

*Congratulations and greetings from*  
*HOOKER MEMORIAL CHRISTIAN CHURCH*  
*(Disciples of Christ)*  
*GREENVILLE, NORTH CAROLINA*

It is our hope and prayer that your upcoming wedding will indeed be one of the most significant and worshipful experiences of your life. We at Hooker Memorial Christian Church (Disciples of Christ) hope this helps to answer any questions you may have regarding the use of our space and facilities for your event. This booklet contains guidelines for the various spaces/services we have available. A separate contract of use and a rental agreement checklist for each space will be signed upon confirmed receipt of reservation and security deposit for the date of the event.

Any questions can be asked via phone at 252-756-2275 or via email at [secretary@hm-cc.org](mailto:secretary@hm-cc.org).

Blessings,  
*H.M.C.C*

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THE CHURCH STAFF

Rev. Kara R. Swartz.....Minister  
Vicki Etheridge..... Office Administrator  
Elizabeth Allen..... Music Director

CONTACT INFORMATION

Church Office.....(252) 756-2275  
Church Email.....secretary@hm-cc.org  
Website.....hm-cc.org  
Event Coordinator.....Contact given on individual basis

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RESERVATIONS

**Hooker Memorial Christian Church (Disciples of Christ) has multiple spaces available for use.** The fees for their use are in the back of this booklet. All reservations must be made at least 90 days prior, are subject to church availability, and include a refundable and/or non-refundable security deposit for each space at time of reservation. Final payment for facilities and any fees to individuals must be received two weeks prior to event.

## THE FACILITIES

**The Sanctuary** which can be used for the Wedding Service seats approximately *150-175 people*. A handicap accessible restroom is just inside the Sanctuary with additional restrooms in our Education Wing. Additional spaces are available for use to prepare before the ceremony but must be reserved to not be in conflict with church availability. The use of the Sanctuary includes time for a 1-hour rehearsal scheduled the night before the event unless otherwise arranged. It also includes a 2-hour ceremony window of time. Decoration of the space is permitted with some stipulations and the time allotted for decorating must be arranged at least 2 weeks prior to event with the Event Coordinator or Church Staff. Decorating will occur either the day prior or day of the event.

**The Fellowship Hall** is in a separate building from the Sanctuary, across our driveway, and will accommodate approximately *100-125 people depending on set up*. The use of the Fellowship Hall is for a 4-hour time slot with additional fees for any hour needed after that, time of usage is negotiated in the contract and is subject to church availability. A kitchen with a separate Caterer Entrance is available for a Caterer to make use of to plate and serve from previously prepared food. The kitchen is not available to prepare food in. All food/beverages must be brought in and can not be stored or left in the Fellowship Hall. (Please see *Food & Drink* for specifics.) Decoration of the space is permitted with some stipulations and the time allotted for decorating must be arranged at least 2 weeks prior to event with the Event Coordinator or Staff. Decorating will occur either the day prior or day of the event.

**Outdoor Spaces** there are a couple of potential spaces usable for either an outside ceremony or reception dependent on the size of the event. These outside spaces are limited to a 50-75 person capacity. Many of the same stipulations apply regarding the use of these spaces as others in the church including the need for a non-negotiable event coordinator to open/close the church. We also do not provide chairs/tables or audio/visual/sound equipment for these spaces. The church does offer the use of the bathrooms in the Education Wing of the building.

If a tent is desired it can be set up the day prior and taken down the day after the event with a separate non-refundable security deposit for all damages incurred to the grounds by the tent placement. Tent is not provided by the Church.

If you wish to do your reception outside either in the open or in a tent all of the Fellowship Hall rules apply regarding catering and food. All Decorations of the grounds must be removed at the conclusion of the event, you can not nail/tack/pin/tape anything to the building or the trees. The church does not provide any trash cans for the event but trash can be disposed of in the dumpster beside the Fellowship Hall.

Cleaning up after the event would include the outside space as well as the Education Wing of the building and the bathrooms. Any damages incurred would be taken from the refundable security deposit with a written explanation provided.

**Parking** is available in the paved parking lot areas only. There is no parking on the grass. The lot continues in a loop around the building and encompasses the portion of the lot directly beside the Summer Moore Easter Seals UCP Center located on our property.

