



## *Wedding Guidelines*

*We believe that marriage is a sacred institution ordained by God. It is our desire that each ceremony be a beautiful, worshipful event. The following document has been prepared to assist you in your wedding preparation. We ask that you read this carefully so that no detail will be overlooked in making your wedding one of the most memorable moments in your life. Thank you!*

## Frequently Asked Questions

### **Do we have to be a member to have our wedding at Chase Oaks Church?**

Facilities for weddings are limited to attendees of Chase Oaks Church who have attended for at least 3 months and/or for children of Chase Oaks Church attendees.

### **How far in advance should we book a wedding?**

Since the facilities are used by many ministry groups, we will take reservations no more than 9 months in advance of the date of the wedding. Priority will be given based on the date the wedding application form and deposit are received.

### **How do we schedule a wedding at Chase Oaks Church?**

Please contact the Outside Events Coordinator (OEC) and complete a wedding application. Return the wedding application along with a \$150.00 non-refundable deposit (payable to Chase Oaks Church) to the Outside Events Coordinator. The deposit will be applied to your facilities reservation. (Final payment must be received 30 days prior to the wedding.)

The application and deposit may be dropped off at the church office or mailed to:

Chase Oaks Church  
Attention: Outside Events Coordinator  
241 Legacy Dr.  
Plano, Texas 75023

The Outside Events Coordinator will contact you, after your wedding date has been confirmed and reserved, to discuss other details including your wedding coordinator, the pastor who will be officiating your wedding ceremony and pre-marital counseling.

### **Can we have a minister who is not on staff at Chase Oaks Church perform the wedding ceremony?**

You can have one of the available pastors from Chase Oaks Church perform the ceremony. Any ministers outside of Chase Oaks Church will need to complete the *Outside Officiating Pastor Request Form*.

### **Does Chase Oaks Church have facilities for wedding receptions?**

Yes, there are a couple of areas that may or may not be available on the date of your wedding. Check with the OEC when you contact the church. There is a separate fee for reception space, but Chase Oaks Church does not provide reception supplies.

You must make arrangements for a caterer to provide everything you need for your reception.

### **When do weddings take place at Chase Oaks Church?**

Weddings primarily take place on Saturdays.

Wedding Receptions may last no longer than 2 hours.

Weddings/Receptions need to be finished by 9:00 p.m. in order to leave time for the setting up of the facility for Sunday services.

Weddings cannot be scheduled for the following times:

- Fridays or Sundays
- The following holiday weekends: New Year's Day, Easter, Memorial Day, Independence Day, Labor Day, Thanksgiving and Christmas (no weddings may be scheduled later than the first weekend of December through the end of the year).

**Does Chase Oaks Church have bride and groom dressing rooms?**

- The Green Room and Nursing Mothers' Room can be used by the bride and her bridesmaids.
- The A3 and A4 classrooms can be used by the groom and his groomsmen.

**When can we have our rehearsal?**

Thursdays: 5:30 p.m. - 7:00 p.m.

Fridays: 3:00 p.m. - 4:30 p.m. (Rehearsals for Legacy Room weddings will be Friday only).

Due to the fact that we have a Friday evening service, we must keep a tight schedule for Friday rehearsals.

Rehearsal must begin and end on time!

**What is the cost for a wedding at Chase Oaks Church?**

The cost of the wedding varies depending upon the location selected.

The fees may include the following:

- A wedding coordinator to facilitate your rehearsal and ceremony
- A room for your reception (if at Chase Oaks) and a reception coordinator
- Candelabras, candles
- Stage tear-down and set-up
- Lighting, sound, and video technicians
  - Video (for playback only)
  - Video recording must be arranged through an outside source
  - Price quotes upon request for additional services beyond standard tech support
- Facilities personnel for set-up, tear down and cleaning

Chase Oaks Church provides at no cost the following:

- Use of the facilities
- Administrative costs

For information on fees, please see the *Attendees Pricing List* at the end of this document.

**What about music for my wedding?**

Music used in the ceremony should be in good taste and honoring to God. You must provide for music well in advance of the ceremony and inform the pastor officiating your wedding of your selection.

Musicians, singers and accompaniment must be provided and paid for separately by you.

## Scheduling Your Wedding

### 1. Initial Contact

Contact the Outside Events Coordinator (OEC) for Chase Oaks Church at 972.783.8800. The OEC will look at the wedding date and make an initial confirmation of availability.

