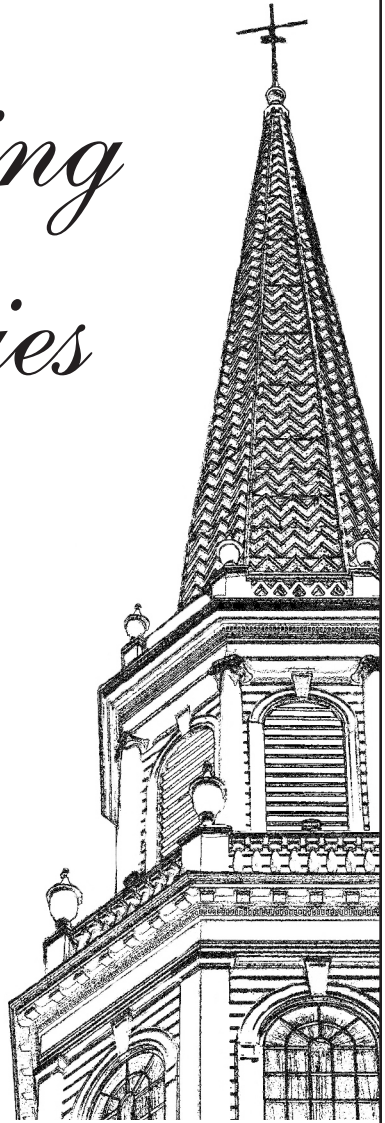


# Wedding Policies



SECOND-PONCE DE LEON BAPTIST CHURCH  
2715 Peachtree Road, NE  
Atlanta, Ga 30305-2916  
404.266.8111  
[www.spdl.org](http://www.spdl.org)

Dear Bride and Groom,

A wedding is one of the defining events of life. For Christians, it is also a sacred time when God is very near. We are delighted that you have chosen to be married at Second-Ponce de Leon, and we want to help make your wedding all you want it to be. That is why we have prepared this booklet. The policies it contains have been developed through years of experience as we have learned what makes a wedding work well – for both you and the church. Read it carefully. Take care of the details. Then relax and enjoy the great gift of love God has given you as you approach your wedding day.

A handwritten signature in cursive script that reads "Dock Hollingsworth". The ink is dark and the handwriting is fluid and personal.

Dock Hollingsworth  
Senior Pastor

# Wedding Policies

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*Wedding Policies*  
*of Second-Ponce de Leon*  
*Baptist Church*  
(Revised February 2010)

This booklet has been compiled for brides and grooms who are considering having their wedding at Second-Ponce de Leon Baptist Church. We welcome your interest and look forward to working with you in preparing for this very special event.

The wedding ceremony is a worship service and we ask your respect and cooperation in maintaining an atmosphere that honors God in His house.

Please read this book carefully. The guidelines listed here must be followed. After you have reviewed our policies, we ask that you meet with the Wedding Coordinator and appropriate personnel to determine that you fully understand and can abide by our guidelines. Following this meeting, you are asked to sign the Wedding Policies contract at the back of the booklet and return it, along with the applicable deposit, to:

Wedding Coordinator  
Second-Ponce de Leon Baptist Church  
2715 Peachtree Road, NE  
Atlanta, GA 30305-2916

## DATE, TIME AND PLACE

Once the date of the wedding (and reception) has been arranged with the Wedding Coordinator and the signed contracts and deposits have been received, the couple is asked to provide the Wedding Coordinator with the names of the florist, photographer, videographer and all other wedding participants as soon as possible. Couples are advised to delay ordering invitations until the date has been confirmed and the deposit and contracts have been received.

## THE MINISTER

The Wedding Coordinator will provide non-church members with the names of staff ministers at Second-Ponce de Leon Baptist Church. Normally, a Second-Ponce de Leon minister will perform ceremonies held at our church. Any exception must be approved by one of our ministers. All ministers must dress appropriately in robe, tuxedo or dark suit. Premarital counseling is strongly advised for all engaged couples. Couples should talk with their officiating minister with regard to counseling, or contact the Associate Pastor of Pastoral Care at Second-Ponce de Leon at 404.266.8111.

