

# NON-MEMBER WEDDING APPLICATION AND PACKET

*Revised to reflect Session update 2015*

Preston Hollow Presbyterian Church  
9800 Preston Rd.  
Dallas, TX 75230  
214-368-6348 X 150

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**Non-Member Wedding Application**  
Preston Hollow Presbyterian Church  
9800 Preston Rd.  
Dallas, TX 75230

Date of Application: \_\_\_\_\_

**Engaged Person Name:** \_\_\_\_\_ Age \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

E-Mail: \_\_\_\_\_

Phone: \_\_\_\_\_ (Home) \_\_\_\_\_ (Work) \_\_\_\_\_ ( Mobile)

First Marriage? \_\_\_\_\_ Church Affiliation: \_\_\_\_\_

**Engaged Person Name:** \_\_\_\_\_ Age \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

E-Mail: \_\_\_\_\_

Phone: \_\_\_\_\_ (Home) \_\_\_\_\_ (Work) \_\_\_\_\_ (Mobile)

First Marriage? \_\_\_\_\_ Church Affiliation: \_\_\_\_\_

Wedding Date Requested: \_\_\_\_\_ Time: \_\_\_\_\_

Sanctuary \_\_\_\_\_ Chapel \_\_\_\_\_ Approximate Attendance: \_\_\_\_\_

Rehearsal Date Requested: \_\_\_\_\_ Time: \_\_\_\_\_

Other information: \_\_\_\_\_

Please indicate your reason for choosing PHPC for your wedding:  
\_\_\_\_\_

**Please read and sign page 2 of this application, indicating that you have read and understand our non-member policy**

**For office use only:**

Bldg Deposit \_\_\_\_\_ Fee Pmt #1 \_\_\_\_\_ Fee Pmt #2 \_\_\_\_\_ Fee Pmt #3 \_\_\_\_\_ Marriage Prep Class \_\_\_\_\_ Music \_\_\_\_\_

Lead Coordinator \_\_\_\_\_ Asst. Coordinator \_\_\_\_\_ Flowers remaining \_\_\_\_\_ Other \_\_\_\_\_

**Preston Hollow Presbyterian Church  
Non-member Wedding Application  
(Page two)**

1. The Non-member Wedding Policy is a document approved by the Session, which is the governing body of Preston Hollow Presbyterian Church (PHPC). This policy shall be followed by all parties involved in the wedding, without exception. The disregard or violation of any of the policies as outlined shall result in a forfeiture of the Building Deposit. (\$500)
2. A member of the PHPC Pastoral staff shall officiate and lead all wedding ceremonies at the church.
3. The couple will be expected to complete the required premarital counseling as outlined in the attached policy.
4. The primary use of the sanctuary and chapel is for worship. Therefore, the chancel shall contain the pulpit, lecture, communion table and vestments set in the manner required for worship services. All seasonal banners and decorations in the sanctuary and chapel shall be left in place and may not be obscured, altered or moved in any way.
5. PHPC is a member of The Presbyterian Church USA and all wedding services performed in our building will be clearly Christian and Presbyterian in character.
6. Because we give priority to PHPC members, we cannot give final confirmation of your wedding date until 120 days prior to the wedding date. The Wedding Administrator will explain the exact details of this policy to each couple.
7. This signed form, along with your completed wedding application and required deposit checks constitute an official wedding reservation. Please deliver all completed forms, retaining the policy for your records, to the attention of the Wedding Administrator at PHPC.
8. Your signature below indicates your acceptance of the non-member policy as attached and indicates that you have read and understand said policy.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please complete the information below if you are interested in joining the PHPC family and if we may contact you with information regarding membership:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

## Section 2

**Weddings can be scheduled one year in advance of the wedding date:** All dates and times must be approved by the Wedding Administrator. Also, any time changes once a wedding has been scheduled must first be approved by the Wedding Administrator. Reservations are made through the Wedding Administrator at the church office, 214-368-6348 X 150 or via email to [dhall@phpc.org](mailto:dhall@phpc.org). Regular office hours for the Wedding Administrator are on Wednesdays from 10:00 a.m. – 2:00 p.m. Weddings must be scheduled at least 60 days prior to the desired wedding date.

**Pastor Selection:** All weddings held at PHPC must be officiated by a PHPC staff pastor with the PHPC Pastor serving as lead officiant. A rotating schedule of associate pastors is used in the assignment of non-member weddings.