## **RESTORING THE FACILITIES TO ORDER**

It is the responsibility of the renter(s) to designate who will clean up the Sanctuary, Education Wing, Fellowship Hall and Grounds following any use of the buildings be it a rehearsal, wedding ceremony and/or reception. The designated person must meet with the Event Coordinator or a designated Staff Member **at least one week** prior to the Event to be informed of policies, location of equipment, and expectations. The name of the designated person must be submitted at the time of reservation and telephone number is required. If the building or grounds are not properly restored to their original order with all trash being taken to the dumpster after the ceremony or reception, the security deposit is forfeited and renter will receive a written explanation of any findings.

## **WEDDING and RECEPTION**

### **Policies & Procedures**

Weddings performed at Hooker Memorial Christian Church are expected to be under the direct supervision of the current Minister, or a minister designated by the current minister if he/she is unavailable. If it is the wish of the couple to have another person do the ceremony you are free to invite the clergy of your choice; he or she must be licensed in the State of NC to officiate at weddings with proper documentation filed with Pitt County Clerk of Courts and the City of Greenville, NC. The marriage license of the couple must also be issued through Pitt County Clerk of Courts in the State of North Carolina. ***This must be discussed before the rental agreement is signed.***

If utilizing our Minister based on his/her availability then the couple will sign a separate wedding agreement between themselves and the minister including any fees for the Minister's services. As part of this agreement the couple will undergo no less than three sessions of pre-marital counseling prior to the Wedding. More or less may be required by the minister and the minister maintains the right to refuse services to the couple based on these counseling sessions. The first of these should be scheduled no later than 3 months prior to the wedding and are worked out on an individual basis with the Minister. Even if the couple chooses to utilize another officiant the Minister at HMCC is potentially available for such counseling if desired and HMCC fully recommends going through some version of pre-marital counseling before entering into the contract of marriage.

### **Event Coordinator**

The Event Coordinator is non-negotiable for any use of the Sanctuary space and is a separate fee payable to them directly prior to the start of the event for their services. Their services are not included in the use of the space agreement.

He/She is also the only person (unless another is designated by Hooker Memorial Christian Church (Disciples of Christ)) to run the soundboard for the ceremony.

The event coordinator is present to open the Sanctuary and Education Building and Fellowship Hall for use of the Wedding Party. He/She will also coordinate any additional time needed for decorating of the Sanctuary/Fellowship Hall/Grounds at her/his discretion and availability although a Staff member may fill in for them as needed to accommodate the event.

He/She will also open the spaces one hour prior to the event and lock up the Sanctuary/Education Wing of the church one hour after the conclusion of the event and will go over the final clean up and facility checklists with whomever the renter designated to clean-up. Clean up is again directly after the event. The Fellowship Hall will be opened one hour prior to event and is able to be locked by renter(s) at the conclusion of the event. Clean up is again the responsibility of the renter(s) and must occur directly after the conclusion of the event. If either space is not cleaned and locked-up immediately following the conclusion of the event the security deposit is immediately forfeited with written explanation given to the renter(s).

### **Music and Sound**

The Soundboard, microphones and all other Audio/Visual equipment are under the supervision of the Event Coordinator. Only he/she or a designated member of Hooker Memorial Christian Church (Disciples of Christ) may run the sound board and AV equipment. All needs for sound and audio/visual must be discussed/finalized at least two weeks prior to the event. We can play CD's, Video, Powerpoints but must have them at least one week prior to the rehearsal. These AV needs must all be in keeping with the mission and ministry of the church. Any deemed inappropriate at the discretion of the church will not be allowed and the couple will be notified.

We do have a Piano and an Organ available for use. Neither may be moved from their locations on the Chancel. Our Music Director is available for questions regarding the specific use of the Organ or Piano.

Our Music Director is also available to play for weddings based on her/his availability. This is a separate contract and fee not included in the use of the space agreement.

There are no music/audio/visual/sound options available in the Fellowship Hall. There is an upright piano if desired. Outside Musician's/DJ's are permitted and must provide all of their own equipment including a dance floor. The use of a dance floor and any musician set up will limit the capacity of the Fellowship Hall.