## MUSIC

The wedding ceremony is an act of worship, and music is a vital part of the service. The church requires all music, as well as all aspects of the wedding (and reception, if held at Second-Ponce de Leon), be within the bounds of Christian decorum. No pre-recorded music is allowed. Our Organist will be glad to work with the bridal couple in making instrumental selections. All musical selections and musicians for the wedding (and reception) must be approved by the Organist or Minister of Music. Their telephone numbers will be provided by the Wedding Coordinator.

It is preferred that the Second-Ponce de Leon Church Organist play for all weddings; however, if a couple wishes to employ a guest organist, they must first contact the Second-Ponce de Leon Church Organist for approval. All of the financial arrangements with the guest organist and any soloists are the responsibility of the couple.

## DECORATIONS

All decorations for weddings (and receptions) should be in good taste. Florists are required to sign the Guidelines Agreement for Florists at least two weeks before they are permitted to work in the church. It is the responsibility of the wedding couple to have this information on file with the Wedding Coordinator before the florist can work at Second-Ponce de Leon.

Please note the following prohibited activities:

- ◆ No signs can be posted, affixed or distributed on church property without the expressed permission/approval of the Church Administrator.
- ◆ No decorations of any kind may be taped, tacked, nailed or clamped to the pews, walls or woodwork, and care should be taken to protect all church property. Any decoration attached to the pews must be tied.
- ◆ No candles may be attached to pews or carried by attendants.
- ◆ No wax candles are permitted at the wedding (or reception).
- ◆ Chased candles must be used for the unity candle arrangement.
- ◆ No concentrated arrangements of candles are permitted.
- ◆ No candles are permitted in the windows of the Sanctuary.
- ◆ Aisle cloths cannot be used in the church.
- ◆ Church fixtures and furniture in the Sanctuary and Chapel may not be moved with the exception of the pulpit and chairs on the platform.
- ◆ Chairs in the choir loft cannot be removed or tilted.
- ◆ During the Advent Season, the decorations installed by the church may not be removed.
- ◆ Flower girls may drop only silk petals.
- ◆ Rice is not permitted. Birdseed, bubbles, etc., are permitted only outside the church building.
- ◆ The florist is responsible for removing all decorations immediately following the ceremony (and reception).

Second-Ponce de Leon has available for use: a unity candle stand, a kneeling bench and two white columns for floral arrangements (approximately 4' tall). There is no charge for use of these items. Please notify the Wedding Coordinator if any of these are requested.

# PHOTOGRAPHY

We recognize that photography has become an integral part of the wedding ceremony. The photographer and wedding guests are asked to honor the reverence of the ceremony and this place of worship. The bridal couple needs to emphasize to their family and friends that photography of any kind is not allowed during the ceremony except by the photographer employed by the wedding party. We ask that this request be printed in your wedding program.

The photographer will be required to adhere to the restrictions below and to deposit a Refundable Restriction Adherence Fee with the church. It is the responsibility of the wedding couple to have this information on file with the Wedding Coordinator before the photographer can work at Second-Ponce de Leon.

Please note the following prohibited activities:

- ◆ No flash pictures are to be made from any angle after the ceremony begins. Pictures taken of the bride and attendants must be taken from the foyer (not from inside the Sanctuary or Chapel), before they begin their procession down the aisle.
- ◆ In the Sanctuary, photographers are allowed in:
  - 1) the front row of the side balconies;
  - 2) the center section of the balcony; and/or
  - 3) the photography/video wells located at either end of row 7 on the main floor. Photographers must stay in the outside aisle and cannot shoot pictures from the inside aisle or aisle position.
- ◆ For Chapel weddings, photographs may not be taken from the center aisle during the ceremony. Pictures may be taken from the outside aisles, no closer than the eighth row from the front of the Chapel.
- ◆ There can be no movement of personnel during the service, until the pronouncement at the end of the ceremony, when they may quietly leave the Sanctuary or Chapel to obtain recessional pictures.
- ◆ No remote cameras are allowed in the church at any location.
- ◆ No special lighting may be brought into the church.

