide your own candles)
- Two three-arm wrought iron candelabras (provide your own candles)
- Communion goblet & small plate (provide your own elements)
- Large mirror for dressing room
- Pew clips
- Audio equipment (must be operated by authorized church technician) - Copyright license for printed song lyrics.

Fees

1. A \$250.00 reservation/damage deposit is to be included with a copy of your signed and completed Wedding Application.
2. All payments should be mailed or delivered to the church office (Attn: Guest Services).
3. Make checks payable to Bethany Community Church; please write the date of the wedding on the memo line.
4. Please direct any questions regarding payment to the Guest Services Coordinator.
5. You will receive an invoice up to four weeks prior to your wedding.
6. Final payment is required two weeks before your wedding.
7. Your reservation deposit will be returned within 10 working days after your wedding if the facilities sustain no damage, and you do not exceed your reservation time. If you exceed your reserved time, we will withhold some of your deposit to pay workers for their extra time.

Refundable Reservation Deposit: \$250 (returned 10 working days after the wedding)

Building Fees:

Sanctuary:	\$800/hr
Chapel:	\$500/hr
CLC Great Room:	\$500/hr

Additional Ceremony Fees (If applicable):

BCC Pastor:	\$300
Nursery:	\$100
Sound/AV:	\$150

*\$200 discount for ceremonies held on Fridays, or Saturday mornings (ceremony must start at or before noon).

Facility Guidelines

Decor

1. To assist us in keeping the church grounds clean, please use only birdseed to throw once the couple reaches the sidewalk.
2. For safety reasons, aisle runners are not allowed.
3. The removal of Sanctuary artwork (murals, banners, etc.) and plants should be discussed with your Ceremony Coordinator ahead of time. Some items may not be moved.
4. In order to care for our carpets, please use silk petals if you desire to scatter petals indoors.
5. Per fire department regulations, please use only contained dripless candles.
6. No nails, tape, or adhesive may be used on the pews. You may use our pew clips to hang decorations on the pews.
7. Renter is responsible for all décor set up and clean up within the four-hour window of time on day of wedding ceremonies. The renter must remove **everything** brought into the facility.

Music/Audio Equipment

1. Please refrain from moving stage and sound equipment in the Sanctuary. Talk with your Ceremony Coordinator about arranging to have an authorized church technician move things for you.
2. If you are printing the words to a published song in your wedding program, please be sure to add the copyright date, the publisher, and the church's copyright license number at the bottom of the song. Check with your Ceremony Coordinator for this license number.
3. If you are having a slideshow or video presentation at your wedding, please let the Ceremony Coordinator know at the time of your first meeting. Please turn in a "show ready" CD/DVD (or file saved on a flash drive) to the church at least two weeks prior to your wedding so we can be sure it will run properly with enough time to fix it if necessary.
4. All church-owned audio equipment must be operated by an authorized church technician.
5. Musical selections using amplifiers in addition to church equipment require prior approval. BCC is not responsible for any loss or damage to additional equipment.

Miscellaneous

1. In order to respect the diversity of values in our faith community regarding the use of alcohol, Bethany is a dry campus and does not permit alcohol on campus, except communion between the bride and groom.
2. The use of drugs is not allowed on church property.
3. Please refrain from smoking in church buildings or within 25 feet of building doors or windows.
4. Renter is financially responsible for any damage to church property and resources. We will bill you if damage exceeds the deposit amount.
5. Bethany Community Church reserves the right to pre-approve all vendors providing services for the wedding. The bride and groom are responsible for loss or damage to equipment brought in by the wedding party or their vendors.

Parking

1. Couples should take note that parking at Bethany is incredibly limited. 2. There are a few available parking spots in the lot behind the Sanctuary building. 3. There are two accessible parking spots for guests with disabilities in front of the Sanctuary building. Vehicles legally using disabled license plates or window cards are permitted to park in these designated spaces.
4. All other parking is street parking.

