



Wedding Guide for Chapel Members

Everything you need to plan a wedding at Big Canoe Chapel

We, Big Canoe Chapel, recognize that all persons are created by God and are of infinite and sacred worth. We have the religious conviction, supported by God's Word as revealed in the Bible, that Christian marriage is a covenant relationship established by God between one man and one woman.

Although it has its lovely social aspects, the wedding is primarily a service of worship in which vows are taken, prayers are offered, and a blessing is given. You have requested that your wedding be conducted in the Chapel, which is God's Temple at all times.

It is the policy of Big Canoe Chapel that marriage is defined clearly in the Holy Bible as the sacred union of one man and one woman, joined together in an act ordained by God. Believing and confessing this to be the very truth of God, the administration of all Big Canoe Chapel policies and procedures and use of all Big Canoe Chapel facilities, including the Terraces, will honor and uphold this policy.



Dear Prospective Brides, Grooms, and Families:

We are delighted that you are interested in having your wedding here at Big Canoe Chapel. Here you will find the wedding forms and information necessary to reserve the Chapel for your special occasion. Also included is a copy of the rules for weddings held in the Chapel. We ask that you please take time to read these carefully.

Please refer to the fee schedule for complete wedding costs. The fee for a wedding includes the services of our Wedding Director, our Sound Technician, and our Maintenance Crew. A provision is made for a refund of your wedding fee in the event of cancellation, provided we have **written** notice of cancellation within 30 days of the function.

When you call the Chapel Office and request a date for your wedding, we will hold that date for 15 days. However, we cannot confirm your wedding date until we have received the total wedding fee, the wedding record form, and the signed agreement.

Mrs. Glenda Mitchell of Big Canoe is the Chapel's Wedding Director. There are no additional fees for her services. After reserving the Chapel for your wedding, please contact Mrs. Mitchell to discuss your wedding plans. Her telephone number is 706-268-1020. She will be able to give you additional information about caterers, florists, photographers, etc. as needed.

If you have any questions, please let us know. Our telephone number is 470-273-6768. The Chapel Office is open from 8:00 AM until 4:00 PM, Monday through Friday.

Sincerely,

Mary Donna Rodden

Mary Donna Rodden
Administrative Assistant
Activities and Events

Wedding Fees

Chapel Members

To qualify for the member rate, a person must be a Chapel member for one year prior to making a reservation.
This policy was created in the August 2017 Board of Trustees meeting.
POA and Chapel employees also qualify for the member rate.

Fee for Chapel \$550.00

Includes:
Sound Technician
Clean-Up Fee
Wedding Director

Additional Fees

Minister: \$300.00
Organist: \$300.00
Pianist: \$300.00
Additional Sound Technician: \$100.00
(if using any prerecorded music)

Chapel Musician: Contact Glenda Mitchell, Wedding Director at 706-268-1020.

Musician and Wedding Director must be involved in determining appropriate music.

RULES FOR WEDDINGS IN THE BIG CANOE CHAPEL

We, Big Canoe Chapel, recognize that all persons are created by God and are infinite and sacred worth. We have the religious conviction, supported by God's Word as revealed in the Bible, that Christian marriage is a covenant relationship established by God between one man and one woman.

Although it has its lovely social aspects, the Wedding is primarily a service of worship in which vows are taken, prayers are offered, and a blessing is given. You have requested that your wedding be conducted in the Chapel, which is God's Temple at all times. In order that proper spirit of worship may be maintained and to facilitate arrangements for both you and the Chapel staff, the following rules and regulations are required by the Board of Trustees of the Chapel.

It is the policy of Big Canoe Chapel that marriage is defined clearly in the Holy Bible as the sacred union of one man and one woman, joined together in an act ordained by God. Believing and confessing this to be the very truth of God, the administration of all Big Canoe Chapel policies and procedures and use of all Big Canoe Chapel facilities, including the Terraces, will honor and uphold this policy.

