

## WEDDING INFORMATION

### WEDDING LIAISON

We require those who are not members/regular attendees of North Valley to work with the wedding liaison in order to keep communication clear between the church and the wedding party. The wedding liaison answers questions about facilities, equipment, and policies before, during and after the wedding. Regular attendees are encouraged to use the wedding liaison.

### DELIVERIES

If scheduling a delivery to be made at the church building, please check with the office to make sure the building will be open.

### MUSICIANS

The bride and groom will choose musicians and make detailed arrangements for the music used. If desired, the wedding liaison can supply you with musician suggestions.

### DECORATIONS

The wedding party will provide all flowers and decorations. Decorations should be attached in such a way so as to not damage walls, pews or other church property. (No nails, thumb-tacks, super-sticky tape, etc.) Also, *dripless candles only, please!*

### REHEARSAL DINNER

The Fellowship Hall is available for rehearsal dinner. Please notify the office in advance if you are planning for your rehearsal dinner to be held there. The kitchen equipment and facilities may be used, but only under the supervision of the wedding liaison (or a church member/attendee). The wedding party is responsible for catering and clean-up after the dinner. A separate fee of \$50.00 is required.

### SOUND TECHNIAN

The wedding fee includes 1 hour of a sound technician at the rehearsal, 1 hour prior to the wedding and the wedding service. Any additional time will incur a \$20 per hour charge.



*Having Your Wedding at  
North Valley Friends Church*

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503.538.5340

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## WEDDING POLICIES FOR NORTH VALLEY FRIENDS CHURCH

### WELCOME

We are pleased that you are considering North Valley Friends Church as the place for your wedding. We at North Valley consider marriage to be a gift from God and a wedding to be a sacred time of worship. We know that this is a very special day for you and we wish to assist you in helping things go as smoothly as possible.

### CHURCH ARRANGEMENTS

Arrangements to use the facilities should be made as far in advance as possible. Contact the office at 503.538.5340 to receive a request form. Request forms should be returned to the office for approval by the pastoral team. After the request is approved, specific arrangements regarding time and date, facilities for wedding and rehearsal, officiating pastor and premarital counseling can be made. The office will contact the wedding liaison with your information and she will then be in contact with you.

### PREMARITAL COUNSELING & OFFICIATING MINISTER

As a church, we have a concern to help establish strong Christian marriages and therefore require premarital counseling (4-6 sessions) as a prerequisite for weddings held in these facilities. If you wish another minister to officiate or assist with the ceremony it must be cleared by the clerk of the pastoral team or the elders.



## ADDITIONAL POLICIES

**Smoking or drinking:** Smoking is not permitted by law in any of the buildings. No alcoholic beverages may be used or served on the premises. No food or drink is allowed in the sanctuary.

**Scheduling:** Saturday weddings with both ceremony and reception should be scheduled no later than 2:00 pm. A ceremony without a reception may be scheduled as late as 6:00 pm with the premises vacated by 8:00 pm.

**Damages:** The wedding party is responsible for any breakage of dishes, damage to furniture, carpet or other facilities which might occur during the rehearsal, wedding or reception.

**Photography:** Arrangements for photography are to be discussed with the officiating minister prior to the rehearsal.

**Pews:** The pews can be arranged to create a center aisle. However, they may only be moved by the custodial staff and there is an additional \$60 fee for this service.

**Cleaning up:** The church building will be cleaned by North Valley custodians prior to the rehearsal and again after the wedding. Any clean-up between the rehearsal and the ceremony is the responsibility of the wedding party.

**Ushers:** Please instruct guests that the throwing of birdseed or blowing of bubbles is limited to the exterior of the building. Rice and confetti are not allowed.



## **WEDDING FEES**

### **NON-MEMBERS/NON-REGULAR ATTENDEES NORTH VALLEY FRIENDS CHURCH**

**A reservation deposit of at least \$100.00 is due to secure the date.** (This deposit counts toward the facilities use fee.) **The balance is due two weeks prior to the wedding/reception.**

<b>Wedding use only:</b>	<b>\$350.00</b>
<b>Reception use only:</b>	<b>\$350.00</b>
<b>Wedding &amp; reception:</b>	<b>\$550.00</b>
<b>Labyrinth:</b>	<b>\$350.00</b>
<b>Rehearsal dinner:</b>	<b>additional \$50.00</b>
<b>Pew/Chair Moving:</b>	<b>additional \$60.00</b>

#### **Gym use:**

If you would like to use our gymnasium for your reception, we require a \$300.00 cleaning deposit. This will be returned to you if the carpet does not need to be cleaned. Service of food or beverages with red dye is prohibited.

#### **Please note:**

Honoraria for the officiating minister, pianist and soloists are not included in the facilities use fee. Individual honoraria should be discussed with the persons involved and paid directly to them.

#### **Questions?**

You may reach our administrative assistant at 503.538.5340 or [office@northvalleyfriends.org](mailto:office@northvalleyfriends.org). Office hours are Monday, Wednesday and Friday, 9 am-1:30 pm.



## **WEDDINGS AT THE LABYRINTH NORTH VALLEY FRIENDS CHURCH**

The labyrinth is available to rent for weddings and receptions. The wedding fee is \$350 for wedding only, wedding and reception fee is \$550.

#### **SANCTUARY BACKUP**

The wedding fee includes reserving the sanctuary in case of inclement weather.

#### **SOUND**

North Valley Friends does not provide a portable sound system. There is access to an electrical outlet at the gymnasium if you decide to bring your own set up.

#### **RESTROOMS**

The restrooms in the North Valley gymnasium near the labyrinth will be available for your use.

#### **CHAIRS**

The use and set up of chairs at the labyrinth is allowed and the fee is an additional \$60. We have 50 newer black chairs and additional metal chairs for a total of approximately 120.

#### **RECEPTION**

Use of the main kitchen, use and set up of North Valley tables and reservation of the fellowship hall for use in case of inclement weather, are included in the reception fee.

#### **ADDITIONAL FACILITIES**

The use of changing rooms for the wedding party can be arranged for an additional fee per room.

