

# Peninsula Community Chapel

## A GUIDE FOR WEDDINGS

We would love to host your wedding at our facilities! Please use this guide as preparations are made for the big day. If you have any questions throughout this process, please contact the Chapel office at 757-867-8530. Additional staff contact information can be found at the end of this document.

Weddings are only accommodated for Chapel Members. All policies and related charges are outlined in this guide.

### GENERAL INFORMATION

#### SCHEDULE OF FEES

It is not the policy of the church to look upon weddings as a source of revenue. However there are expenses connected with the operation of the various building areas used for ceremonies and receptions, and for the time and skills of our staff. Fees may be paid any time prior to the wedding but no later than the rehearsal.

Building use fees are \$300 for a ceremony, \$400 for a reception, totaling \$700 for a ceremony and reception. These fees include use of the building / equipment, custodial services, room setup, and support staff. Please make checks payable to Peninsula Community Chapel.

#### PREPARATION & PLANNING

Please contact the Chapel office (757-867-8530 | [office@pencomchap.com](mailto:office@pencomchap.com)) as soon as possible regarding your upcoming wedding. We ask that you begin this process *at least* 60 days in advance to allow adequate time for all preparations. Events are often scheduled 6+ months in advance on the PCC calendar and building availability is limited.

When contacting the Chapel office, please be prepared to provide your name, contact information, proposed date(s) for the wedding and/or reception, and if you would like to request one of PCC's pastors to officiate the ceremony. *(More information on officiating clergy is provided below).*

After contacting the Chapel office, you will be notified within 7 days regarding the status of your request. If it is approved, your date will be reserved on the PCC calendar. If you requested a PCC pastor to officiate the ceremony, they will contact you and schedule a time to meet. If clergy other than PCC is officiating, please provide the officiant's contact information to the PCC office.

Upon approval, we request that you fill out the Facilities Request Form, located on the PCC Website ([pccyorktown.com](http://pccyorktown.com) > "Resources" > "Event Planning" > Facilities Request Form). This will provide Peter Grimes (Facilities Director) with all necessary information regarding the building usage for your wedding. Upon receipt of the form, you'll be contacted by him to further discuss the needs for that day.

#### OFFICIATING CLERGY

One of our pastors would be happy to meet with you to discuss officiating the ceremony. If a PCC pastor is officiating your ceremony, pre-marital counseling with the pastor will be required. The purpose of this is twofold: first, to enable the pastor to assess accurately the couple's readiness for marriage; and second, to provide the couple with practical counsel which may help to avoid problems, or serve to enhance their relationship.

If clergy other than a PCC pastor are to officiate the entire ceremony, they must be approved by the PCC Board of Elders and must provide PCC with a copy of their license.

Guest clergy are also welcome to participate in your wedding along with one of our pastors. Please make your request to the officiating PCC pastor, who will then extend the invitation to the designated clergyperson.

*(This is in accordance with generally accepted ministerial etiquette).*

# GUIDELINES FOR USE OF FACILITIES DURING WEDDINGS

(adapted from PCC's Guidelines for Facility Use)

**ADULT SUPERVISION:** At least one adult must be present at all times.

**ASSIGNED SPACE / OTHER USERS:** Users should occupy only the space(s) to which they have been assigned. Your use of the building may not be exclusive; other individuals or groups may be using the building at the same time as yours. Please be courteous and show mutual respect for those concurrently occupying the building with you.

**BUILDING ACCESS & SECURITY:** The meeting or event coordinator will coordinate with the Chapel office any necessary arrangements for having the facility open at the time of the wedding. Keys / Electronic Key Cards must be signed in and out from the Chapel office.

**BLOCKING DOORS OPEN:** Exterior or fire doors are NEVER to be left held or propped open or panic hardware placed in an open "unlocked" position for ANY reason by anyone other than Facilities staff. Defeating the fire wall protection & security system in this manner could result in serious safety risks for occupants of the building and/or damage to Chapel property. General rule of thumb – if a door does not have a kick-down door stop installed, it should never be propped open.

**CHILDREN:** We love your children and welcome them. For their safety and well-being, all children must be under the supervision of their parents or other designated adult(s) at all times and are not to be permitted to roam freely on Chapel property.

**CONDUCT TOWARD MINORS:** All persons making use of Chapel facilities must strictly adhere to its policies regarding proper conduct and moral behavior toward minors. No minor is to be left alone with an adult other than his/her parent at any time. Further details are available upon request.

**DAMAGE TO PROPERTY / FAULTY EQUIPMENT:** Users are responsible for any damage done to Chapel property associated with the scheduled event. Users also assume liability for injuries to persons attending the event and for damages or loss of user's property. Any equipment found out of order or any damage to the property must be reported to the Chapel office as soon as is reasonably possible.

**HOUSEKEEPING:** Users are expected to leave the building reasonably clean and remove all items (including leftover food and dishware brought by your group) associated with their program immediately following the wedding.

