



**Weddings at
North
Sound
Church**

Weddings at North Sound Church

Congratulations on your engagement!

This is an exciting time in your lives and we are honored that you would consider beginning your marriage at North Sound Church. The information which follows is designed to help you plan your wedding and to know how we can best assist you.

North Sound Church was built in the traditional New England style of the early 1900's. It is located at 404 Bell Street in downtown Edmonds, Washington and is across the street from the Edmonds Conference Center, the venue of many wedding receptions. The North Sound Church sanctuary seats approximately 145 persons for the wedding.

Availability of Facility

Our facility is available most often for Friday evening or a Saturday afternoon wedding. The wedding must be completed by 4:00 pm on Saturday. Rehearsals are typically scheduled with the wedding coordinator for the day before, from 5:00 – 6:00 pm. Please also set a time when you plan to decorate the room for the wedding ceremony so the wedding coordinator will be available to assist in the plans and help with the decorations process. It is the responsibility of the wedding coordinator to consult with the church office and to let you know when the room is open and available for decorating for the wedding.

Wedding Fee \$650

The above fee includes the following services:

- Facility Expense/Custodial Services
- Sound/Video/Lighting Technician
- Dressing Rooms are available on site
- Wedding Coordinator
- Wedding equipment/supplies

Not included in above fees are:

- Minister's honorarium including all pre-marital counseling (\$200 suggested)
- Pianist honorarium
- Soloist honorarium

Reserving Your Wedding and Rehearsal Dates

Wedding requests may be submitted at any time within six months of the chosen wedding date.

After reading the North Sound Church Wedding Manual, please contact North Sound Church, at 425.776.9800, to let us know the date you have chosen for you wedding. The date will be presented at the next staff meeting to make sure there are no conflicts with the date requested. Applications will be submitted for approval on a first come first serve basis.

Upon approval of your Wedding Application, you will be asked to submit a check for \$100 to reserve the date for the wedding. The check will be held as a damage deposit until the wedding has been completed. The damage deposit fee will be refunded in full within 30 days after the event if no additional fees are required. The balance of the money is due 15 days prior to the wedding. Failure to pay could result in the cancellation of your event. All fees/honorariums must be paid in full prior to the wedding rehearsal. If your wedding accrues additional fees, you will

need to pay these also before the wedding date. The wedding coordinator will contact you to answer any questions you might have regarding your wedding.

Decorations

Our facility is frequently decorated to reflect the season. We permit the building use 'as is'. Your wedding decorations may be added to the ones already in place at our facility. However, all décor supplied by NSC must remain in place. Please do not use nails, tacks, or staples to hang décor on the walls or furniture since it will mar the surfaces. We recommend that you not use tape or any sticky substance on the pew to hold the decorations in place. Please receive permission from the wedding coordinator before removing or relocating plants, equipment other items from the sanctuary. Please let the wedding coordinator know where these items will be stored during the wedding. Any item removed from the area will need to be returned back into place after the wedding has been concluded. It is the responsibility of the wedding party to do all the wedding decorating for the event.

A wedding at North Sound Church is considered a worship service, and should be in keeping with the reverence that is observed upon entering the House of the Lord. The pastor has the right to make suggestions in the area of music if he feels the selection(s) do not meet the standards of the church.

Rehearsal

Upon approval of your wedding date, your wedding rehearsal may be scheduled on the calendar. It normally will be one or two nights prior to the wedding and will take approximately one hour. The Wedding Coordinator, who works closely with the Officiating Minister, will conduct the rehearsal. Please make sure your wedding party arrives promptly at the church for the rehearsal as it will begin at the time scheduled.

All people involved in your wedding party should be at the rehearsal which including the bride and groom, best man, maid of honor, bridesmaids, groomsmen, flower girl, ring bearer, officiating pastor, musicians, ushers, and both bride and groom's parents

Wedding Coordinator

All weddings at North Sound Church are conducted by our Wedding Coordinator. She is your liaison between the Pastor, Office Staff and Custodial Staff and will assist you in planning and coordinating your entire wedding. She will help with all the details relating to the rental of the church and our equipment, and will assist you in planning the order of your wedding service, help you organize all of the details, and reserve the church and facilities you will need for your wedding. She will also help you plan your wedding and assist you and your wedding party during the rehearsal and on the day of your wedding and will conduct your wedding rehearsal and be present at the wedding to coordinate the ceremony with the pastor.