**Available Wedding Dates:** Weddings may be scheduled on Monday, Tuesday, Thursday, Friday or Saturday. No weddings will be scheduled on New Year's Day, New Year's Eve, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and Thanksgiving weekend, Christmas Eve or Christmas Day or during Easter Holy Week. Weddings do not take place on Wednesdays or Sundays without special application to and approval by the Session.

**Wedding/Rehearsal Times:** Available wedding times are 10:00 a.m. – 8:00 p.m. pending approval of the Wedding Administrator. Weddings are in blocks of four hours, with the church opening two hours before the ceremony time. Due to the number of weddings at PHPC, it may be necessary to schedule more than one wedding on a given day. Multiple weddings on the same day must be scheduled at least four hours apart. Rehearsal times are scheduled when the wedding application is received. Rehearsals are expected to be completed in one hour. Multiple wedding rehearsals held on the same day must be at least one hour apart. In the event of more than one rehearsal on a given day, preference is given to the first party scheduling. Once a reservation has been officially made and is entered on the church calendar, any alteration to the start times of either the rehearsal or wedding must first be approved by the Wedding Administrator.

**Wedding Reservations:** A wedding date will be entered on the church calendar when the Wedding Administrator has received the following items:

**Completed Wedding Application**

**Building Security Deposit check of \$500 (refundable)**

**\$650 wedding deposit (toward the total Sanctuary or Chapel wedding fees as shown below)**

**Wedding Fees:** Building use fees for the sanctuary and chapel are listed below. Included in these fees are: minister's fee, organist fee, wedding coordinator fee, custodial and sound fee, and the use of any wedding equipment. The fees will be collected as follows: \$650 at the time of application, \$600 at the confirmation date and the balance is due 30 days prior to the wedding. The Wedding Administrator will invoice for each payment due and all fees shall be delivered by the due date to the Wedding Administrator. Should PHPC be unable to hold your wedding date prior to confirmation, all funds will be refunded.

**Sanctuary Wedding Fee:                      \$1850**

**Chapel Wedding Fee:                         \$1400**

**Wedding Cancellations:** In the event a couple must cancel their wedding date, they must inform the Wedding Administrator. Cancellations six months prior to the wedding date shall forfeit \$200. Cancellations between six and four months before the wedding shall forfeit \$350. Cancellations within 60 days of the wedding shall forfeit \$650.

**Marriage Preparation Class:** All couples being married at PHPC must attend premarital counseling. This counseling consists of attending the PHPC Marriage Preparation Class (offered two times per year with a fee of \$120) followed by one-on-one counseling appointments to be scheduled directly with the officiating pastor. The number of one-on-one counseling sessions is at the discretion of the officiating pastor. The Prepare/Enrich curriculum is used as the basis for the premarital counseling. Upon completion of the required PHPC marriage preparation, couples will receive a certificate acknowledging the completion of this important step which entitles them to a discount on their marriage license fee per the State of Texas.

**Duties of the Wedding Administrator:** The Wedding Administrator is responsible for the enforcement of the wedding policy, collection of all wedding fees, scheduling of all weddings and rehearsals and questions regarding time, date and location of all weddings held at PHPC. All specific policy questions should be directed to the Wedding Administrator.

**Duties of the Wedding Coordinator(s):** A PHPC Wedding Coordinator will assist each couple with coordinating wedding plans and will be a source of information regarding wedding procedures. The Wedding Coordinator will schedule a meeting with each couple once all vendors have been selected and will attend and assist at both the rehearsal and the wedding. Any outside wedding consultants must confer with the PHPC Wedding Coordinator regarding all plans. All Sanctuary weddings will be assigned two Wedding Coordinators (one lead, one assistant); Chapel weddings will be assigned one Wedding Coordinator.

### Section 3

**Facilities:** The following facilities (with seating capacities shown) are available for weddings:

**Sanctuary (1000)**

**Chapel (145)**

**South Courtyard\* (45)**

**\*The Chapel must be booked in the event of inclement weather**

**General Safety:** No smoking or alcoholic beverages are permitted on the church premises. Smoking is prohibited in all PHPC church buildings. Alcoholic beverages or controlled substances of any kind are forbidden anywhere on the premises. This includes the parking areas and restrooms. The pastoral staff at PHPC reserves the right to deny performing a wedding ceremony in the event this general safety rule is violated. Guests under the influence of alcohol will be asked to leave.