Please do not ask for exceptions to these rules and regulations. Neither the Wedding Director nor the staff is authorized to modify or waive these rules.

- **Contact Glenda Mitchell, Wedding Director, within the next 10 days** and arrange a time to meet with her to review these rules and regulations. (706-268-1020) Please initial each point after it is reviewed with Mrs. Mitchell and agreed upon.
- 1. Contact Mary Donna Rodden (470-273-6768) to reserve a date for your wedding. Pay within 15 days to complete your reservation.
 - 2. One of our ministers may officiate. Or, with the approval of one of our ministers, guest ministers may conduct marriage ceremonies in the Chapel as long as they are ordained Christian ministers. Please provide us with the name, church, address and telephone number of your officiating minister on the Wedding Record form.
 - 3. All rehearsals and weddings will be directed by our Chapel Wedding Director. No outside assistance will be permitted.
 - 4. The Chapel Wedding Director will serve as bridal consultant for the rehearsal and wedding without additional charge. Any other bridal consultants will be welcome to help the bridal party in dressing only.
 - 5. The music, including soloists, should be arranged by the bride or her family in consultation with our Wedding Director and Chapel Organist or Chapel Pianist. The music is to be suitable for a Christian wedding ceremony. No large choirs or orchestras which would require Chapel furnishings to be moved are allowed. Our Chapel Organist/Pianist has first rights as accompanist for your wedding. We will collect his fee and distribute accordingly. If he is unavailable, other approved instrumentalists may be used.
 - 6. Details of audio visual requirements **MUST** be received seven days prior to the rehearsal and is subject to review and approval by the Wedding Director and Technical Ministry

Staff. An online form, www.BigCanoeChapel.org/techrequest is available for use, or a paper version is included later in this wedding guide. Any prerecorded music, CDs, USB drives, etc. MUST be in MP3 format and received seven days prior to the rehearsal. Note, the quality of recordings will be played on state of the art audio equipment as received. If you will be using **any** prerecorded music, an additional sound technician is required. The prerecorded music must be received at least 14 days prior to the rehearsal and is subject to review and approval by the Wedding Director and the Audio Visual Technician. The music will be played as received and the quality of the sound will be dependent upon the quality of the recording provided.

- _____7. Wedding rehearsals must be scheduled to **END no later than 6:00 PM.** The Chapel is reserved for your rehearsal for one hour. Please make certain that your wedding party arrives on time. The rehearsal must begin promptly at the scheduled time and must proceed in a quiet, dignified, and reverent manner. The members of the wedding party should remember that throughout the entire rehearsal they are in a holy place, dedicated to the worship of God. **No rehearsal or wedding will be conducted when any member of the wedding party is under the influence of alcohol.**
- _____8. Weddings must be scheduled to **BEGIN no later than 6:00 PM.**
- _____9. Decorations may be added to the Chapel, but the chancel furniture is not to be moved.
- _____10. When the florist is selected, please have the florist consult with the Wedding Director. Two small floral arrangements may be placed on stands on each side of the central table. Or, one low arrangement may be placed on the table, if it does not obscure the cross. **Decorations shall not be attached to the furniture or to the woodwork of the Chapel by pins, nail, tapes, etc.** Candles are provided by the Chapel for the chancel candelabras. If our unity candle stand is used, you must provide these candles.
- _____11. No artificial platforms may be used and no carpentry work may be performed at any location in the building.
- _____12. Smoking in the Chapel is strictly forbidden and the throwing of rice, confetti, birdseed and rose petals is prohibited. **NO alcoholic beverages are permitted on the premises.**
- _____13. The taking of pictures with flash during the wedding ceremony is prohibited. Pictures may be taken before the wedding, in the foyer as the wedding party exits after the wedding ceremony, or in the Chapel after the wedding. Videos may be taken only from a tripod out of sight in the wings or in the balcony. A video camera on a tripod may be placed out of sight on the altar, BUT no one may approach the camera during the ceremony.
- _____14. The Chapel has a lovely Bride's Room for the bride and her attendants to use for dressing. It should be cleared of **ALL** personal items including clothes bags, water bottles and food wrappers immediately after the wedding.
- _____15. Groomsmen may change in one of the Sunday school rooms, provided no Sunday school materials and/or equipment are moved, damaged or otherwise disturbed. The rooms must be left as found.
- _____16. Big Canoe Security must have a list of expected guests for both the wedding and the

