

Your Wedding Reception in Coleman Hall

Planning your reception in Coleman Hall? The following information will help guide you to a successful event.

Getting Ready

- Reserve a date and time for the use of Coleman Hall and the kitchen with the church office. If the wedding is planned for the church sanctuary, reserve both spaces at the same time. Payments of fees are due when the reservation is made.
- Inform the church's Wedding Coordinator.
- Find a vendor to cater your reception. The church does not provide catering service but can give you a list of recommended caterers. The caterer must meet with our Food Coordinator before the day of the event to become familiar with the kitchen equipment. It is expected that the wedding party and its vendors leave a clean kitchen immediately following the reception. Use of equipment and utensils such as knives and other potentially dangerous items in the kitchen are at your own risk. First Presbyterian Church is not responsible for injury as a result of using the kitchen facilities.
- The person who is in charge of planning the event or the couple's Wedding Coordinator should meet with the church's Sexton to facilitate plans for audio and video presentation implementation. The wedding party or its vendors are expected to set up and break down for its event by returning tables and chairs to the original configuration and removing all decorations following the reception. You must vacate Coleman Hall no later than 10:00 pm to allow for cleanup and setup for the next day's church activities.
- Decorating of Coleman Hall is the responsibility of the wedding party or its vendors. Please do not attach decorations to walls or windows.
- Scheduled time for setup of the event will be determined by the church calendar. Every attempt will be made to have the hall available to you for setup the day before the event.

During your Event

- Please refer to Facility Regulations listed in *A Christian Wedding Service* bulletin.
- Remember to clean up any spills as they occur during the event in timely fashion, both for safety reasons and to prevent permanent damage.

After the Event

- Return tables and chairs to original configuration.
- Remove all trash and garbage and place in the dumpster located on Church Street in front of the daycare center.
- Clean the kitchen, equipment and utensils immediately following reception.
- Please do not leave any items in the refrigerator.

FEES

First Presbyterian Church of Highlands welcomes the use of Coleman Hall for a fee of \$1000. A damage deposit of \$750 may be required if the wedding is not taking place at First Presbyterian Church. A check for fees for the use of the facilities should be made out to First Presbyterian Church of Highlands and submitted no later than the day of the rehearsal.

Planning Your Wedding - A Timeline

No Less than 6 Months Prior to Your Wedding

1. Contact church office about availability of desired wedding date.
2. Contact a Minister of First Presbyterian Church of Highlands regarding availability for your wedding date.
3. Determine eligibility and complete wedding form. If a letter of recommendation is needed, it should be attached to the *Wedding Registration Form* and submitted to the church office.
4. *Wedding Registration Form* & attachments are taken to Session (which meets the third Monday of each month) for approval.

No Less than 5 Months Prior to Your Wedding

5. Upon approval by Session and receipt of the damage deposit, your wedding will be placed on the church calendar. At that time you will receive contact information for the church's Wedding Coordinator, the Elder of Worship and the Organist/Music Coordinator.
6. Make arrangements with the presiding minister for premarital counseling. At the end of this counseling session, you will be given a template of the Order of Worship.

No Less than 4 Months Prior to Your Wedding

7. Contact the church's Organist/Music Coordinator to begin the planning process regarding service music and musicians.
8. Arrange to meet with the church's Wedding Coordinator and Elder of Worship to begin filling out the First Presbyterian Church's *Wedding Coordinator's Information Form*. This form must be completed and submitted no less than 2 months prior to the wedding.
9. Arrange to meet with the church's Sexton if the wedding reception is taking place in Coleman Hall. Contact information will be provided by the church's wedding coordinator.

The Week of Your Wedding

10. All fees must be paid in full & submitted to the church office before the rehearsal.
11. Bring your wedding license to the church's Wedding Coordinator so that it can be properly executed by all parties involved. *You are responsible for obtaining the marriage license and all other appropriate paperwork. Please contact the Register of Deeds, Macon County Courthouse, 5 West Main Street, Franklin, NC 28734. Telephone: (828)349-2095. Hours of operation are Monday - Friday, 8:30 a.m. to 4:30 p.m. (excluding holidays)*
12. Consideration for your Minister's time is very important, so be sure that all members of your wedding party arrive for the rehearsal on time. Everyone should be present so they can be properly trained for their duties in our facility.