There are no music/audio/visual/sound options available for use outside of the building. Electricity is provided but all extension cords and other AV needs are not.

## **Food & Drink**

**Fellowship Hall** - A kitchen with a separate Caterer Entrance is available for a Caterer to make use of to plate and serve from previously prepared food. The kitchen is not available to prepare food in. All food/beverages must be brought in and can not be stored or left in the Fellowship Hall.

**Outside Tent** - If the need/use of the Fellowship Hall kitchen is desired to plate the meal for an outside tented reception then it must be scheduled and arranged as part of the original agreement.

**Alcohol Policy** - Alcohol is permitted during a reception in the Fellowship Hall or in the Outside Tent. *There is a \$150.00 non-refundable deposit if you desire to serve any alcoholic beverages, this includes a champagne toast.* Alcohol can only be served through a licensed and insured caterer/vendor doing the distribution and handling all liability for distribution. Alcohol can not be brought in or distributed privately. Any private distribution is strictly prohibited and the awareness of such distributions means an automatic forfeit of the full security deposit. The Church and Congregation of Hooker Memorial Christian Church (Disciples of Christ) are not held liable for any distribution or consumption of Alcohol on the property or the results of said consumption. The use of Alcoholic Beverages is strictly prohibited in the main church building which includes the Sanctuary and the Education Wing.

## **DECORATIONS**

### **The Sanctuary, Fellowship Hall, and Grounds**

Please be aware of these guidelines in decorating the spaces. If you choose to utilize a florist please give them a copy of these guidelines so that they will be able to serve you within the guidelines established by the Church.

Decorating with greenery, flowers, and candles is permitted. All surfaces must be protected before items are placed on them. The florist must provide protection against any drippage from live plants. Only dripless candles are permitted.

If you desire the flowers for your wedding to remain in the Church for the worship service and then be used for gifts to sick or hospitalized persons, please express this wish prior to your event. If this wish is not known it will be assessed as a lack of clean up and documented against your security deposit.

When decorating the Sanctuary, tacks, scotch tape, nails, wires or adhesive tape are not allowed on any part of the furnishings including the pews. Pew clips are permitted but must be appropriately sized to not incur damage on the pews.

If you choose to use a runner make sure it is long enough for the Aisle. Also to prevent tripping it may be taped down with painters tape only as it will not damage the carpet. This is the only instance in which tape is allowed in decorating.

Flowers and any other decorations must be arranged outside the Sanctuary or Fellowship Hall before being brought into the space.

The Communion Table cannot be removed from the Chancel area but may be moved against the Baptistry Wall with the chairs behind being removed to provide more space. The Organ can not be moved. The Piano can be adjusted to provide more space. All paraments that adorn the Communion Table, Pulpit, and Lectern can not be removed.

Only dripless candles are permitted in both the Fellowship Hall and Sanctuary. No open flames outside of a unity candle is permitted. Any candle decorations must be in appropriate holders/bases and the surfaces they are put on must be protected. A snuffer must be used to extinguish candles as a precaution to getting wax on the carpet and furniture and is available by the Church for use.

The church only provides the tables and chairs in the Fellowship Hall. All table surfaces must be covered with appropriately sized table coverings. We have both round and rectangular tables for use and their use will be negotiated when the contract is signed. No tape/tacks/wires/pins can be attached to the tables, chairs, or walls of the Fellowship Hall. Any tables moved/adjusted to accommodate the reception needs must be returned to their original positions after the conclusion of the event. All other furniture in the Fellowship Hall can not be moved.

Rice is not permitted. Bubbles or Birdseed for a sendoff is allowed only **outside** of the buildings.

Cost for removal of candle wax from carpets or furniture and repair and cleaning of tape or other residue from wooden finishes will be assessed from the security deposit with a written explanation.

All other decorating questions are to be asked prior to the decorating time and are assessed individually by the request and permission is given based on church discretion.

Those who decorate are expected to clear away trash and supplies when finished. All decorations must be promptly and properly removed following the service or reception.

### **PHOTOGRAPHY and VIDEOGRAPHY**

A designated photographer may take flash photos of the wedding party entering the Sanctuary and moving to their positions providing the photographer does so in a considerate manner. However, once the wedding party is in position and the service begins, no more flash pictures of any kind may be taken. The Photographer is also not to move in front of or on the Chancel during the ceremony. Once the worship service is completed and the wedding party moves to exit the Sanctuary, the designated photographer may take pictures of the recession. All other photos must be taken either prior to or after the worship event.

