



## WEDDING INFORMATION

Your wedding is a sacred occasion. It will be most meaningful to you and your family and friends when there is careful planning. For that reason, the following statements will govern your plans for your wedding here at Lilly Grove Missionary Baptist Church. We sincerely believe these policies to be the most suitable and practical for all concerned. Therefore there are no exceptions to these provisions. Please read carefully.

## SETTING THE TIME OF YOUR WEDDING

Careful planning is necessary for ALL weddings. You will want to plan as early in advance as possible so that the use of the church space can be arranged without conflict. The date of the wedding is set in consultation with the Church Clerk and Facility Manager who will clear the date with the Pastor and the church calendar. At this consultation, the wedding application form is completed and you will make arrangements for your conference with the Pastor or Associate Pastor. It is extremely important that the exact time indicated for the rehearsals and wedding be observed, and care should be taken to have all members of the wedding party in their place at the time indicated. Rehearsal hours will be from 6:00 p.m. - 8:30 p.m. the night immediately preceding the wedding ceremony. If a rehearsal dinner is scheduled to be held in the Fellowship Hall, it must conclude by 10:00 p.m. Weddings may be held in the Sanctuary (1,300 seats) or in the Chapel (80 seats). If the bride and groom wishes to have it in a private home, she will need to check with the Church Secretary regarding the availability of the Pastor.

## YOUR WEDDING MUSIC

It is most important to keep in mind that a church wedding is a service of the church and the music should be in keeping with the reverence that is observed upon entering the House of the Lord. The bride and groom may discuss with the Minister of Music the music to be played. If the musician is other than the church musician, it must be approved by the Minister of Music or the Pastor. When there is to be a soloist, it will be the responsibility of the bride and groom to see that the soloist(s) contacts the musician. In order to help insure a beautiful wedding and also to maintain high musical standards, final approval of any vocalist's selections and all music played at the ceremony will be approved by the Pastor and/or Minister of Music of the church. Please submit this information two (2) weeks in advance. If the reception is held at the church, all arrangements for live music to be played at the reception must be arranged by the Minister of Music. However, the expenses are to be paid by the bride and groom.

## PHOTOGRAPHER / VIDEOGRAPHER

When you select a photographer, it is the responsibility of the bride and groom to instruct the photographer that no flash pictures are permissible in the Sanctuary or Chapel once the ceremony begins. (Pictures of the bride and groom entering and leaving are acceptable.) A time exposure of the ceremony itself may be taken unobtrusively. Pictures may be taken of the bridal party following the completion of the service. Do not stand on church furniture or in church chairs to take pictures. The person responsible for this wedding (bride and groom) is responsible for getting this information to the appropriate persons.



#### FLOWERS AND DECORATIONS (Give copy to Florist)

In the worship Centers of the church, (Sanctuary and Chapel) there exist a setting for a sacred service that is to be dignified and beautiful. A minimum of decorations is required and this should be carefully planned. It is the responsibility of the Bride and Groom to make arrangements with a florist for decorations. Florists and their employees must refrain from the use of irreverent language, discourteous actions, and smoking while on the premises. Florists or companies who decorate the Sanctuary or Chapel shall be required to post a check for \$50.00 as a deposit against damage of any kind, caused by their employees or their equipment. This deposit check will be returned to the Florist the day following the event or soon as inspection is made and facilities have been checked and returned to original condition. Decorations must be approved and all decorating must be done between the hours of 8:00 a.m. & 12:00 noon the day of the wedding. The doors of the church shall remain locked until two hours before the ceremony. Any changes or additional time will be based on a rate of \$25.00 per hour and must be requested at least 5 days in advance. Air conditioning or heating will be turned on only at a reasonable time before any scheduled event. Florists should note this and not bring flowers too early. If it is desired for earlier operation of air conditioning, it may be provided at an extra charge of \$25.00 per hour in the Sanctuary and \$15.00 per hour in the Chapel. Decorations are to be self-supporting. Under no conditions shall decorations be attached to the pews or other furniture by pinning, gluing or nailing. All candles must be in a self-holding apparatus. (Please do not bring any drip type candles in the sanctuary) The wedding party and the Florists will be held directly responsible for the cleaning of wax from all floor coverings and furniture in every case. All decorations must be removed from the church immediately following the conclusion of the wedding. The Church will not be responsible for items left.

#### CATERING (Give copy to Caterer)

When using a caterer for your wedding, it is important that he/she is in compliance with the food safety tips issued by the Houston Department of Health and Human Services.

Per the City of Houston's Department of Health and Human Services (HDHHS), we are informing you that SANITARIANS may conduct an unscheduled inspection of a food establishment at any time. During the inspection, they evaluate how food is handled, stored, prepared, served, cooked and held for future use. Deficiencies in the facility and pest related violations are also checked. Catering companies are considered as food service establishments and must be licensed. It is very important they have received a permit from the Health Department and are aware of the food safety rules and regulations. Companies/Individuals who prepare food only in homes or other settings are not regulated, for they do not have a facility where food is prepared for catering. Some may not be aware of ALL safe food handling rules. It is the responsibility of the bride and groom to verify if the hired caterer is a certified food handler and if food safety courses have been taken. If your group or auxiliary plan to use the kitchen facilities before, during, or after your scheduled meeting, please remember to schedule ample time for both the meeting and use of the kitchen facility. The requested time for use of the building must include the time for the use and cleaning time of the kitchen. A Kitchen Checklist will be provided to survey the kitchen before and after every event in which the kitchen is used (please see facility manager). A thorough cleaning is expected after every use of the kitchen facility. \*\*\* If the kitchen is used for a Wedding Rehearsal Dinner or Wedding Reception, it is the responsibility of the bride and groom to verify that this has been done.