wedding rehearsal (if applicable) at the Front Gate. The list must be provided at least seven days prior to the wedding. The list should be e-mailed to maingate@bigcanoepoa.org with a copy to Glenda Mitchell at jlmgs@tds.net. The list must include the first and last names of the bride and groom and the location (Big Canoe Chapel), date and time for the wedding rehearsal, names of those attending the wedding rehearsal, location, date and time for the rehearsal dinner, location, date and time for the wedding, names of wedding guests, location, date and time for the reception, and names of the vendors such as florists, caterer, photographer, etc. who will be attending any of these events.

- _____17. Please make certain that the florist, photographer, videographer, and caterer all receive copies of the guidelines governing their functions as it pertains to your wedding in the Chapel or reception in The Broyles Center.
- _____18. Unattended children can be hurt seriously if allowed to run in the hallways or up and down stairs. Also, they may damage Chapel property and surrounding landscaping or disrupt your ceremony. If small children will be attending the wedding, you might consider hiring a nursery worker to supervise them. Please contact the office if you plan to use the Chapel nursery.
- _____19. No pets of any kind are permitted on the grounds of the Chapel.
- _____20. If you are using the Chapel facility only, the Broyles Community Center is not to be used by the wedding party or guests except for use of restroom facilities on the top floor. This building may be in use for classes, meetings or other Chapel events. If you are using Cousins Hall in the Broyles Center for your wedding reception, only the top floor is to be used. The lower level is for other purposes and should not be entered by the wedding party or guests.
- _____21. If your wedding reception is held in Cousins Hall, we ask that it be concluded and the kitchen area cleaned no later than 10:00 PM. Our part-time janitorial service workers will be returning to remove tables and chairs and set up for church activities. Chapel furniture cannot be moved out of Cousins Hall, not even onto the outside deck area.
- _____22. The Chapel will reserve up to three hours for your pre-wedding set-up in the Chapel, and one hour post-wedding, allowing ample time for pictures. We may in some cases schedule Chapel events on the same day of your wedding provided that it does not interfere. Please bear this in mind as you plan your schedule and do not plan for excessively lengthy picture sessions or receptions. If you have any questions regarding possible conflicts please be sure and check with us.
- _____23. It is very important that you provide a copy of these rules to everyone in your wedding party and to any friends or family members who are helping with your wedding or your reception, provided the reception is held in Cousins Hall.

We believe that the above rules are equitable to all members and are in the best interest of our Chapel, and we feel that no exceptions to these rules should be requested.

WEDDING RECORD FOR CHAPEL MEMBERS

Wedding Date: _____

Time: _____

Bride's Name: _____

Address: _____ E-Mail _____

City: _____ State: _____ Zip: _____

Phone Numbers: Home _____ Work: _____

Cell _____

Groom's Name: _____

Phone: _____ Cell: _____

Address: _____

City: _____ State: _____ Zip: _____

Name of Bride's Parents or Guardian:

_____ Phone: _____

Address: _____

City: _____ State: _____ Zip _____

Date and Hour of Rehearsal: _____

Rehearsal Dinner Location and Time: _____

Reception Location and Time: _____

Caterer: _____ Contact Person _____

Phone: _____

Wedding Record for Chapel Members
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Number of Attendants: Bridesmaids: _____ Groomsmen: _____

Children attendants and ages _____

Name of Officiating Minister: _____

Church and Address: _____

Musicians: _____

Phone: _____

Photographer: _____

Address: _____

Phone: _____

Videographer: _____

Address: _____

Phone: _____

Florist: _____

Address: _____

Phone: _____

Please give us an approximate number of expected guests _____

Is any member of the Bride's or Groom's immediate family a member of the Chapel or POA Employee?

