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## WEDDING POLICY MANUAL

### **Wedding Coordinator**

The Pastoral Staff of Legacy wishes to extend all possible assistance to you, ensuring your wedding ceremony is not only beautiful, but also a memorable event. Thus, we have provided a wedding coordinator to help you with facility details and arrangements for your wedding at Legacy. The wedding coordinator will assist you with the following:

- Calendar and Facility reservations
- Initial Deposit, Reservation Fee and Security Deposit
- Smooth set-up and flow of the rehearsal and ceremony.

Our wedding coordinator will be available to direct the rehearsal and wedding and assist the bridal party with information regarding the facility. You may choose to hire your own personal wedding coordinator; however, the church wedding coordinator's fee will not be deducted from the total reservation fee. The Legacy wedding coordinator will direct all Legacy weddings. You must meet with the wedding coordinator at least twice; these meetings will include the following:

#### **First meeting:**

Your desired wedding date may only be confirmed and secured by paying the \$150 initial deposit and signing the facility reservation application (contract). This initial deposit is non-refundable.

#### **Second meeting:**

The remaining balance is due no later than 4-weeks prior to your wedding date. We will not remind you of this matter; it is the sole responsibility of the bride and/or groom to make arrangements to see that your account is paid in full. If the balance is not paid in full four weeks prior to your wedding, then the wedding will not be permitted to take place.

### **Officiating Minister**

If you are interested in having a Legacy Pastor officiate the wedding, you will need to advise the wedding coordinator of the Pastor that you are considering. You also may use a minister from another church.

Please note that the officiating minister is welcome at the rehearsal, but not required to attend. Regardless, he/she must be willing to place the Legacy Wedding Department in charge of directing the rehearsal.

The Legacy Pre-marital program is a requirement for members of Legacy AND non-members who will use one of our Legacy ministers. No exceptions will be made. Please allow sufficient time to complete this class before your ceremony. Please contact Covenant Couples Facilitators to register for this class.



### **Legacy Church Member Discount**

It is our privilege to extend to members of Legacy a discount on their facility reservation fee. You must be an active member of Legacy for a minimum of six months prior to booking your wedding in order to take advantage of this special discount. Unfortunately, we cannot honor the membership of a family member to extend this discount to you. Either the bride or groom must be a member of Legacy in order for this discount to apply. If you were a member of Legacy in the past but are currently listed as inactive, we will be unable to apply this discount to your fee. If you would like to inquire about your membership status, you may call Membership Services at (813) 770.5433

### **Facility Availability**

We have selected dates set aside for wedding use. These dates and times will be available on a first come, first served basis. An initial meeting with the wedding coordinator is required to sign a contract and secure a deposit before any date will be guaranteed. Please note that major campus-wide events and certain holidays take precedence and will not be rescheduled due to a wedding ceremony. Weddings may not be scheduled on Sundays, Easter weekend, Christmas Eve, Christmas Day, New Year's Eve, New Year's Day, Memorial Day, Labor Day or Thanksgiving weekends. When reserving our facility, please be aware that you are reserving a 3-hour window of time. This time frame will be strictly enforced, as there may likely be weddings before and/or after your ceremony. Legacy reserves the right to cancel a wedding ceremony if there is a need due to a major church-wide event. Should this be necessary, you will receive a full refund of all monies paid up to the point of cancellation.

### **Facility Cancellations and Date Changes**

We are delighted you have chosen our facility as the location for your ceremony; however, we understand that in extenuating circumstances there may be a need for you to cancel your reserved date and time. Because we have held your time and date, we must withhold the amount paid in its entirety (this includes your initial deposit). We ask that you contact our offices as soon as you know that you must cancel, this will allow us to open the date for another wedding party.

If you find that you wish to move your originally scheduled date, we can assist you as long as your new choice in date is available. If not and you choose to use another facility, it will be treated as a cancellation. We will allow you to apply your deposit and previous payments to your new date. You may only change your date once. On the second time, we will have to start over with a new deposit and payments. If we are not notified of your desire to change your date within the three-month window, we will treat it as a cancellation and if you reserve a new date with us, a new deposit and payments will be required.

### **Dressing Areas**

A dressing room for the bride is provided one hour prior to the start time of the wedding ceremony. Bridesmaids must arrive with hair and make-up done, please be aware that there is no make-up allowed in the bride's room. Touch-ups may be done in the bathroom adjoining the brides' room & green room. The wedding coordinator will direct the wedding party to the dressing areas at the rehearsal. We encourage the groom and all of his attendants to come in their tuxedos, as there is no designated area available for them to dress. Only water is allowed in the bride's rooms or greenroom, if any other food or drink is found in these rooms, the brides' security deposit will be withheld. As always, no alcohol or smoking is allowed on the property by members of the bridal party or guests. Should Legacy personnel find these substances; your security deposit will be withheld in its entirety.