**Dressing Areas:** There are two dressing areas which will be used for all weddings and will be assigned by the Wedding Coordinator. Every effort will be made to protect personal items during the rehearsal and wedding. However, the church cannot be held responsible for such items if lost or stolen. It is imperative that valuables not be left unattended in the dressing areas. It is the responsibility of the couple to inform the wedding party regarding this matter. Please be sure to assign a responsible party to clear the dressing areas of personal items and debris following the wedding.

**Decorations and Wedding Equipment:** Use of the chapel and sanctuary facilities includes the use of the following items which belong to the church: candelabra and candles, hurricane globes and candles for the

windows, kneeling bench, pedestals for floral arrangements and certain floral containers. Use of the Unity Candle must be approved by the officiating pastor and the candles must be provided by the couple for use with PHPC's unity candle stand.

The chancel vestments may not be removed and no decorations may be placed on the communion table where the silver cup and tray must remain. The floral arrangements should not obscure the communion table, baptismal font, pulpit or cross. Pew markers or aisle ribbons may only be attached to pews using cushioned hooks or soft ribbon, so that the wood will not be scratched.

**Prohibited Wedding Decorations:** Decorations may not be hung or suspended from lighting fixtures and no tacks, staples, glue or tape shall be used to fasten any decorations to the furnishings or the buildings and no carpentry work will be allowed. No candles may be used on the pews or down the aisles or in the floral arrangements. No wire or tape may be used to attach Styrofoam, oasis, greens or flowers to the candelabra. Under no circumstances shall rice, confetti, flower petals (silk or fresh), birdseed, balloons, bubbles or any other material be thrown inside the church building, around the openings to the buildings, or on the church grounds and parking areas. The use of aisle cloths is strictly prohibited and no fabric or tulle shall drape the pews.

**Floral Guidelines:** Florists engaged for the wedding must deposit a \$100 performance bond if they are not on the list of approved PHPC florists. This deposit will be collected directly from the Florist by the Wedding Administrator. The delivery and placing of the floral decorations shall be scheduled with the Wedding Coordinator assigned to the wedding. If the couple wishes to leave their floral arrangements for use during PHPC church services, this must be scheduled with the Wedding Administrator. In the event the flower arrangements remain, the floral donation will be noted in the worship bulletin, but the church must have this information three weeks before the wedding in order to meet the printing deadline. Additionally, those couples leaving their flowers for use at the church are invited to use the PHPC urns and/or vases. Specific information about the urns is available from the Wedding Administrator. If floral decorations are to be used in the windows, the windowsills must be protected. The furnishings and floors must be fully protected at all times from moisture. Florists will be held responsible for any damage to the building and/or furnishings. Removal of all decorations must begin immediately following the service. The sanctuary, chapel and dressing areas must be left "broom clean" and in the condition in which they were found.

**Photography and Videography Guidelines:** Photographs and videotaping of weddings is permitted using the following guidelines: No flash pictures may be taken during the wedding ceremony (this rule also applies to all family and friends of the wedding party). A flash picture may be taken by the photographer just prior to entrance to the sanctuary or chapel. Flash pictures may also be taken prior to the wedding ceremony and following the ceremony, as well as of the wedding party as they are exiting the sanctuary or chapel following the conclusion of the worship service. All remaining photography shall be from the balcony using available light only. Under no circumstances shall a photographer be located anywhere inside the sanctuary or chapel once the wedding service has begun.

**Videography:** The location of the video cameras will be strictly limited to the balcony of the sanctuary or chapel. No supplementary lighting may be used. Wireless microphones may be used, but no wires or cables may leave the balcony area and must be approved by the sound technician. Under no circumstances shall remote cameras be placed anywhere inside the sanctuary or chapel. The officiating pastor must be consulted regarding any exceptions to the photography/videography policy.

**Sound:** All sanctuary weddings will have the use of a PHPC sound technician, which will be arranged by the Wedding Administrator. The option of live video and audio streaming is available, but must first be scheduled with the Wedding Administrator and there is an additional fee of \$150 for this service. An audio CD of each sanctuary wedding will be recorded and given to the couple following the wedding ceremony.

## Section 4

**Music:** A wedding ceremony is a worship service of the church. Music should serve to enhance the consciousness of God's presence both in the minds of those who witness and those who participate in the service. Our standard is that music chosen for the wedding service be consistent with the Reformed Worship tradition at PHPC. To aid in the planning process for the ceremony music, couples are encouraged to listen to sample pieces of commonly used wedding music available through and audio link on our website ([www.phpc.org](http://www.phpc.org)). The couple should contact the organist as soon as the wedding date is entered on the church calendar in order to begin the music selection process. No taped or secular music is allowed at wedding ceremonies.