Yes: _____ No: _____ POA Employee's Name: _____

Yes: _____ No: _____ Chapel Member's Name: _____

Charges:

Chapel Wedding:	\$550.00*	Chapel Pianist Fee:	\$300.00
Cousins Hall Reception:	\$400.00	Chapel Organist Fee:	\$300.00
Reception Damage Deposit:	\$100.00	Chapel Minister:	\$300.00
Rehearsal Dinner (<50 people):	\$250.00	Rehearsal Dinner (50+ people):	\$400.00
		Additional Sound Technician:	\$100.00

Please enclose your check in the amount of **\$550.00**; complete and return this form to the Chapel in order to reserve your wedding date.

*If musician, minister, and/or additional sound technician (to play prerecorded music) are desired, please include fees listed above. All checks should be made payable to Big Canoe Chapel.

Wedding Audio Visual Request for Chapel Members

Audio Visual support provided by one technician is included in your wedding fee. To insure that your needs are met, the Big Canoe Chapel Audio Visual Team needs the following information. If you have any concerns, questions, or need clarification on the form, please fill out what you know and then state your question or concern in the "other" block at the end of the form.

Name _____

Phone _____

E-mail address _____

Wedding Date _____

Wedding Time _____

___ Number of wired, hand-held microphones you will need

___ Number of wireless, hand-held microphones you will need

___ Number of wireless lapel microphones you will need

What musical instruments will be used? _____

Will you need any of the following for your wedding?

Please check all that apply.

___ Computer CD

___ Music CD

___ USB

*Note, if any of these prerecorded music options are used, an additional sound technician will be required at an additional fee.

Briefly describe Audio Visual layout (microphone positions, instrument positions, etc.)

Provide details for any other special Audio Visual needs

AGREEMENT

Pickens County, Georgia

This serves as an AGREEMENT between Big Canoe Chapel and _____, herein called the Sponsor whose address is:

_____.

Big Canoe Chapel hereby permits the Sponsor to use the facility/facilities listed below for the times and fees specified in this Agreement. The Sponsor agrees:

- (1) To comply with all rules and regulations prescribed by Big Canoe Chapel, a copy of which is attached to this agreement.
- (2) In the event the property of Big Canoe Chapel is damaged by the Sponsor, its employees, or guests or any person admitted to the property by the Sponsor, the Sponsor shall pay to the Big Canoe Chapel upon demand such sums as shall be necessary to restore the buildings or equipment to their condition immediately prior to the Sponsor's use together with any of Big Canoe Chapel's costs of collection including reasonable attorney's fees.
- (3) Sponsor hereby waives, releases, relinquishes, discharges and agrees to indemnify, protect and save harmless Big Canoe Chapel of and from any and all claims of any nature, including damage or loss to property, injury to persons (including death) or any other loss, demand, liability, or expense arising unto or in connection with this Agreement.

EVENT PERIOD: _____

FACILITIES TO BE USED:

<u>AREA</u>	<u>USE</u>	<u>FEE</u>
Chapel	Wedding	\$550.00*
Cousins Hall	Reception	\$500.00 (includes \$100 refundable damage deposit)
Cousins Hall	Rehearsal Dinner <50	\$250.00
Cousins Hall	Rehearsal Dinner 50+	\$400.00

*Additional fees if applicable: \$300.00 Organist/\$300.00 Pianist/\$300.00 Chapel Minister/
\$100.00 Additional Sound Technician

FEES: Sponsor agrees to pay the above fees upon execution by Sponsor of this agreement.

This agreement and the appropriate fees shall be returned by the Sponsor to the Big Canoe Chapel office within 15 days of the preparation date or it shall be considered null and void.

In witness thereof, the parties have executed this agreement as of the preparation date heretofore written.

