

WEDDING INFORMATION & RESERVATION FORM

College Heights Seventh-day Adventist Church Lacombe, Alberta (403) 782-6131

We are pleased you are considering using our church for your wedding service. The facilities of the church exist for the service of God and for use in such ways as will bring honour to Him. As a church community, we place a great deal of value on the institution of marriage and feel it imperative to affirm as many positive aspects leading to the joining of two lives as possible. One of the aspects we deem especially important is the similarity of religious beliefs and affiliations; however, our church is open to all who desire to have a Christian wedding.

The wedding is a religious service and the sacredness of the service should be considered in all of the plans, including the selection of music, decorations, dress, etc. We encourage you to plan your wedding so that the sacredness and beauty of the service will not be overshadowed by unnecessary decoration or display and the service be dignified and characterized by Christian simplicity and modesty.

We want your wedding to be a joyful and memorable occasion. To assist you in preparing for a beautiful wedding the following guidelines are suggested:

1. Application and Fees

- a. An application should be completed and returned to the church office for approval well in advance of the wedding date so there is sufficient time to allow time for necessary arrangements or change of plans.
- b. The fee for the use of the church is \$25.00 if either the bride or groom or their parents are members of the College Heights Adventist Church. A fee of \$75.00 will be charged for those who are not members of the local church. In addition to the fee for the use of the church, a deposit of \$200.00 is required. This deposit will be refunded if the church property is left clean and in good order. These fees are to be paid at least two weeks prior to the wedding date.
- c. Reservations are made on a first-requested basis. No more than two weddings will be scheduled to be held on any one day.
- d. The fee for the organist is the responsibility of the bridal couple.

2. Facilities and Their Use

- a. The sanctuary, parents' room, and Sabbath School rooms on the lower level are available for use by the bridal party. A deacon will be available at your rehearsal and time of the wedding to unlock the rooms which you will use.
- b. When furniture is removed from its place, please do so under the direction of the deacon in charge.
- c. When decorating, please avoid the use of tacks, adhesive tape or any type of fasteners that would scratch or mar any part of the building or furnishings.

- d. Candles are to be used only when they are in candleholders. Lighted candles are not to be used in processions or held during the service. The only exception is when candles are used to light the candles in candleholders.
- e. The showering of rice, bird seed, or confetti is not to be done inside the church building.
- f. We ask that there be no smoking or use of alcoholic beverages in or on the church property.
- g. A pair of seven-candle candelabra and a kneeling bench are available for use without additional charge. A protective covering, such as plastic, should be placed under the candelabra to protect from wax drip.
- h. An operator will be appointed to run the public address system during your rehearsal and the wedding. Any special needs should be made known in advance.
- i. Personal items should be removed from the church building as soon as possible following the wedding so the deacon in charge can lock the premises. Someone should be designated to insure that the facility is left orderly and clean.

3. Music

- a. If the organ is used, one of the church organists is to be used at all weddings except by special request. Such requests are to be submitted to the church office for approval by the Music Committee. When such requests are granted, the visiting organist should work closely with the head church organist.
- b. Music used for the wedding should be appropriate for a house of worship and should direct attention to God. Special care should be taken to assure that it is suitable and reverent. A list of all music to be used should be submitted to the church office for approval by the Music Committee.

4. Pictures

It is requested that picture taking during the service should be as unobtrusive as possible and should not interfere with the solemnity and sacredness of the service.

Wedding Reservation Form

College Heights SDA Church
6915 Maple Drive
Lacombe AB T4L 1Z9
782-6131; office@collegeheightschurch.com

Please complete this form and return it to the church office with your deposit of \$200.00 at least one month in advance of your wedding date. The fee for the use of the church may be paid two weeks prior to the date of the wedding.

Wedding Date _____ Time _____

Bride's Name _____ Home Phone _____

Address _____ Work Phone _____

Church Membership _____

Groom's Name _____ Home Phone _____

Address _____ Work Phone _____

Church Membership _____

Officiating Minister _____ Phone _____

Wedding Coordinator _____ Phone _____

Organist _____ Phone _____

Musicians _____

Decorations on platform _____

Decorations on pews _____

Rehearsal Date _____ Time _____

Decorating Date _____ Time _____

Music Information

We appreciate that you will use music which will be appropriate for a house of worship and will direct attention to God; that it will be suitable and reverent. This information should be submitted to the church office at least one month in advance of the wedding date.

Music to be played by organist:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Instrumental and Vocal Music:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Other:

_____	_____
_____	_____
_____	_____

Approved by Music Committee _____ Signed _____ Date _____

Comments:

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