

PARKWAY PORT LAVACA WEDDING POLICY

Thank you for considering Parkway Port Lavaca campus as your wedding venue. We at Parkway want to make your wedding a beautiful, God-honoring, and memorable occasion. Please review these policies as you consider having your wedding event at Parkway.

MAKING THE RESERVATION

1. Call Parkway to set up an appointment to tour the facilities.
2. The Campus Pastor or the Wedding Coordinator is responsible for approving the use of the facilities for the rehearsal, ceremony, and reception, if applicable.
3. Upon approval, your date will be held on the church calendar with a \$150 deposit.

RESERVATION GUIDELINES

- The bride and groom do not have to be members of Parkway Church
- No wedding or receptions are allowed after 4:00 PM on Saturdays - this gives our facilities team time to clean for following church services.
- Weddings will not be scheduled between Thanksgiving and New Years' and also the week before and after Easter.
- Parkway reserves the right to allow wedding on site for any reason.

WEDDING FEES

- \$150 deposit is due at the time of reservation. If there are no damages to the building, the deposit will be refunded within 30 days after the wedding. This is non-refundable if the wedding is canceled.
- \$400 for the ceremony. This includes the use of the auditorium, rooms to dress in, wedding coordinator, sound/light technician, and custodial services. The fee must be paid 60 days prior to the wedding.
- \$100 if reception is held at Parkway. This includes the setup and tear down of all tables and chairs by Parkway's custodial service. This fee is due 60 days prior to the wedding.
- \$100 if rehearsal dinner is held at Parkway. This includes the setup and tear down of all tables and chairs by Parkway's custodial service. This fee is due 60 days prior to the wedding.
- A suggested honorarium of at least \$100 is recommended for the pastor officiating the ceremony. You may give the honorarium directly to the pastor or to Parkway and designated for the pastor.

- Wedding fees not paid by the due date will result in removal of your wedding form the church calendar. Payment can be made by cash, check or online.

PREPARING FOR THE CEREMONY

- It is the responsibility of the bride and groom to provide a marriage license.
- It is the responsibility of the bride and grooms to request a minister to perform the ceremony. If the minister is not Parkway staff, he/she must be approved by a pastor from Parkway.
- Per-marital counseling sessions are required with a pastor. It is the responsibility of the bride and grooms to set up the appointments. Parkway pastors have the right to refuse to perform the ceremony if counseling is not completed. If you are using an outside pastor to officiate your ceremony, you must have documentation that you have completed counseling with that pastor.

PREPARING FOR MARRIAGE

Parkway Church operates on a strongly held belief that the marriage relationship has been established by God as a union between one man and one woman. (Genesis 2:24; Ephesians 5:31). Parkway Church further holds that, in accordance with Scripture, sexual intimacy and sexual activity is appropriate only within the marriage relationship, between one husband and one wife. (I Corinthians 7:2; Hebrews 13:4).

PARKWAY'S CONVICTION ON STATEMENT OF MARRIAGE

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Accordingly, Parkway Church views the following behaviors as inappropriate and contrary to Scripture:

1. Any sexual intimacy or sexual acts between individuals who are not married to one another.
2. Any marriage or civil union that is not between one man and one woman
3. Any other activity, teaching, or behavior that is contrary to a biblical view of marriage and/or appropriate behavior as outlined in this provision.

COUPLES WHO ARE LIVING TOGETHER

While living together has become a cultural norm, it is inconsistent with God's plan for marriage. Couples who are living together should come prepared to discuss their plan during

the first counseling appointment. Parkway pastors will marry couples who are living together under two conditions.

1. Couples who are living together move out and commit to sexual purity during the engagement.
2. Couples get married privately (including a marriage license) with a pastor or a judge. The private ceremony will be mentioned in the public wedding celebration.

THE WEDDING DAY

Our team is here to support you and to help you, your wedding party, and your family enjoy your wedding day. The following policies are put in place so that you can plan well and limit surprises.

- **WEDDING COORDINATOR**

The required wedding coordinator will be at the rehearsal and the wedding. They will be available to see that the rehearsal and the wedding operate smoothly.

- **REHEARSAL**

It is recommended that all individuals with a significant role in the ceremony (wedding party, ushers, parents, singers, etc) be present for the rehearsal. The wedding coordinator will manage the rehearsal to ensure the ceremony operates smoothly.

- **REHEARSAL DINNER**

If you choose to have your rehearsal dinner at Parkway, there is an additional fee for the use of the atrium area for the rehearsal dinner. This includes the setup and dismantling tables and chairs.

- **DECORATIONS**

Parkway does not provide any wedding decorations, please provide your own.

Only drip-less candles may be used. Any decorations attached to the pews can not be attached with glue, pins or nails. Silk or dried rose petals may be sparsely dropped down the aisle in the auditorium. Arrangements must be made for all decoration and equipment to be removed from the building immediately following the wedding.

- **MUSIC**

Any music to be played before, during, or after the ceremony is to be provided by the bride and the groom. A keyboard is available for use, but the bride and groom must provide the person to play. It is the bride and groom's responsibility to hire any other instrumentalist (harpist, violinist, guitarists, etc.) Singers may supply their own music. A Parkway sound technician will ensure the music is played according to the bride and groom's request. The technician will not attend the rehearsal. The singer and instrumentalist must be at Parkway 1 ½ hours prior to the ceremony for sound checks and rehearsing with the technician.

- **SOUND and LIGHTING**

Only Parkway technicians will be allowed to work the sound and lighting equipment. Microphones are available for singers and pastors. The technician will not be at the rehearsal but will arrive early on the day of the wedding ceremony for sound checks and run through songs if needed.

- **PHOTOGRAPHY and VIDEO**

Parkway does not provide photography and/or videography. Please discuss with your photographer the details of photography and video needs. All photography should be done in such a way as to not distract from the ceremony.

- **RECEPTIONS**

Receptions can be held in the main atrium only. Tables and chairs will be set up and dismantled. The tables and stools in the cafe may be used but cannot be moved.

FACILITIES GUIDELINES

- No smoking is allowed in any of Parkway's facilities (restrooms, lobby, etc.).
- No alcoholic beverages are allowed in any of the facilities or on the premises. No one under the influence will be allowed to participate in the ceremony.
- No dances are allowed.
- Birdseed (not rice) may be used outside the building.
- The wedding party may use rooms in order to dress for the ceremony. See the Wedding Coordinator for those locations.
- The church is not responsible for any personal belongings left behind
- The stage curtain will remain closed during the ceremony.
- Any stage design materials which are in front of the curtain must remain in place.

AGREEMENT

I hereby agree to follow these policies and agree to pay fees by the deadlines.

Signature of Bride: _____ Date: _____

Signature of Responsible Party: _____ Date: _____

Signature of Parkway Staff: _____ Date: _____