_____/_____/_____
For Big Canoe Chapel Date

_____/_____/_____
Sponsor Date

RULES FOR CONTRACT FLORISTS

1. **DO NOT MOVE ANY CHANCEL FURNITURE OR THE CROSS.** Bridesmaids may carry flowers or bouquets. A small arrangement may be placed in the foyer.
2. **THE DRAPING OF THE CANDELABRA WITH FERN, VINES, RIBBONS, ETC. IS NOT PERMITTED.** Ribbons and/or greenery may be attached to the Unity candle stand but must be removed immediately following the ceremony. The Chapel does **not** provide candles for the Unity candle stand. Candles for the candelabra are furnished by the Chapel. Volunteers inspect those weekly and change the candles as needed.
4. **PLEASE REMOVE ALL FLOWER CUTTINGS AND CLIPPINGS IF ARRANGEMENTS ARE COMPLETED OR ADJUSTED ON THE PREMISES.** Any other debris from flowers should be bagged and removed. This includes cardboard boxes.
5. **DO NOT STAPLE, NAIL, TACK, TAPE OR OTHERWISE AFFIX ITEMS TO THE WALLS, FIREPLACE, WINDOWS, DOORS, CHANCEL FURNITURE, PEWS, CHAIRS, ETC.** This applies to both the Chapel and the Broyles Center. No artificial platforms may be used and no carpentry work may be performed anywhere in either building.
6. **NO RICE, BIRD SEED OR NATURAL FLOWER PETALS MAY BE SCATTERED.** Artificial petals may be scattered so long as they are removed immediately following the ceremony.

Part of Big Canoe Chapel's charm and beauty lies in its simplicity and some of the loveliest weddings ever held here took their cue from this simplicity.

Since we are a small church, we have a limited staff, including only part-time janitorial help. Most weddings are held on Saturday evenings, and after each wedding the Chapel must be left ready for the Sunday morning worship service. With this in mind, please carefully read and observe these guidelines. If you have any questions, please telephone Mrs. Mitchell, our Wedding Director at 706-268-1020 or Mary Donna Rodden at the Chapel office at 470-273-6768.

If these rules are overlooked, this could result in the forfeiture of the damage deposit and/or an additional charge.

RULES FOR PHOTOGRAPHY OR VIDEOGRAPHY IN THE CHAPEL

1. **NO CHANCEL FURNITURE IS TO BE MOVED.** No artificial platforms may be used and no carpentry work is to be performed in the Chapel.
2. **TAKING OF FLASH PICTURES IN THE CHAPEL DURING THE WEDDING CEREMONY IS PROHIBITED.** Pictures may be taken without flash from the wings or with flash from the balcony as long as there is no distraction during the ceremony.
3. At times, weddings are scheduled early in the day because a Chapel worship service or other function will be taking place later. For this reason, we ask that photo sessions be limited to a reasonable amount of time. If you feel that you need an unusually long session, please contact the Chapel office at 470-273-6768 to insure that scheduling conflicts do not arise.
4. **Smoking and the use of alcoholic beverages in the Chapel and the Broyles Center are strictly prohibited.**
5. **VIDEO TAPING IS PERMITTED DURING THE CEREMONY, BUT IT SHOULD BE DONE AS UNOBTRUSIVELY AS POSSIBLE.** The filming should not in any way detract from the religious ceremony itself. Videos may be taken only on a tripod out of sight in the wings or balcony. A video camera on a tripod may be placed on the altar in the background; however, no one may approach the camera during the service.
6. **DO NOT STAPLE CABLES, EXTENSION CORDS, ETC. NO CABLES, CORDS, WIRES, ETC., ARE TO BE IN THE WAY OF THE WEDDING PARTY OR GUESTS.**
7. **DO NOT DRAPE ANY WINDOWS OR MOVE ANYTHING IN THE CHANCEL.**
8. If your photographer wants to take pictures at the Big Canoe Club House, know that this is not part of the Chapel. You must obtain permission in advance from the Club House. You may contact Christi Martinez there at 706-268-3922.

