

Covenant Church
4949 Caroline St. Houston, TX 77004

Wedding/ Commitment Ceremony Guidelines

Covenant Church welcomes your interest in holding your wedding or commitment ceremony in our sanctuary. These instructions explain the process and guidelines for planning this significant day in your lives.

Secure a Date

Please complete and turn in the attached Facility Request Form for Wedding/Commitment Ceremony after checking the church calendar for available dates at www.covenanthouston.org. You may also call the office at 713-668-8830. Rehearsal dates and times as well as floral and other delivery times should also be taken into consideration.

The Church Council reviews and approves requests on a first-come, first-served basis before placing the rehearsal and ceremony on the church calendar. Council meets on the third Wednesday of each month. You are encouraged to plan well in advance.

Capacity

The sanctuary can seat 146 in the standard forward-facing seating arrangement.

Minister

It is your responsibility to contact a minister of your choosing and confirm the minister's availability on the given date.

Facilitator

Covenant will provide a facilitator representative to open the buildings, turn on lights, adjust the air conditioning, and help with other needs related to the facility. S/He is entrusted with implementing these guidelines.

It is highly recommended that couples work with a wedding/event coordinator to have a single point of contact with the venue.

Rehearsal

You are responsible for informing ceremony participants of the rehearsal time. Two hours will be allotted for the rehearsal of the ceremony.

Rehearsal Dinner

Covenant is available for rehearsal dinners. Seated dinners accommodate 140 people. Additional costs for use of Covenant dishes or cookware will apply if applicable.

Reception

Covenant is available for receptions. Seated dinners accommodate 140 people. Standing receptions can accommodate 150-200 people. Additional costs for use of Covenant dishes or cookware will apply if applicable.

Caterer

Caterers used for a rehearsal dinner or reception must be insured. The name and contact information of the caterer must be listed on the request form.

Music

Please contact the Covenant organist or one approved by the Covenant organist to arrange music and rehearsal times. Guest organists are asked to contact the church office to schedule an appointment with the Covenant organist.

Flowers & Decorations

Please coordinate flower arrangements and deliveries with the ceremony facilitator.

Flower arrangements and decorations may not be attached to furniture or walls and other surfaces with adhesives or hardware that cause damage.

Only dripless candles may be used.

We ask that you remove all decorations following the ceremony.

A damage deposit of 10% of the quoted fee is due 1 month before the event. Damage fees will be deducted from that deposit for any damages to the facilities or church property.

Pictures and Videotaping

The following guidelines are in place to emphasize the sacred and solemn rite of marriage and commitment. Your designated photographer/videographer and guests are asked to abide by these guidelines to minimize distractions during the ceremony:

- In the sanctuary flash photography, special lighting, and automatic film advance are not permitted. Equipment must be quiet and inconspicuous.
- The photographer/videographer and equipment must remain in the area(s) designated by the facilitator for the remainder of the ceremony.
- The name(s) and phone number(s) of the photographer/videographer must be listed in the request form.
- Additional photos/videos with equipment and lighting of choice may be taken before or after the ceremony.

FACILITY and OTHER FEES

Members

There is no charge for the use of the church, fellowship hall, or Covenant minister's services for a church member or the child of a church member. Whatever expression of gratitude the party may choose to make for the minister's service and the space is considered a gift.

Non-Member Facility Fee: 2-hour minimum

A price will be quoted once the wedding coordinator has met with the church representative and discussed all spaces needed and the timeframes requested.

Covenant Organist Fee

Contact the organist for current fees. Those are paid directly to the organist. Guest organists may set their own rates.

OTHER INFORMATION

Classrooms or restroom(s) may be utilized as a dressing area. Please notify the facilitator of room(s) selected and designate someone to collect all personal items.

No smoking is permitted in the church buildings. Smoking is permitted outside the building only.

Food and drinks are not permitted in the sanctuary.

The tradition of throwing of rice, birdseed or confetti creates a physical hazard when thrown on church property. We ask that such materials be used outdoors only, that they be biodegradable, and that materials be swept up and disposed of by member(s) of the reserving party following the departure of the ceremony members.

FOR OFFICE USE ONLY

Approved: Y N Date: _____ Fee: _____ Facilitator: _____

**FACILITY REQUEST FORM
WEDDING/COMMITMENT CEREMONY**

Ceremony Date: _____ Times: _____ to _____

Rehearsal Date: _____ Times: _____ to _____

Bride/Partner: _____ Church Member: Yes No (circle one)

Phone: (h/m) _____ (w) _____

Mailing address: _____

E-mail address: _____

Groom/Partner: _____ Church Member: Yes No (circle one)

Phone: (h/m) _____ (w) _____

Mailing address: _____

E-mail address: _____

Number of Guests: _____

Minister to Officiate: _____

Caterer: _____

Organist: _____

Other music: _____

Florist: _____

Photographer: _____

Videographer: _____

Decorations: _____

I/we have read and agreed with the terms of this document:

Signature(s)

Date