- ◆ Photographers are not allowed in the altar area, which includes the piano and organ areas, at any time during the ceremony.
- ◆ A diagram showing approved locations for photographers will be provided.
- ◆ Prior to the wedding ceremony, any questions pertaining to church policy must be directed to the Wedding Coordinator. At the rehearsal and wedding ceremony, questions must be directed to the SPdL Wedding Director(s) present for these events.

If these restrictions are not adhered to by the photographer and the wedding party, the full Restriction Adherence Fee will be retained by the church.

## THE VIDEOGRAPHER

Videotaping of the wedding ceremony is permitted. The Wedding Coordinator will provide the telephone number of the church videographer. If an outside videographer is used, he/she must be advised that taping equipment is only allowed in locations indicated by the Wedding Director. Cameras must be stationary and cannot be moved during the ceremony. There can be no distracting noise, movement or lights.

Please advise the Wedding Coordinator of plans to videotape the ceremony at least two weeks before the wedding. Fees will be paid directly to the videographer by the bridal couple.

Video professionals should be advised to use caution in placing extension cords, stands and other equipment in the Sanctuary or Chapel.

Videographers are not allowed in the altar area, which includes the piano and organ areas, at any time during the ceremony. Prior to the wedding ceremony, any questions pertaining to church policy must be directed to the Wedding Coordinator. At the rehearsal and wedding ceremony, questions must be directed to the SPdL Wedding Director(s) present for these events.

A diagram showing approved locations for videographers and their equipment will be provided.



## BUILDING ACCESSIBILITY

The building will be open two hours before the wedding to allow time for dressing, photography, floral and food preparations. Should the couple request that the building be open for a longer period of time, they will incur an additional usage fee.

In the event that multiple weddings and/or church events are scheduled on the same day, a minimum of two hours must be allowed following each wedding or event for cleanup. After that two-hour period, the next scheduled wedding party participants may begin their two-hour preparation period.

The length of time for both the wedding and reception must be agreed upon in advance with the Wedding Coordinator.

## THE WEDDING COORDINATOR AND DIRECTOR

The church provides the services of the Wedding Coordinator to assist with scheduling. The Wedding Coordinator will assign a Wedding Director for each wedding. This director will work with the couple throughout the planning stages, providing information and assistance as needed. In the event that an outside Wedding Director has been employed by the couple, this director can assist the Second-Ponce de Leon Wedding Director at the time of the rehearsal and wedding, but must defer to the Second-Ponce Director to assure that the policies and guidelines of the church are followed.

## WEDDING RECEPTIONS

The Fellowship Hall is available for wedding receptions only if the wedding has been held at Second-Ponce de Leon. A Second-Ponce de Leon Wedding Director is required to be on-site for any receptions held in the Fellowship Hall, and an additional \$75 fee will be charged for her services at the reception.

The church food service provider is available to cater receptions. If the wedding party prefers another caterer, the presence of a church representative will be required, and an additional fee will be incurred for his or her services (\$25 per hour; 5-hour minimum) The caterer must provide proof of liability insurance to the Wedding Coordinator at least two weeks before the reception. This documentation must include an insurance agent's name, company, policy number and contact telephone number. The visiting caterer will be required to complete and sign the Caterer's Security and Reasonable Care Contract at the end of this booklet. The caterer will also be required to provide all personnel to set up, serve and clean after the reception. Any use of the church refrigerator, stove and ovens must be approved by the church's food service provider.

