

# Wedding Guidelines

**Fernwood Baptist Church**  
200 Fernwood Drive ~ Spartanburg, SC 29307  
(864) 582-7467 ~ Fax (864) 582-7477  
email: office@fernwoodchurch.org

*To maintain this proper atmosphere, as well as to safeguard the furnishings, please observe the following guidelines.*

We at Fernwood Baptist Church are please that you have considered our Chapel/Sanctuary for your upcoming wedding.

After touring the facility and you have chosen to have your wedding with us, the following procedures and policies will guide you in planning your event.

The first step in arranging your wedding with Fernwood Baptist Church is to contact the Administrative Assistant. Her hours are 8:30-4:00 Monday – Thursday. She will assist you with all details pertaining to reserving the facility, filling out all necessary wedding participant information sheets and explaining the fees. A \$100 non-refundable fee, payable to Fernwood Baptist Church, will be required at this time. A payment schedule can be set up and final payment will be due two weeks before the wedding event.

The Wedding and Events Committee will assign two members of the committee to assist you throughout the process. They will, most probably, be the same two that facilitated the initial tour. From this point, you will work directly with these committee members. These members are required to be present anytime anyone associated with the wedding or wedding party is in the church.

## **The Wedding:**

When planning your event, please keep in mind that the wedding ceremony is an act of worship and the sanctity of the service should be maintained to reflect this.

**The Rehearsal:** The time and date of the rehearsal should be established at the same time reservations for the wedding are made. Please instruct all participants to be on time so that the rehearsal will run smoothly and in a timely manner.

**The Music:** As the wedding ceremony is a worship occasion, love songs, classical music, and sacred music are most appropriate. Outside musicians are allowed for the wedding and reception and the bridal couple would have the responsibility of securing their services, and payment for these services would be directly to the musicians.

**Decorating the Church:** Please contact the Wedding and Events committee member assigned to you for access to the church. Most floral decorations are acceptable: however any arrangements that are messy should be avoided because of the maintenance factor. Only artificial petals may be sprinkled in the aisle. Aisle cloths and lighted candles down the aisle are prohibited because of safety and fire hazards. Decoration may be hung at the end of the pews. Nails, staples, thumbtacks, tape, or anything that would be damaging for securing arrangements are not to be used. Only selective pieces of furniture may be moved in the alter area to allow for ease of movement. The committee member will approve the pieces to be moved.

**Bridal Rooms:** Two bridal rooms are available for the bride and her attendants to use for dressing. There is also one room for the groom and the groomsmen to use for the same purpose. Please arrange for someone to remove all items that remain in these rooms after the ceremony is completed and pictures have been taken. Because of Sunday services, all decorations must be cleared by Saturday from the church.

**Sound Technician:** A sound technician is required when using the chapel or the sanctuary. The church has these available. The bridal party will work directly with the technician. The fee for this service is \$125, payable to the technician. Technical services are not provided for the rehearsal dinner or reception event. Since technical requirements for these events vary, it is the responsibility of the planning party to arrange for and supply all necessary equipment.

**Photographer:** The photographer should refrain from using equipment that is noisy and has a flash attachment, and should keep movements at a minimum during the ceremony. It is important not to distract from the ceremony.

**Accessories available:**

- Kneeling Bench
- Candelbra
- Unity Candle holder
- 2 fern stands
- registration stand @ entrance
- 3 wrought iron easels

All Candles must be dripless.

**Seating Capacity:** The Chapel's seating capacity is approximately 280 with additional seating of about 50, that can be arranged in the back of the chapel. The Sanctuary's capacity is approximately 400+.

## **Reception:**

Scheduling for the wedding reception should be arranged at the same time the wedding reservations are made if it is to be at Fernwood's facility.

**Dining Hall:** The dining hall will accommodate approximately 120 seated guest or approximately 225 standing. The church has round tables available and several rectangular tables for serving,. Also available are round white tablecloths for a fee of \$8.00 each. Other party supplies and/or accessories can be rented at Event Rentals in Spartanburg. We also have available, the gymnasium for larger events.

**Use of Kitchen:** If full use of kitchen is used, instructions on how to use the equipment is required. (No exceptions). If using the kitchen just as a staging and working area, no additional training is necessary.

The kitchen is equipped with icemaker, warmer, refrigerator and dishwasher. There is ample work space for assembling food and preparing beverages. The responsible party in charge of food services for the event is responsible for removing all food and beverage items or anything associated with their services from the dining hall and kitchen when the event has concluded. A trash receptacle located at the back of the church. Fernwood has an in-house caterer available should anyone desire her services. Fees for this service from the caterer, is to be the responsibility of the wedding party and paid directly to her.

## **General:**

- Smoking and alcoholic beverages prohibited
- Bird seed, rice, etc... prohibited
- Bathrooms left clean – no trash remain and receptacles emptied
- Church is not responsible for any personal property or valuables belonging to anyone associated with the wedding.

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