**POSTING OF MATERIALS / DISPLAY OF DECORATIONS:** When decorating the building for the wedding and/or reception, we ask that you take care to not damage Chapel property. Only use materials designed to fasten décor to walls such as adhesive putty, 3M hooks / mounts, painter's tape, etc. No Duct tape, packing tape, scotch tape or any other material unsuitable for painted / finished surfaces.

**PRODUCTION SERVICES (AUDIO & VISUAL):** Requirements for production services (sound, lighting, staging, etc.) should be requested at the time of reservation and coordinated in advance with Peter Grimes. All Chapel production equipment must be used with proper instruction or by a qualified staff member.

**ROOM SETUP:** The Chapel will provide room setup using PCC-owned equipment and furniture. Rooms must be left reasonably tidy and returned to the way that they were found.

**SERVING FOOD:** Dining or the serving of food is limited to pre-approved designated areas. The Chapel kitchen is a warming kitchen only and any cooking action that would result in grease laden vapors is strictly prohibited by code.

**SEVERE WEATHER:** PCC reserves the right to close the building during severe weather and thereby canceling any events during that period.

**TEMPERATURE:** Space temperatures are preset to provide a normal year-round comfort range and are not adjusted except in unique circumstances. Room thermostats should not be adjusted by event coordinators or participants.

**UNACCEPTABLE BEHAVIOR:** The use of tobacco, alcoholic beverages and/or illegal substances by users of the facility are prohibited in the building or on the grounds of the Chapel. Profanity, obscene and disruptive behavior will not be allowed within the facilities and grounds of the Chapel. The possession of firearms, concealed or otherwise, is strictly forbidden on Chapel property.

## ADDITIONAL WEDDING-SPECIFIC GUIDELINES

**CEREMONY:** If a PCC pastor is officiating the ceremony, please be prepared to talk through the various components of the service. Our desire is that the ceremony would be a time that worships God and reflects His creation and intentions for a marriage ceremony.

**LICENSE:** A license for marriage in Virginia is issued by the clerk of a circuit court in any county or city in the Commonwealth of Virginia. The license should be given to the minister at the time of the rehearsal.

**MUSIC:** The music (live or recorded) should be in keeping with the dignity, beauty, sacredness, and celebration of a wedding. We don't have any specific rules regarding music, we simply ask that care and thoughtfulness is put into planning the music, particularly for the ceremony.

**REHEARSAL:** When scheduling a rehearsal, approximately one hour should be allowed (not including setup or decorating). All members of the wedding party, including parents and ushers, should be present and on time.

**RECEPTIONS:** Each wedding party is responsible for securing its own catering service and making arrangements for food service, decorations, and clean up. General rule of thumb is to leave the facilities as you found them.

- Rice and confetti are not allowed inside or outside the building.
- Sparklers are only allowed outside, if there are no York County fire restrictions due to weather/drought.
- Alcoholic beverages are prohibited on PCC property.
- Smoking is prohibited on PCC property.
- After use, the kitchen shall be returned to the condition in which it was found.
- Receptions (including cleanup) are to end no later than 11:00PM.
- Various details concerning receptions may be discussed with Peter Grimes.

## WHAT PCC PROVIDES

PCC will provide the requested room(s), heated / cooled for the duration of the reservation. All chairs / tables / equipment owned by PCC that are requested for the reservation will be set up by the Facilities staff, and all Audio / Visual / Lighting support will be provided.

PCC is not responsible for providing decorating, food services, dishware, utensils, flowers, event coordination, linens, table cloths, DJ services, rental equipment, photography, videography, or any other specialized wedding service. However, we have several contacts with local businesses and we would be happy to connect you with people who provide these services.

*Our staff will be as helpful as possible, but we do not have a Wedding Coordinator on staff. We highly recommend that you assign or provide a Mistress of Ceremonies and/or a Wedding Coordinator to run the logistics for your wedding.*

## CONTACT INFORMATION

### Peninsula Community Chapel

4209 Big Bethel Road  
Yorktown, VA 23693

Phone: 757-867-8530 | Email: [office@pencomchap.com](mailto:office@pencomchap.com) | Website: [pccyorktown.com](http://pccyorktown.com)

### Linda Carmichael (Office Manager)

[lcarmichael@pencomchap.com](mailto:lcarmichael@pencomchap.com) | 757-867-8530 ext. 100

### Peter Grimes (Director of Facilities & Production)

[pgrimes@pencomchap.com](mailto:pgrimes@pencomchap.com) | 757-561-8779 (C)

### Tom Kenney (Senior Pastor)

[tkenney@pencomchap.com](mailto:tkenney@pencomchap.com) | 757-867-8530 ext. 103

### Garrett Spitz (Associate Pastor)

[gspitz@pencomchap.com](mailto:gspitz@pencomchap.com) | 757-867-8530 ext. 101