Video cameras may be used during the service from a stationary and discreet location and without additional lighting. The videographer(s) must be present at the rehearsal to get final approval for intended camera placement from the Minister/ Event Coordinator.

All equipment must be in place no later than 45 minutes prior to the service. There must be no talking by the videographer/photographers(s) during the service.

### **THE REHEARSAL AND DIRECTOR(S)**

A 1-hour time slot for a wedding rehearsal will be scheduled for the evening prior to the day of the wedding unless otherwise discussed. All members of the wedding party are expected to attend.

Wedding directors/coordinators are welcome at Hooker Memorial Christian Church (Disciples of Christ) with the understanding that the Minister/Officiant has the final word for the direction of the ceremony.

Wedding directors may be used to instruct and supervise ushers, greeters, the wedding party and anyone else involved in the service leading up to and following the actual worship event. Once everyone is in place and the service is to begin. The officiating Minister directs the wedding party through the service. Upon completing the service, the Minister turns the direction back to the wedding director to instruct people on the appropriate manner of recession.

The rehearsal is a time of celebration in the presence of the Lord. Participants need to be encouraged to be punctual so as to avoid delay in scheduling. The participants are requested to refrain from the use of alcoholic beverages, both before the wedding rehearsal and before the wedding ceremony. *Please note that Hooker Memorial Christian Church (Disciples of Christ) is a smoke free campus. Alcohol policy may be found under Food & Drink.*

### **DRESSING AT THE CHURCH**

There are several rooms in the Education Wing that may be used for the wedding party to dress in. These rooms must be reserved prior to the wedding to not conflict with church use and will be made available at least one-hour prior to the ceremony when the Event Coordinator opens the building.

### **IN CONCLUSION**

A wedding is a very special event in the life of any couple entering into the covenant of marriage and in the life of the worshipping community. As much prior planning as possible helps to ensure that the service is as meaningful and beautiful as we all desire it to be. We look forward to assisting you in your wedding and being a part of your wonderful new beginning. Again do not hesitate asking any questions. We will try to answer them to the best of our ability.

## FEES FOR SERVICES AND BUILDING USE

The Reservation/Security deposit for the use of space is refundable upon the conclusion of the event and if all facilities are returned to prior condition. This deposit is paid upon reservation and can be refunded due to cancelation up to 30 days prior to the event. A 50% refund is afforded up to two weeks prior to the event with no refund after two-weeks. There are separate non-refundable security deposits for all outside spaces and if a tent is used. All deposits are necessary for all members/friends/non-members making use of the spaces to cover any damages.

All other fees must be paid in full two weeks prior to the event.

Reservation/Security Deposit for Sanctuary.....	\$200.00
Use of Sanctuary for Rehearsal/Wedding.....	\$400.00
Event Coordinator Fee (paid directly to coordinator).....	\$125.00

### Available Decorations at the Church for use in decorating the Sanctuary

Communion Table Brass Candles (candles provided by church).....	\$25.00
Basic Arch/Arbor.....	\$25.00

Minister’s Services.....	Negotiable
Music Director’s Services.....	Negotiable

Reservation/Security Deposit for Fellowship Hall.....	\$250.00
Use of Fellowship Hall for Reception/Event.....	\$500.00

Outside Space Non-Refundable Security/Reservation deposit ... ..	\$100.00
Outside Ceremony Space Refundable Deposit.....	\$50.00

Outside Ceremony Space.....	\$150.00
Event Coordinator for Outdoor Ceremony.....	\$75.00

Outside Reception Space Refundable Deposit.....	\$100.00
Outside Reception Space.....	\$200.00

Use of Tent Non-Refundable Deposit.....	\$150.00
Use of Alcohol Non-Refundable Deposit.....	\$150.00

Please remember that our Church Campus is Smoke Free and Alcohol is only permitted for the reception through a licensed and insured caterer. We thank you for your respectful treatment of our Buildings and Grounds. We pray that your Wedding or Event is successful and glorifies God.