Thank you for your cooperation in following these rules. If you have any questions, please phone Mary Donna Rodden in the Chapel office at 470-273-6768. If you wish to visit the Chapel in advance of the ceremony, please let us know and we will arrange a time.

Please read these guidelines carefully. If they should be overlooked, it could result in a forfeiture of the damage deposit and/or an extra charge.

RULES FOR CONTRACT CATERERS

Big Canoe Chapel has a limited staff, occasionally assisted by volunteers. For this reason, we must request that contract caterers leave the kitchen as clean and neat as they find it. Please read the following rules carefully. If they are overlooked, it could result in forfeiture of the damage deposit.

1. **NO VEHICLES - CARS, VANS, ETC., MAY BE BACKED DOWN THE STONE WALKWAY LEADING TO THE CHAPEL.** No shortcut may be taken through the planted area because this damages the wildflower garden and shrubbery.
2. **DO NOT USE ANY CHAPEL SUPPLIES.** We use these supplies for regular Chapel events and all caterers must bring their own paper products, coffee, serving containers, cream, sugar, etc. We supply the facility only.
3. **DO NOT MOVE THE FURNITURE IN COUSINS HALL OR IN ANY OTHER PART OF THE BUILDING.** Our staff will set up the main dining room according to a diagram provided by the person who is arranging the function. Our clean-up staff will arrive near the end of the function to remove and store dining room tables and chairs and to inspect the premises.
4. **DO NOT STAPLE, NAIL, TACK, TAPE OR OTHERWISE AFFIX ITEMS TO THE WALLS, FIREPLACE, WINDOWS, DOORS, ETC.** The acoustical panels on the walls can be damaged if this occurs.
5. **IF THE FUNCTION OCCURS IN WINTER, DO NOT TURN ON THE GAS LOGS IN THE FIREPLACE.** Only the authorized Chapel wedding director or another staff member may light the logs.
6. **NO ALCOHOL IS ALLOWED IN THE BUILDING OR ON THE PREMISES.** This includes champagne, wine, beer, etc.
7. **NO SMOKING IS ALLOWED IN THE BUILDINGS.**
8. **IF POSSIBLE, MAKE ARRANGEMENTS TO VISIT THE BROYLES CENTER PRIOR TO THE FUNCTION.** The Chapel office number is 470-273-6768.
9. **CATERERS MAY USE THE REFRIGERATION, WARMING FACILITIES AND ICE MACHINE IN THE KITCHEN.** We do not provide utensils, dishes, etc. We do provide trash receptacles.
10. **ALL TRASH MUST BE REMOVED AFTER THE FUNCTION AND THE BAGS SHOULD BE TIED AND PUT IN THE GARBAGE BUILDING JUST OUTSIDE THE KITCHEN DOOR AND TO THE LEFT.** The counters and sinks must be left clean and the kitchen floor must be swept and mopped clean. Brooms, mops and mop buckets must be returned to their original location.

BRIDE & GROOM CHECKLIST

- _____ Carefully review the rules for using Big Canoe Chapel.
- _____ Contact Glenda Mitchell, our Wedding Director, at 706-268-1020.
- _____ Contact a Minister to officiate.
- _____ Contact Wedding Director regarding music.
- _____ Return Audio Visual Request form seven days prior to rehearsal.
- _____ Give copy of rules to Florist.
- _____ Give copy of rules to Photographer.
- _____ Give copy of rules to Videographer.
- _____ Give copy of rules to Caterer (if reception is in the Broyles Center).
- _____ Mail or fax complete Wedding Record Form to Chapel.
- _____ Arrange for someone to collect items from Bride's Room after the wedding.
- _____ Arrange for someone to collect items from Groom's changing area.
- _____ Provide guest list to Big Canoe Security at maingate@bigcanoepoa.org with a copy to Glenda Mitchell at jlmgs@tds.net seven days prior to wedding.
- _____ Bring unity candles (if you plan to use).

IMPORTANT Note to Groom: Please bring Marriage License to Rehearsal.