

VINEYARD CINCINNATI

*~ Wedding Information Packet ~*

**Congratulations on Your Upcoming Wedding!**

The Pastoral Staff at Vineyard Cincinnati consider it an honor to share in this happy occasion with you. Our goal is to assist you in making your wedding day all you hoped for and one you will look back on with fond memories in the years to come. Your wedding day is just the beginning of a successful marriage and we are committed to help you build the spiritual and relational foundation for your life together.

This wedding packet has been prepared to help you with the organization and planning of your wedding. It provides details regarding policies, fees, as well as the wedding process. Please go through each page of this packet carefully; we want to ensure that the process of planning your wedding can be as stress free as possible.

Your first step in securing your wedding date is to complete and submit the Wedding Application. It will provide us with important information about you and is available online at [vineyardcincinnati.com/weddings](http://vineyardcincinnati.com/weddings). Chapel tours are available by appointment only. To schedule a tour or check chapel availability, contact the Wedding Scheduler at [weddings@vineyardcincinnati.com](mailto:weddings@vineyardcincinnati.com).

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## **The Vineyard Wedding Process Outline**

### **Onsite Weddings:**

- Contact the Vineyard Wedding Scheduler to schedule a chapel tour
- Submit the completed Wedding Application along with the deposit
- Receive confirmation of your wedding date and Chapel Usage Agreement
- Complete and return signed Chapel Usage Agreement
- 4 weeks before your wedding, meet with your Wedding Coordinator
- 4 weeks before your wedding, meet with your Vineyard Pastor
- **Pay your wedding fees, due 30 days before your wedding date**
- Rehearsal for wedding party and musicians
- Wedding Day!

### **Offsite Weddings:**

- Contact the Vineyard Wedding Scheduler
- Submit the completed Wedding Application along with wedding fees
- 4 weeks before your wedding, meet with your Vineyard Pastor
- Rehearsal for wedding party and musicians
- Wedding Day!

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## **Chapel Information and Tours**

The Vineyard Chapel is a beautiful chapel with chandeliers and sconces, trimmed with scroll molding and classic architectural features. It seats up to 350 in comfortable upholstered chairs. The chapel is equipped with professional sound and lighting equipment. The lobby area provides a cozy seating area for arriving guests. We provide a dressing area for the bride and her attendants which includes a private bathroom. The groom and his groomsmen have a private room which gives them a place to hang their jackets and relax before the ceremony. Chapel tours are by appointment only. To arrange for a tour please contact the Wedding Scheduler at [weddings@vineyardcincinnati.com](mailto:weddings@vineyardcincinnati.com) or call 513.671.0422 and ask for the Wedding Scheduler. Our chapel is very popular as a wedding location so we suggest reserving it well in advance to secure your preferred date.

Vineyard pastors place a high value on your spiritual and relational preparedness for marriage. You will be referred to a pastor for a conversation regarding options for pre-marriage counseling.

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## Wedding Fees

### Offsite Weddings:

- Offsite wedding fee for a Vineyard Pastor performing the nuptials is \$450

Weddings may be scheduled for offsite locations with a Vineyard Pastor performing the nuptials based on their availability. Offsite fees must be paid in full before a Pastor will be scheduled.

### Onsite Weddings:

- Refundable deposit for a wedding in the Vineyard Chapel is \$200
- Fee for use of Vineyard Chapel is \$1500
- Overtime charge after the 1 hour rehearsal is \$100 per hour beginning 10 minutes after the hour
- Overtime charge after 4 hour chapel time is \$50 per hour beginning 10 minutes after 4 hours
- Alcoholic beverages are not allowed on the premises. Failure to honor this will result in the loss of the entire \$200 Security Deposit

The \$200 deposit is due before your date can be requested. This separate check will be deposited and is refundable up to 90 days after its receipt upon cancellation. **Paying the deposit does not guarantee your date; you must receive your official wedding confirmation, then sign and return the Chapel Usage Agreement that accompanies your confirmation.** If this agreement is not returned signed within a week, you may forfeit your wedding reservation. Though it's unlikely, in the event there are expenses incurred due to overtime, damages, or cleaning and removing decor, those fees will be deducted from your security deposit and the remainder will be returned to you after the wedding. If there are no additional expenses, a check will be issued for the full deposit and mailed to you after the wedding.

The wedding fee of \$1500 is due 30 days prior to the wedding date. This covers the Pastor's fee, building usage, and administrative costs, including a professional Sound Technician during your rehearsal and wedding ceremony, as well as a Ceremony Coordinator for your rehearsal and 4 hour coverage during the agreed upon usage time of the chapel.

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## **Vineyard Wedding Staff**

### **Wedding Scheduler:**

The Wedding Scheduler is your first contact when requesting information about Vineyard weddings. The scheduler can answer questions, provide information, and schedule chapel tours. The scheduler will process payments and make all facility reservations and schedule the staff for your wedding. At any time in the process, feel free to contact the Wedding Scheduler with questions or concerns at [weddings@vineyardcincinnati.com](mailto:weddings@vineyardcincinnati.com).

### **Wedding Pastor:**

We have wonderful ordained pastors, both male and female, who are experienced working with couples. These professionals are happy to work with you to make your wedding day a special one. Vineyard Wedding Pastors help couples prepare for their big day. This includes contacting you about 4 weeks before the wedding to plan the actual ceremony, scheduling 1 to 2 meetings to get to know you, and making sure you're supported as a couple.

### **Ceremony Coordinator:**

Our Ceremony Coordinators are experienced working with couples and can assist in planning and make suggestions for a smooth and beautiful wedding ceremony. Your Ceremony Coordinator will not only facilitate your rehearsal, but will assist you for the 4 hours you have access to the chapel on your wedding day. They will contact you about 4 weeks before your wedding to introduce themselves and assist with planning. Your coordinator can be present to receive and direct any floral or rental deliveries, set up the aisle runner, provide assistance with lighting and other facility matters. Also, they will be able to instruct the wedding party regarding their placement and movement during the seating of guests, processional, ceremony, recessional and receiving line.

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## **Sound Technician:**

Our Sound Technicians work closely with the Ceremony Coordinators and are experienced professionals that set the mood for your wedding. Your technician can provide technical support for any pre-recorded music, musicians and/or vocalists you provide. The technician will be available at your rehearsal to determine lighting needs and perform sound checks for speakers, music, and live musicians. Your technician will then implement your lighting and sound needs for your wedding day.

## **Musicians and Vocalists**

The Vineyard does not provide pre-recorded music, musicians, or vocalists. The Vineyard Chapel is equipped with a piano which is available for use at no charge. You may have a combination of up to 3 musicians and/or vocalists; more than 3 may result in additional fees. Please have any musicians and/or vocalists available at your rehearsal for a sound check. All musicians must be present for the sound check unless otherwise arranged with the Ceremony Coordinator. Musicians and/or vocalists' fees are handled separately between you and the musicians/vocalists.

## **Audio Visual Guidelines**

The basic wedding package includes:

- Flash drive and/or playlist
  - o All your selections to be recorded in the order of playback
  - o Provide a written list of songs, song length, and place in the ceremony when each song is to be played
- 1 Video playback or 1 automatic (self-timed) PowerPoint presentation (do not include music in the PowerPoint)
- Up to 3 basic lighting settings

Please provide all music, directions for playback, video and/or PowerPoint presentations to the Ceremony Coordinator at least a week before the wedding and have them available at the rehearsal.

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## **Decorating and Facility Guidelines**

- We do not schedule weddings on Easter, July 4, or Thanksgiving weekends. Also the weekends before and after Christmas.
- Decorating the chapel must be accomplished during your 4 hour chapel time
- All deliveries must be made during your 4 hour chapel time
- The Ceremony Coordinator can accept floral or rental equipment deliveries if you have made prior arrangements to do so. Payments required for vendors delivering to the chapel are the responsibility of the wedding party
- Photography inside the building must be scheduled during your 4 hour chapel time
- Other than a unity candle and the provided candelabras, NO other flame candles are permitted. Battery operated candles are acceptable
- Decorations can be set up on the floor, tables, or tied with a ribbon to existing furniture
- Only non-damaging fasteners may be used; do not use staples, nails, tacks or tape
- Flowers, bows and other items may be attached to the chairs via pipe cleaner or stick pins
- Flower petals are only allowed if using an aisle runner; runner should be 75' in length
- Rice, birdseed, and balloons are not permitted
- Alcoholic beverages are not permitted on the premises (communion is an exception). Failure to keep alcoholic beverages off the premises will result in the loss of the entire \$200 security deposit
- The Vineyard is a non-smoking facility. Smokers are expected to respect the grounds by depositing their litter in the proper receptacles
- Parking – Keep in mind when planning your wedding start time that Vineyard traffic around the facilities during weekend service times can be heavy and will likely slow the arrival of wedding guests
- Arrange for all floral, decorations, rentals and personal items to be cleared from the chapel immediately after the wedding. Otherwise, additional fees will be applied



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## **Complimentary Items**

The chapel is equipped with the following and usage is based on availability at no additional charge:

- Piano
- An alter table to use for a unity candle or sand ceremony
- 8 Pedestals
- Unity candle base
- 2 Candelabras with liquid paraffin candles
- Communion tray and goblet
- Emergency kit – filled with items to assist with unexpected emergencies, because the show must go on!

If you would like to utilize any of these items, please include that in your wedding plan with your Ceremony Coordinator.