### **Photography**

Since the wedding ceremony is a worship service, all photographers (amateur and professional) are asked to reverence the ceremony and the church. We do ask that the photographer be as unobtrusive as possible, so as not to distract from the bride, groom and wedding party. We ask that each photographer dress appropriately for the ceremony.

On your wedding day, we must adhere to a strict schedule regarding time. Please let your photographer know that you have reserved the facility for one hour prior to the ceremony and one hour after the ceremony ONLY. Photography will not be allowed to exceed these times.

### **Decorations**

We are happy to provide decorations for your ceremony and/or reception. These decorations are always based upon availability at the time of your decorating meeting with our wedding coordinator. This decorating meeting is a required meeting, no decorations will be provided if they are not secured at a decorating meeting within one month of your ceremony. Should you choose to bring in additional décor such as flower arrangements, additional candelabras, pew bows, etc., please clear all items with our coordinator no later than one month prior to your ceremony date. If you have hired a personal decorator, florist, or coordinator, they may add their decorations, but our decorator and staff will set up all décor that is property of Legacy. No outside vendor may set-up, move, disassemble, or alter our equipment in any way. Your security deposit will be withheld should these events take place.

Please be aware that after our staff has set up decorations for your ceremony, no changes and/or additions can be made. Please be sure of your choices at your decorating meetings so you will be happy with the set up on your ceremony day.

All items brought in by florists or other vendors must be removed immediately after the conclusion of the ceremony. We will not store items to be picked up on the next business day. Legacy and the wedding department will not be responsible for the care or storage of any items left at the facility.

### **The Wedding Rehearsal**

A wedding rehearsal will be offered to you and your wedding party to help ensure that your wedding day runs smoothly. We schedule rehearsals prior to your ceremony in time slots of one hour maximum. You may choose 4 pm, 5 pm or 6 pm based upon availability. If you choose a Friday night wedding, your rehearsal will be scheduled for Thursday at 5 or 9 pm due to prior scheduling at the warehouse. The rehearsal time must be decided and documented on the contract at the initial meeting with the facility coordinator.

Rehearsals are optional, if you choose not to have a rehearsal, please be aware that no instruction will be given on the actual wedding day. Rehearsals must start promptly at the time agreed upon on the contract. If both the bride AND/OR groom are more than 30 minutes late to the rehearsal, the rehearsal will be forfeited and your security deposit will be held in its entirety. We will not begin a rehearsal until both the bride and groom are present. If the bride and groom are present, but members of the wedding party are missing, we will still begin the rehearsal promptly at the original start time. Please encourage your wedding party to be early so that we may start on time and everyone will get the benefit of a full rehearsal.

A rehearsal agenda and music is required in order to rehearse with your wedding party. Please provide the wedding coordinator with the rehearsal agenda at your last meeting. Please bring all music to the rehearsal. If these items are not provided to the coordinator, it is not effective to conduct your rehearsal.



### **The Wedding Ceremony**

The wedding ceremony is not permitted to be more than one (1) hour in total length. You may choose to provide CD's or tapes to be played or hire live musicians or vocalists. Legacy may be able to provide live musicians at an additional cost. Legacy will provide an audio engineer who will be present at both the rehearsal and the ceremony to assist with technical needs. We understand that your ceremony should be unique to you; however, any plans that deviate from the traditional wedding ceremony should be discussed with the wedding coordinator for approval. Please provide a minimum of two ushers at your ceremony to assist with entrance doors and seating of guests.

Due to multiple ceremonies on any specific date, it is imperative that the wedding ceremony begin promptly at the specified time on the contract. We will only delay a ceremony in an emergency and the delay will be 15 minutes maximum. In the event that a delay is deemed necessary by the Legacy wedding coordinator, your ceremony may need to be abbreviated to remain within your reserved time slot. If your wedding ceremony begins more than 15 minutes late, your security deposit will be withheld in its entirety.

### **Musicians and Vocalists**

Musicians and/or vocalists are asked to attend the rehearsal. Please notify the wedding coordinator of microphone and equipment needs at your final meeting. Musicians and/or vocalists will be given at least one run through at the rehearsal and may come one hour early for the ceremony to do a sound check on the day of the wedding. Musicians must provide their own instruments. No musician or vocalist will be able to use the facility to rehearse at any time other than at the rehearsal or one hour prior to the wedding ceremony. Only audio engineers employed by Legacy may run our sound and lighting equipment.

### **What is Included?**

- \* Use of Legacy facility for 3-hours (only rooms and times designated on contract)
- \* Set-up, Teardown and Clean-Up of Legacy equipment and decorations
- \* Decorations owned by Legacy wedding department (based upon availability)
- \* Consultation with the Legacy Wedding Coordinator to choose decorations and reception setup
- \* Directing of Rehearsal by Legacy Wedding Coordinator
- \* Directing of Wedding Ceremony by Legacy Wedding Coordinator
- \* Audio Engineer at Rehearsal and Wedding Ceremony
- \* Vocalist and musicians if available and requested via Wedding Coordinator
- \* A minimal of three 2-hour Pre-Marriage Course with certificate of completion for a discount on marriage license