### 2. Complete the Wedding Application

Return the application to the Outside Events Coordinator along with the non-refundable deposit of \$150.00. The deposit will apply to your facilities reservation. (Final payment must be received 30 days prior to the wedding.)

You may drop off the application and deposit at the church office or mail them to:

Chase Oaks Church  
Attention: Outside Events Coordinator  
241 Legacy Dr.  
Plano, Texas 75023

### 3. Confirmation of Reservation

Once your application and deposit have been received and your wedding date is reserved, you will be contacted by the Outside Events Coordinator with the confirmation of the date and the facility.

### 4. Meet Individually with the Wedding and Reception Coordinators

One (1) month prior to the wedding, you will need to meet with the wedding and reception coordinators to review all aspects of your wedding.

### 5. Premarital Counseling is Required

The bride and groom must make arrangements to meet with the pastor officiating their wedding for pre-marital counseling.

### 6. Meet with the Pastor Officiating your Wedding

A meeting with the officiating pastor will be arranged to go over in detail the plans for your wedding ceremony. This will also include any pre-marital advice/counseling that is necessary.

## General Information/Guidelines

### Building Codes

- In keeping with the City of Plano codes, no smoking is allowed in the church building or on the church grounds. No alcoholic beverages may be served.
- Artificial flower petals may be used during the wedding ceremony. However, during the exit of the bride and groom from the facility, only bubbles may be used. Confetti or pop

bottles with confetti type materials, flower petals (real or artificial), birdseed, rice and any other materials are prohibited.

- No red or grape-colored punch may be served as it could stain the carpet and floors.
- Aisle runners cannot be used for safety reasons.
- All music shall be in good taste and shall contribute to the spirit of worship in the service.
- The church will not be responsible for the security of personal property.
- Both dress and conduct at the rehearsal, wedding and reception shall be in keeping with Christian standards.

### **Decorations**

- Decorations are defined as any materials placed on facility surfaces that were not included in the original building design. All decorations must be approved by the OEC.
- No use of thumbtacks or nails or any other marring of the woodwork, furniture or walls will be allowed in the process of decorating.
- Fireproof materials must be used whenever possible.
- Mechanical candles and/or candles in glass holders are the **only** candles permitted in the building and may be placed at the front of the worship center or in other rooms reserved for your event. The exception to this policy is the unity candle which the bride must supply. The church will provide a stand for the unity candle and two candelabras. The candles must be lit by the Chase Oaks Church Wedding Coordinator, with the exception of the unity candle. No other candles are permitted. Chase Oaks Church reserves the right to review the requests for candles and approval is required.
- No furniture or plants, located in the building, are to be removed from their position without the permission and direction of the building engineer.
- Platform displays, musical instruments and other items visible on the stage must not be moved without special permission and fees will be involved.
  - Depending on the sermon series at the time of your wedding, there may be items on the stage that cannot be moved. Chase Oaks Church will be as accommodating as possible. However, when you meet with your wedding coordinator one (1) month prior to your wedding, she will discuss stage set-up and fees associated with moving equipment and props, if necessary, and if special permission has been granted.

- The kitchen and the coffee bar areas cannot be reserved exclusively for the wedding party. There may be other functions taking place at the church that also need the use of these areas.

**Chase Oaks Church Attendee Pricing List**

**Primary Wedding Package .....\$1,250.00**

Package includes use of auditorium for wedding rehearsal and ceremony, lighting and sound technicians, a wedding consultant and facilities personnel.

**Alternate Wedding Package.....\$750.00**

Package includes use of the Legacy Room next to the coffee bar for wedding rehearsal and ceremony, lighting and sound technician, wedding consultant, and facilities personnel.

**Alternate Wedding and Reception Combination Package.....\$1020.00**

Package includes use of the Legacy Room next to the coffee bar for wedding rehearsal, ceremony and reception, lighting and sound technician, wedding consultant, and facilities personnel.

**Reception Package .....\$650.00**

Package includes the rental of the Legacy Room next to the coffee bar for 2 hours, sound technician, and facilities personnel. The adult space can accommodate 200 chairs or 20 – 60” round tables with 8 chairs at each table. You must make your own arrangements for catering, tableware, table cloths and decorations.