The organist's fee (included in the Building Use fees) includes one planning session, one rehearsal with vocalists or instrumentalists immediately preceding the wedding, and the wedding itself. Additional rehearsals with vocalists or instrumentalists will incur an additional fee of \$100 to the organist.

The use of the church's organ is restricted to PHPC organists. Additional musical instruments (such as piano, harp, trumpet, strings, brass, etc.) are allowed but must be separately contracted for through the organist. The organist is responsible for approving all musicians, vocalists and music selections planned for use during the wedding service.

## Section 5

**Reception Space:** Should the couple wish to use PHPC for their rehearsal dinner or reception, the following restrictions apply:

1. Jubilee Hall is the only approved space for holding rehearsal dinners or receptions.
2. Receptions require a minimum of six months' advanced notice.
3. Scheduling of Jubilee Hall is done through the PHPC Receptionist and requires a separate space-use contract. Fees vary based on the end time of receptions (before 4:00 pm or before 10:30 pm).
4. The pricing of Jubilee Hall is done on a case-by-case basis, and those fees shall be paid directly to PHPC, separate from wedding fees.
5. No alcoholic beverages may be served or consumed at a rehearsal dinner or reception.
6. The only approved caterer is the on-site PHPC caterer. Specific contract negotiations for catering shall be done directly with the caterer and payment made directly to them.
7. Dancing and either live or taped music is allowed at receptions, but must first be approved during the negotiation of the Jubilee Hall contract.

## Section 6

**Marriage License:** Each couple is responsible for obtaining their own marriage license in accordance with the laws of the County of Dallas and State of Texas. No out-of-state licenses are valid for PHPC weddings. Specific timing requirements apply, so it is the responsibility of the couple to acquire this information, obtain the license and bring it on wedding day to the church for execution and witnessing by the officiating pastor. The church, as a courtesy, will submit the marriage license for filing with the County of Dallas following the wedding ceremony. The County will mail the original, filed license directly to the couple. Allow six (6) weeks for filing.

**Wedding Bulletins:** PHPC does not print or provide wedding bulletins. Should the couple wish to use bulletins, they are responsible for determining the order of worship, with pastor's approval, prior to the wedding. The officiating pastor and wedding coordinator are available to proof and approve bulletins prior to printing.

**Attire and Decorum:** Appropriate attire is required of all wedding party participants at the rehearsal and wedding ceremony. It is the responsibility of the couple to ensure that their wedding party conduct themselves in a manner befitting the sacredness of the wedding ceremony.

**Nursery Services:** Should the couple require nursery services for children (infants, toddlers and pre-school aged children) requiring babysitting during the wedding service, this can be scheduled with the Wedding Administrator. Only PHPC nursery staff will be authorized to care for children on the PHPC premises. The church follows CPS guidelines in determining the number of sitters required depending upon the exact number and age of the children. Specific fees and requirements will be explained by the Wedding Administrator and reservations must be made four weeks in advance of the wedding.

**Early Open Fees:** Wedding parties will be given full access to the building two hours prior to the wedding ceremony time. Should additional time be needed, the couple can request through the Wedding Administrator one additional hour (for a total of three hours prior to ceremony time) at an additional cost of \$200, pending approval on the church calendar.

**Informal Weddings:** An informal wedding ceremony is one that is small in nature, involving the couple, pastor and only close friends and family. This type of wedding requires no rehearsal, and there shall be no music or decorations. Informal weddings must be scheduled with the Wedding Administrator, and all aspects of the wedding policy will apply, including the required premarital counseling. The total fee for an informal wedding is \$450, which covers the use of the building and the minister's fee.

**Service Animals:** The only animals allowed at wedding ceremonies will be those animals in service.

**Church membership:** For those non-member couples searching for a church home, please note our Sunday worship schedule below. Pastors and lay people are available each Sunday for those wishing more information on membership at PHPC.

**8:15** Chapel Services (with Communion served the first Sunday of each month)

**9:30** Sanctuary Services (with Sunday School and childcare available)

**11:00** Sanctuary Services (WRR-101.1 airs a live radio broadcast of our 11:00 service each Sunday).