## SECURITY

Security for the parking lot is provided until 5 p.m. on Saturdays. It is strongly suggested that security be provided after this time. For a very large wedding, a traffic director is also needed. Security and traffic arrangements must be arranged through the Wedding Coordinator and paid to the church at least two weeks before the wedding (traffic director – \$40 per hour, 4-hour minimum; security officer – \$35 per hour, 4-hour minimum).

The church is not responsible for valuables left in the dressing rooms, other areas of the church or the parking lot. Please advise all participants to protect their valuables.

## GENERAL RESTRICTIONS

- ◆ The bridal couple must have the marriage license at the rehearsal to give to the minister who is performing the ceremony or to the Wedding Director. By law, the wedding cannot take place if the minister does not have the marriage license.
- ◆ Absolutely no alcohol and no smoking is allowed on church property. If the wedding party does not comply, a warning will be issued to them. If this rule is not then complied with, appropriate action will be taken, which may include asking participants to leave the premises or, if necessary, calling the police.
- ◆ Food and beverages are not allowed in the dressing areas. If the bridal couple would like to provide food for the wedding party before the wedding, the Drink Station in the Fellowship Hall is available without charge or the Dining Room can be rented for this purpose.
- ◆ Chairs in the choir loft cannot be removed or tilted.
- ◆ Parking of any vehicles, including limousines, will only be allowed in designated areas. No parking on grassy areas or the flagstone walkway in front of the church. The bridal couple is responsible for informing any hired vehicle operators of this restriction.

Cost of repair for damages exceeding normal wear and tear will be billed to the wedding party.

A \$500 Compliance Deposit is required for all events held at Second-Ponce de Leon. This can be applied toward:

- ~ damages exceeding normal wear and tear;
- ~ overrun of schedule by more than 30 minutes;
- ~ special requirements that incur additional personnel (i.e., use of both the Parlor and the Bride's Room by the bridal party, additional sound technicians, etc.).

The bridal couple will receive an itemized list of charges (if any) against the Compliance Deposit for any non-refunded portion of the Deposit.

# WEDDING FEES

Fees incurred cover the use of the facilities and the services of the Organist, audio coordinator (not video); maintenance personnel and Wedding Director.

If the bride or groom or either set of parents or grandparents have been actively attending members of Second-Ponce de Leon within the last year, the costs are as follows:

Chapel	\$ 800
Sanctuary	\$1,000
Fellowship Hall	\$ 650
Dining Room	\$ 125
(Wedding Director at the Reception, add \$75)	
Compliance Deposit*	\$ 500

Costs for inactive or non-church members are as follows.

Chapel	\$1,500
Sanctuary	\$2,000
Fellowship Hall	\$1,000
Dining Room	\$ 200
(Wedding Director at the Reception, add \$75)	
Compliance Deposit*	\$ 500

Additional fees will be charged for extended hours (\$100 per hour).

[\*A separate check must be written for the Compliance Deposit. It should be made out to Second-Ponce de Leon Baptist Church, with "Compliance Deposit" noted on the memo line. This check is due when you reserve the church. The amount will not be included with the total owed to the church, but will be held in escrow until after the ceremony and any damage to church property has been assessed. In the event that no compliance issues are raised, the original check will be returned to the bridal couple. Please refer to the Wedding Policies Contract.]

A deposit of one-half of the total cost is due at the time that the wedding date is set and will be applied to the total wedding cost. In the event of a cancellation, this deposit will not be refunded.

The above charges do not include the minister's fee. That arrangement should be made between the couple and the minister.

The balance of the wedding fees must be received by the Wedding Coordinator two weeks prior to the ceremony. Please note the bride and groom's names and the wedding date on the check.

The Wedding Coordinator will provide the audio coordinator's telephone number. The bridal couple is responsible for letting the audio coordinator know about any special music or soloists. Arrangements should be made with the audio coordinator two weeks prior to the wedding.