Musicians

The Bride and Groom are responsible for scheduling the musicians. Please make sure that the musicians contact the wedding coordinator to schedule practice time. North Sound Church soloist's each has their own rate and should be consulted with ahead of time. The honorarium needs to be paid directly to each of them prior to the rehearsal.

Sound/Video/Lighting

A North Sound authorized sound/video/lighting technician is provided to operate the equipment at your rehearsal and wedding.

- A sound technician will be available for four hours.
- These four-hours include:
 - 1 hour for your rehearsal
 - 2 hour preparation and sound check with musicians before your ceremony
 - 1 hour for your wedding ceremony.
- If you require additional hours, you will be charged \$20 for each additional hour worked.

Wedding Gifts

Please assign a responsible person to be in charge of all gifts to ensure the safety of the gifts, particularly when the gifts are in the lobby. The Bride should also assign someone to remove gifts promptly after the wedding and before leaving for the reception. North Sound Church is not responsible for lost or stolen gifts from the lobby or on your gift table.

Church Property

North Sound Church is a House of God and as such it is our request that all members of the wedding party conduct themselves in a manner befitting the atmosphere of the place of worship. If you have any concerns, please let us know.

The following rules apply to the use of the building:

1. No smoking is allowed in the building at any time.
2. Alcoholic beverages may not be consumed inside or outside the church premises at anytime.
3. Confetti, rice or birdseed are not bio-degradable so we would prefer that they not be used in or around the church property.
4. Consumption of food and beverage needs to be confined to the Family Room where they are served.
5. Please report any damage done to the church equipment or property since it will need to be replaced.
6. Please coordinate any removal of furniture and equipment unless previous arrangements have been made with the Wedding Coordinator.
7. Dripless candles are to be used in the Sanctuary. No wax candles are allowed in the Sanctuary candelabras since it could stain the carpet. The Unity Candle will be provided by the bride and groom.
8. Please refrain from having decorations taped, glued or nailed onto the pews or walls. Please check with the Wedding Coordinator if you have any questions regarding this policy.
9. The building will be locked at the conclusion of the rehearsal and/or wedding. On Saturday, all activities must cease and the clean up completed by 4 pm.

Rooms available for the use of the wedding party include:

- Sanctuary
- Dressing Rooms/Restrooms
- Family Room

The Bride will be responsible for food/drink for the wedding party

Food setup, service and clean up will be the responsibility of the wedding party along with the removal of all items when the ceremony is completed. The wedding party will need to bring their own paper products along with trash bags for clean up at the end. The use of alcohol is not permitted on the premises.

All food brought in needs to be ready to serve since the kitchen will not be available for the bridal party however you may use the pass-through countertop as a staging area for snacks for your pre-wedding group. Please provide your own packaging supplies and/or equipment so that you can pack and take home any left over food or it will be discarded.

North Sound Church does not provide food service equipment or servers for food, including stoves, refrigerators, other kitchen appliances, coffee service, food, utensils or beverages.

Clean Up

The Bride should appoint someone to take care of the following items within 30 minutes of the conclusion of the wedding. Removal of all decorations, bows and flowers from the Sanctuary, clear out all food supplies and clean the snack area in the family room. Gather and remove all items belonging to the bridal party from each of the dressing rooms and bathrooms.

It is the wedding party's responsibility to clear the family room of food and trash accumulated. There are large trash cans provided in the back area outside the church. Everything brought in by the wedding party needs to be removed when you leave. This includes all flowers, catering and cake equipment, and food and paper items unless you have received other directions from the wedding coordinator. If your event requires additional custodial service there will be an additional charge of \$20 for each additional hour worked.

If there are any further questions that you might have, please consult with the wedding coordinator. If she is unable to answer them immediately, she will get back to you with the answer as soon as possible. We hope that your wedding and detailed arrangements are completed to your satisfaction.

Thank you for choosing North Sound Church.