

Frequently Asked Questions for Weddings at Fair Haven

What facilities are available for a wedding at Fair Haven?

- The Sanctuary
- Trinity Center
- Christian Life Center

How early can reservations for the church be made?

Our church facilities are used by many organizations from within the church family. As a result, all weddings are scheduled on the basis of availability, giving members priority.

- Members - may schedule weddings up to one year in advance of the ceremony to reserve our sanctuary.
- Non-members - may schedule up to 6 months prior to the date of the wedding.

How do I make a reservation?

- Fill out the reservation form and give to the Wedding Coordinator along with the deposit.
- The Wedding Coordinator will reserve any use of facilities for your wedding, and will inform you, after consultation with the church staff, if your date and time are available on the church calendar.
- The date for your wedding is reserved after receiving the deposit.

Are there any date restrictions for weddings?

We do not schedule wedding rehearsals or weddings on the following days:

- New Year's Day
- Holy Week and Easter weekend
- Independence Day
- Labor Day
- Thanksgiving Day
- Christmas Day
- Sundays

What are the times available for weddings?

Available wedding times are between the hours of 10:00 a.m. and 8:00 p.m.

What are the charges for weddings at Fair Haven?

See the wedding fee sheet for more information

What does the Fair Haven wedding coordinator do?

- Reserves the wedding date
- Coordinates the minister selection
- Coordinates with the florist
- Coordinates with the photographer

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- Provides setup time for the decorations, florist, and reception
- Attends the rehearsal to be available for questions
- Handle details of the reception with the church
- Attends the wedding to be available for any questions

How can I contact the Fair Haven wedding coordinator?

To contact the wedding coordinator, please call the church office at 713-468-3276.

Is a wedding coordinator needed for all types of weddings?

Who can officiate at weddings at Fair Haven?

- One of Fair Haven's ministers may be available to officiate at your wedding, as his or her schedule and your preference dictates.
- If you desire a minister other than one of the ministers of this church to officiate:
 - Inform the wedding coordinator so the pastoral staff of Fair Haven may take this under consideration.
 - **The pastor's name and address are required and must be approved.**

What happens once the minister is selected?

The couple must arrange a meeting with the officiating minister as soon as the wedding date is confirmed.

What are the wedding license requirements?

- Weddings at Fair Haven are in Harris County. Both the bride and groom need to go either to the downtown office or a branch office and apply in person, with either a driver's license or social security card for identification (the county clerk's office number is 713-755-6411).
- Obtain the license at least 72 hours before the wedding, but not more than 30 days before the wedding.
- **The license is required at the rehearsal.**

Are there any church restrictions?

Yes, the church does not allow the following:

- **Smoking anywhere on the church property**
- Alcoholic beverages anywhere on church property
- Consuming of food or beverage in the sanctuary or narthex

Are there differences in cost for members and non-members?

Yes, please see the cost sheet.

Who is considered a member?

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Unless either the bride or groom, or a parent of either the bride or groom, are members of Fair Haven at the initial time of inquiry, the wedding is regarded as a non-member.

Are there any special restrictions for decorating and flowers?

The seasonal decor of the Sanctuary is to be maintained in its current form through any wedding services planned throughout the year.

How early is the facility available for decorating or flowers?

The church is available for decorating and flowers 2 hours before the wedding.

Are there any special instructions for Florists?

Yes, they must read and sign the florist instruction sheet.

How many ushers should I plan?

Plan for at least one usher to every fifty persons expected at the service.

How early should ushers arrive?

Ushers should arrive at the church at least 45 minutes before the wedding.

Are there organist requirements?

- The church organist may be used if available. (See fee sheet)
- The services of other organists may be used only with the permission of the organist or senior minister.
- If a substitute organist is unfamiliar with the church organ, there will be a \$50.00 novice consultation fee.

What vocalists may be used?

The bride is invited to choose vocalist(s) if she desires, or our organist will be happy to arrange vocalist(s).

What music may be used?

- The choice of music is important in expressing the meaning of the wedding as a service of worship. Wedding music need not be solemn-rather it should be joyful and lively. Neither should it necessarily ignore the fact of human love, but it ought to be such that it is in harmony with the wedding vows and may be sung to the glory of God. There are numerous selections of beautiful and fitting music, instrumental and vocal, which are suitable for weddings. We are happy to advise you on appropriate music.
- **All music must be approved by the organist, music director or senior pastor two weeks prior to the wedding.** This will also allow for practice and rehearsal.

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- You are responsible for securing and providing the music, unless it is available to the organist and/or vocalist. The vocalist is asked to rehearse with the organist at a scheduled time prior to the wedding date, preferably immediately before or after the wedding rehearsal.

Is audio or video equipment available from the church?

No equipment is available.

What should I expect at the rehearsal?

- The rehearsal begins promptly at the time scheduled.
- The bride and groom, the ushers, and all other members of the wedding party are asked to be present a minimum of 10 - 15 minutes early.
- Both sets of parents should also be present for the rehearsal.
- Please remind the members of the wedding party of the church regulations
- A rehearsal normally lasts 30-45 minutes but no longer than 1 hour.
- The wedding coordinator will attend

Are dressing facilities available at the church?

- Dressing rooms are available for the bride, groom, and wedding party.
- The church cannot be responsible for personal items such as wedding dresses, wraps, purses, silver and glassware brought to the church for use in a wedding or reception
- The church is not liable for such items if lost, stolen or damaged.

Are there facilities for a reception at the church?

This church encourages its members to use its facilities for wedding receptions and will assist in making the arrangements. Any details of a reception are made through the wedding coordinator, and are subject to prior reservations.

What are the caterer requirements?

- When a caterer is used, the church provides the hall, tables and chairs.
- The caterer provides everything else necessary for a complete reception and is to leave the facilities in the condition in which they are found.
- The use of any church kitchen equipment is available only for minimal food preparation. If a caterer is not used, minimal equipment including tables and chairs

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is available from the church.

- Should additional materials or equipment be required, their availability can be determined in advance through the wedding coordinator. An additional charge will be made for extra equipment.
- In the event any equipment belonging to the caterer or rented by the caterer is not removed from the church within the allotted time specified below, an additional charge will be made to the caterer.

Are there reception restrictions?

- All receptions include a certain amount of set-up and clean-up time. The total time use of our reception facilities for one wedding is 5 hours, ending no later than 11pm.
- No alcoholic beverages are permitted
- Smoking is limited to the outside
- The use of bird seed alone is permitted and should not be thrown anywhere other than the parking lots.

Are there any instructions / policies for the photographer?

Yes, the photographer / videographer must sign and return the photographer policy

What rooms are available for wedding receptions?

Two rooms are available for wedding receptions:

- The Trinity Center capacity 100
- The Fellowship Hall capacity 400

What is Fair Haven's address?

1330 Gessner Drive

Houston, Texas 77055-4005