*Second-Ponce de Leon Baptist Church*  
WEDDING POLICIES  
CONTRACT

The following contractual acknowledgement is an expression of good faith made between: \_\_\_\_\_

Home telephone number: \_\_\_\_\_

Work telephone number: \_\_\_\_\_

Cell phone number: \_\_\_\_\_

and Second-Ponce de Leon Baptist Church of 2715 Peachtree Road, N.E., Atlanta, Georgia 30305-2916, 404.266.8111.

It is clearly understood that the above person, \_\_\_\_\_, is acknowledging responsibility for ensuring the adherence to the Wedding Policies outlined in this booklet of all members of the wedding party and their agents for the event that will take place at Second-Ponce de Leon Baptist Church on \_\_\_\_\_ (date). This person also acknowledges responsibility for the security and reasonable care of the rooms of Second-Ponce de Leon Baptist Church that will be used on that date.

Only the following rooms of the facility will be made available for use by the above named party as indicated below and initialed by the above named person:

- Sanctuary
- Chapel
- Parlor
- Bride's Room
  - Fellowship Hall
  - Dining Room
  - Groom's Room and/or the EEE Room

(WEDDING POLICIES CONTRACT ... CONTINUED)

Your signature below indicates that you agree to follow the policies in this book and leave the room(s) in good condition after the event has concluded. This means that the room(s) used and any other area of the facility leading to the required room(s) will not be harmed in any fashion.

The individual named on the previous page, hereafter termed, the “Responsible Party,” understands that this is a liability document. This contract establishes that the Responsible Party will be assessed and charged for any negligence involving church property located within the designated rooms/areas or passageways used by the event, as scheduled.

This also means that only the areas named on the previous page and the passageways leading to and from those areas are to be used for this event.

Negligence is defined for the purposes of this contract as follows:

1. Breakage or damage of furnishings, mirrors, walls, windows or fixtures;
2. Food/beverage stains or tears on carpeting or upholstered furniture;
3. Theft of any church property;
4. Negligence involving attaching decorations, signs, etc., to church property;
5. Negligence related to caterers/food service usage, if applicable.

The undersigned understands and agrees that if he/she or members of their party damage church property, this will result in an obligation to pay for repair, cleaning and/or replacement, as assessed by the Church Administrator or designee. Costs associated with the assessment of the damage will be charged to the undersigned as well. Charges (for negligence, additional personnel, overrun of schedule, etc.) will be itemized and collected from the Compliance Deposit. In the event that these charges exceed \$500, the Responsible Party will be invoiced for the remaining amount. All charges must be paid to the church within 30 days of invoice.

---

“Responsible Party”

# GUIDELINES AND CONTRACT FOR WEDDING FLORISTS

All decorations used in the Sanctuary, Chapel and Fellowship Hall are expected to be within the bounds of good taste. All florists are required to strictly adhere to the guidelines below.

- ◆ No decorations of any kind may be taped, tacked, nailed or clamped to the pews, walls or woodwork, and care should be taken to protect all church property. Any decoration attached to the pews must be tied.
- ◆ No candles may be attached to the pews or carried by the attendants.
- ◆ No wax candles are permitted at the wedding or reception.
- ◆ Chased candles must be used for the unity candle arrangement.
- ◆ No concentrated arrangements of candles are permitted.
- ◆ No candles are permitted in the windows of the Sanctuary.
- ◆ Aisle cloths cannot be used in the church.
- ◆ Church fixtures and furniture in the Sanctuary and Chapel may not be moved, with the exceptions of the pulpit and chairs on the platform.
- ◆ Chairs in the choir loft cannot be removed or tilted.
- ◆ During the Advent Season, the decorations installed by the Church may not be removed.
- ◆ The flower girl may drop only silk petals.
- ◆ Rice is not permitted. Birdseed, bubbles, etc., are permitted only outside the church building.
- ◆ The florist is responsible for removing all decorations immediately after a wedding (and reception).