WEDDING APPLICATION

Applicant 1:

Name: _____

Primary Phone: _____ Alt. Phone: _____

Email: _____

Address: _____

City: _____ State: _____ Zip: _____

Name of Home Church: _____

Are you a member? Yes No

Do you have a personal relationship with Jesus Christ? Yes No Uncertain

Have you been baptized? Yes No Uncertain

Applicant 2:

Name: _____

Primary Phone: _____ Alt. Phone: _____

Email: _____

Address: _____

City: _____ State: _____ Zip: _____

Name of Home Church: _____

Are you a member? Yes No

Do you have a personal relationship with Jesus Christ? Yes No Uncertain

Have you been baptized? Yes No Uncertain



Couple Information

Mailing Addressed after Marriage (if known): _____

Have you been living together as a couple? Yes No

Have you participated in premarital counseling? Yes No

If so, when and where? _____

Event Details

Event Date: _____

Ceremony Start Time: _____

Approximate Reservation Length (in hours, including setup and tear-down): _____

Rehearsal Date: _____

Rehearsal Start Time: _____

Number of Expected Guests: _____

Officiant

Bethany Pastor Name: _____

Non-Bethany Pastor* Name: _____

*If using a non-Bethany Pastor, please complete the following information:

Church Name: _____

Church Affiliation: _____

Licensed/Ordained? Yes No

Church Website: _____

Pastor Phone: _____

Pastor Email: _____



Fees

A \$200 discount will be applied for weddings held any time on Fridays or on Saturday mornings before noon.

Service Spaces					
<input type="checkbox"/>	Sanctuary Standing Occupancy: 600 \$800/hr	<input type="checkbox"/>	Chapel Auditorium Standing Occupancy: 300 \$500/hr	<input type="checkbox"/>	Off-site Ceremony
Reception Spaces					
<input type="checkbox"/>	Community Life Center Great Room Standing Occupancy: 150 \$500/hr	<input type="checkbox"/>	Chapel Auditorium Standing Occupancy: 300 \$500/hr	<input type="checkbox"/>	Off-site Reception

Additional Options					
<input type="checkbox"/>	Community Life Center Kitchen	<input type="checkbox"/>	Chapel Kitchen	<input type="checkbox"/>	Nursery*
<input type="checkbox"/>	Sanctuary or Chapel Audio/Visual*	<input type="checkbox"/>	Great Room Audio/Visual	<input type="checkbox"/>	Pianist*
<input type="checkbox"/>	Tables and Chairs for Reception				

* Additional fees apply

Anticipated Total: _____

Is there anything else you would like us to know?

In entering this agreement, the renter (user) accepts responsibility for making restitution to the Church for any damage to the Church property which may result from his/her use of premises. Rules, regulations, and stipulations in effect during the period of this agreement and for a reasonable time period before and after (people arriving and departing) include:

1. Smoking is not permitted in the Church buildings or within 25 feet of doors or windows.
2. Alcoholic beverages are not to be served or consumed anywhere on Church premises.
3. Friday weddings must be scheduled to start after 5:00PM and no later than 7:00PM.
4. Saturday weddings must be schedule to start after 10:00AM and no later than 7:00PM.
5. The Church reserves the right to invoke special rules and regulations when, in its opinion and judgment, such action is necessary.
6. Any publicity concerning use of the Church facilities shall use the entire street address:
8023 Green Lake Drive North, Seattle, WA 98103

The fee for the use of the facility will be quoted to you by your Guest Services Representative. Final payment is due two weeks before the wedding rehearsal.

A \$250.00 reservation deposit is to be included with a copy of your signed and completed Wedding Application. Your reservation deposit will be returned within 10 working days after your wedding if the facilities sustain no damage. Cancellations must happen 30 days prior to your event in order to receive a full refund of your reservation deposit.

I agree to the rules, regulations and stipulations outlined in the Wedding Packet and understand that Bethany Community Church is a non-profit organization and I am authorized to and do hereby release Bethany for any errors that it may make in making the arrangements for the above wedding.

Printed Name:

Phone:

Signature:

Date: