



WEDDINGS  
*at Bent Tree*



# The Process for Booking

The Weddings Team at Bent Tree is excited to be a part of your wedding. Our prayer is to make our brides and grooms feel welcome and spiritually nurtured throughout this process.

This document outlines the procedure for preparing for weddings at Bent Tree.

- Couple sends **completed** *Wedding Application* to Wedding Coordinator.
- The scheduling of a wedding is arranged by contacting our Wedding Coordinator: [weddings@benttree.org](mailto:weddings@benttree.org)
- Wedding Coordinator will contact the couple to acknowledge receipt of application.
- Wedding Coordinator will confirm space available with Bent Tree facilities staff.
- Wedding Coordinator will confirm couple's intent with officiating Bent Tree pastor.
- In the event an outside pastor has been requested to officiate the wedding, the Wedding Coordinator will review the *Outside Officiating Pastor Agreement* when it has been received and contact the pastor with any questions.
- When the wedding application has been approved a \$1000 deposit will be due to confirm the wedding reservation.

Please note, the Wedding Coordinator will not be able to discuss wedding dates until she has received the completed wedding application and reviewed each of the steps listed above.

The timeline for this wedding application process will vary. For weddings officiated by a Bent Tree pastor, the application process will generally take 5-10 business days. If an outside officiating pastor is requested, the process may take longer.

# Entire Official Agreement

This Agreement contains the entire agreement of the parties above, and there are no other promises or conditions in any other agreement whether oral or written. This Agreement supersedes any prior written or oral agreements or representations between the parties.

## Weddings at Bent Tree Bible Fellowship

No activity on church property may contradict the purpose or doctrine of Bent Tree Bible Fellowship (“Bent Tree”) – whether the activity has an overt religious purpose (preaching, worship services, Bible instruction, communion, baptism, weddings, funerals) or an implied religious purpose (social service, community service, mentorship, benevolence, charity, schools).

In addition, church property is exclusively reserved for persons and organizations whom acknowledge and adhere to Bent Tree’s *Statement of Faith* and position on marriage. Bent Tree’s position on marriage affirms the biblical understanding of marriage as a sacred covenant between one man (created by God and born as a man) and one woman (created by God and born as a woman). This conviction shapes all Bent Tree practices including weddings hosted at the church.

## Scheduling of Weddings

A Christian wedding is a worship service for all in attendance. As you plan your wedding, please remember that Bent Tree’s policies are designed to be a blessing for your special day and provide a service of joy for those attending.

We believe marriage is ordained by God, and it is our desire that each ceremony glorifies him. The following pages contain policies and procedures to assist you in your wedding preparation. Please read through the Wedding Guide and prayerfully consider the contents before you sign the Pre-Marital Counseling Covenant or submit your application.

Weddings are scheduled for a four-hour time period. In some cases time can be extended for an additional fee.

Weddings will be scheduled on Friday and Saturday, so as not to interfere with other ministry activities. A limited number of Sundays are also available for weddings. The chapel is unavailable each year December 24 – January 2 and Easter weekend.

## Scheduling Policies

Couples are required to participate in pre-marital counseling and provide a letter of completion no later than one month prior to the wedding day.

## Right of Refusal

All weddings in the chapel take place at the discretion of Bent Tree. Bent Tree reserves the right to refuse to book the venue for weddings at any time.

## Wedding Ceremony Capacity

The chapel has a max seating capacity of 300 people.

## Definition of Member

For purposes of this policy book, “member” can be the bride or groom, parents or grandparents of the bride or groom, or children of the bride or groom. The term “member” means persons who have been official members for more than six months at the time of scheduling.

## Definition of Non-member

Non-members are persons who either are not active official members of Bent Tree, do not attend Bent Tree, or who have been official members for less than six months at the time of scheduling.

## Chapel Wedding Fees

**\$1,200 (members), \$1,800 (non-members)**

This fee includes:

- Four hours of facility use
- Wedding Assistant’s time (rehearsal and ceremony)
- Audio/Visual Technician’s time (rehearsal and ceremony)
- Set up/custodian time

Any additional hours incurred by staff will be billed as follows:

- Wedding Coordinator/Assistant: \$100/hour
- AV Tech: \$60/hour

*Fees are to be paid at the time completed arrangements are made for the wedding, and no dates will be confirmed without such payment.*

While the pastor does not charge a fee for officiating your wedding, it is customary to provide an honorarium. This is not part of the fee to Bent Tree and should be brought separately to the rehearsal. Honorariums can vary but as a general guideline we recommend you include \$200-\$800 in your wedding budget.

## **Refunding of Fees**

Refunds shall be made to those who cancel at least ninety (90) days in advance of their scheduled date. An amount of \$100 will be retained by the church for administrative costs.

## **Wedding Coordinator**

The Wedding Coordinator will be your first point of contact for your wedding at Bent Tree. Her primary role is to manage all administrative tasks related to booking weddings at Bent Tree, as well as overseeing and assigning the Wedding Assistants. The Wedding Coordinator may be contacted by emailing **weddings@benttree.org**

## **Wedding Assistant**

A Wedding Assistant will be assigned no later than two weeks before your wedding. The Wedding Assistant will contact you and review all the details and address any last-minute changes you may have.

## **Important Notes: Coordinator, Assistant**

Neither the Wedding Coordinator nor the Wedding Assistant will be available to consult with or assist with any wedding planning details not specifically mentioned in this guide. Please keep this in mind as you consider your needs for help during the wedding planning and on your wedding day.