Second-Ponce de Leon has available for use: a unity candle stand, a kneeling bench and two white columns for floral arrangements (approximately 4' tall). Please notify the Wedding Coordinator two weeks prior to the wedding if any of these are needed.



(FLORIST CONTRACT ... CONTINUED)

Please sign the agreement below and return it to the Wedding Coordinator at least two weeks prior to the wedding. Return or mail to: Wedding Coordinator, Second-Ponce de Leon Baptist Church, 2715 Peachtree Road, NE, Atlanta, GA 30305-2916.

I have read the Guidelines for Wedding Florists at Second-Ponce de Leon. I understand and agree to the guidelines as outlined on the previous page.

Signature \_\_\_\_\_

Name of Business \_\_\_\_\_

Address of Business \_\_\_\_\_

\_\_\_\_\_

Phone Number \_\_\_\_\_

Email \_\_\_\_\_

Name of the bride and groom \_\_\_\_\_

Event Date \_\_\_\_\_

# GUIDELINES AND CONTRACT FOR WEDDING PHOTOGRAPHERS

A wedding at Second Ponce de Leon Baptist Church is first and foremost a worship service. We ask that you honor the reverence of the ceremony and this place of worship. We require that you observe the following restrictions:

- ◆ No flash photographs are to be taken from any angle after the ceremony begins. Pictures taken of the bride and attendants must be taken from the foyer (not from inside the Sanctuary or Chapel), before they begin their procession down the aisle.
- ◆ In the Sanctuary, photographers are allowed in:
  - 1) the front row of the side balconies;
  - 2) the center section of the balcony; and/or
  - 3) the photography/video wells located at either end of row 7 on the main floor. Photographers must stay in the outside aisle and cannot shoot pictures from the inside aisle or aisle position.
- ◆ For Chapel weddings, photographs may not be taken from the center aisle during the ceremony. Pictures may be taken from the outside aisles, no closer than the eighth row from the front of the Chapel.
- ◆ There can be no movement of personnel during the service, until the pronouncement at the end of the ceremony, when they may quietly leave the Sanctuary or Chapel to obtain recessional pictures.
- ◆ No remote cameras are allowed in the church at any location.
- ◆ No special lighting may be brought into the church.
- ◆ Photographers are not allowed in the altar area, which includes the piano and organ areas, at any time during the ceremony.
- ◆ A diagram showing approved locations for photographers will be provided.
- ◆ Prior to the wedding ceremony, any questions pertaining to church policy must be directed to the Wedding Coordinator. At the rehearsal and wedding ceremony, questions must be directed to the SPdL Wedding Director(s) present for these events.

(PHOTOGRAPHER CONTRACT ... CONTINUED)

We require a Refundable Restriction Adherence Fee of \$500 from photographers employed for a wedding at Second-Ponce de Leon. This should be submitted to the church upon employment by the bridal party and must be in the form of a cashier's check or money order. We must have this retainer at least two weeks before the wedding. The entire amount will be refunded following strict adherence to the stated restrictions listed above. In the event that these restrictions are not complied with, the total amount will be retained by the church.

Please sign the agreement below and return it to the Wedding Coordinator, along with the Refundable Restriction Adherence Fee, at least two weeks prior to the wedding. Return or mail to: Wedding Coordinator, Second-Ponce de Leon Baptist Church, 2715 Peachtree Road, NE, Atlanta, GA 30305-2916.

I have read the Guidelines for Wedding Photographers at Second-Ponce de Leon. I understand and agree to the restrictions as outlined above.

Signature \_\_\_\_\_

Name of Business \_\_\_\_\_

Address of Business \_\_\_\_\_

\_\_\_\_\_

Phone Number \_\_\_\_\_

Email \_\_\_\_\_

Name of the bride and groom \_\_\_\_\_

Event Date \_\_\_\_\_