## **Officiating Pastor**

Only a commissioned or ordained pastor, elder, or licensed local pastor may officiate weddings at Bent Tree. The officiating pastor may invite another ordained pastor to assist. If a couple has not chosen a pastor, the Wedding Coordinator will gladly assist in arranging one of Bent Tree's pastoral staff to officiate at their wedding. Any other person assisting in this service must be approved by the officiating pastor. All pastors and persons involved in the ceremony must be approved no later than ninety (90) days before the wedding.

## **Wedding Rehearsals**

Rehearsals will be conducted exclusively by the Bent Tree Wedding Assistant in cooperation with the officiating pastor.

Rehearsal times are one hour and will be scheduled no later than four months before the wedding date.

We encourage you to ask your wedding party to arrive in advance of the actual rehearsal time so you will have the full benefit of the rehearsal time.

If a wedding party is more than 15 minutes late to a rehearsal, it may result in the cancellation of the rehearsal.

## Dressing Areas

Dressing rooms for both bride and groom are provided.

Arrival times for the dressing areas are scheduled to begin two hours prior to the start of the ceremony. If additional pre-ceremony time is needed couples have the option of adding additional time at \$100/hour. No other rooms are available for arrival at any earlier times.

Both dressing areas are equipped with a refrigerator and use of private restroom. No alcohol is permitted on Bent Tree property or in dressing areas.

## Decorations

Please refer to the separate *Decorations Agreement* for policies & guidelines for wedding ceremony or reception decorations.

## Music

Any music selections made for the ceremony and reception must be appropriate for use in a space intended for worship. No profanity or suggestive lyrics are permitted and Bent Tree reserves the right to stop the playing of any music that violates this.

## Wedding Vendors

Bent Tree must approve all vendors and reserves the right to exercise leadership over details of the wedding if Bent Tree procedures and policies are not adhered to.

## Photography/Videography

All videography must be done from the **back** of the chapel. Remote or directional microphones should be used.

We have worked to make the wedding lighting as optimal as possible, and we are confident that the current “wedding setting” is well tested, applicable to a variety of settings therefore, the lighting is fixed at this setting. We encourage your photographer to attend the wedding rehearsal so they can familiarize themselves with the space before your wedding day.

## **Drug and Alcohol Policy**

Alcoholic beverages or drugs are not allowed anywhere on the premises. This includes the parking lots and dressing rooms. The officiating pastor may refuse to perform a wedding at which a member of the wedding party is under the influence of alcohol or drugs.

## **Safe-Keeping Personal Items**

Every possible effort will be made to protect personal items such as wedding dresses, purses, etc. However, it is imperative that money, jewelry, and other valuables not be left unattended in the bride or groom's room. Be sure to entrust them to a reliable person of the family's choice, or preferably, not be brought into the church at all.

No personal items may be left overnight.

## **Deliveries**

Bent Tree cannot accept flowers, decorations, gowns, tuxedos, etc., delivered to the chapel.

Please make sure you have all deliveries scheduled within your four-hour wedding time period. Most couples find it helpful to assign someone from the wedding party or planning team to be the point of contact for those vendors on the wedding day. All items must be removed at the end of the event and no items may be left overnight.

## **Lost and Found**

Custodians inspect and clean the chapel and dressing rooms following each wedding. In the event items are left behind, please call 972.306.4477.

Bent Tree is not responsible for damage to or theft of any item left in the Chapel. Bent Tree will make reasonable efforts to ensure lost items, if found, be stored in a secure location until returned to their rightful owners.

## **Wedding Receptions**

You may choose to have your wedding reception at Bent Tree immediately following your wedding. Wedding receptions are held in the Family Theater, when available, during building hours of 7 a.m. – 10 p.m. The building is unavailable for rental from December 24 through January 2 and Easter weekend each year.

Any food served must be prepared off-site and Bent Tree requires a certificate of insurance from the caterer. Please refer to the separate *Catering Agreement* and check with your Bent Tree Wedding Coordinator before placing any non-

refundable deposits with the caterer. **Reminder: No alcoholic beverages are permitted on the premises.**

## Reception Fees

**\$1,000 (members), \$1,400 (non-members)**

Reception fee includes:

- 3 hours of reception
- 3 hours of Wedding Reception Assistant's time
- 3 hours of Audio/Visual Technician's time (including set up/take down)
- Set up/custodian time

Any additional hours incurred by staff will be billed in 1-hour increments as follows:

- Wedding Coordinator/Assistant, \$100/hour
- AV Tech, \$60/hour

## Decorating Timelines

For receptions at Bent Tree, the Family Theater will be made available for decorating and set up two hours prior to the start of the wedding ceremony. Please note, all decorations and food serving items must be cleared from the space no later than 9:45 p.m. No items may be left overnight. No exceptions will be made.

## Reception Capacity

Maximum capacity is 300 people.

## Animals

No animals or pets are permitted on Bent Tree property. Service dogs are exempt but must be kept on a leash at all times. The client will be fully responsible for all animals within the facility and assumes the responsibility for any damage the animal might cause.

## Acts of God Clause

Client(s) will hold Bent Tree harmless to any loss or delay due to day of event circumstances that are beyond the reasonable control of Bent Tree, such as acts of God, fire, adverse weather conditions (such as severe rain storms or below freezing temperatures, or tornados), power outages, traffic and parking, hot/cold weather, hampering water leaks, or regulations and actions by government authorities.