



**VILLAGE
CHAPEL**
of Bald Head Island

We congratulate you on your upcoming wedding and look forward to providing you with an unforgettable setting to join your lives together as one. Please feel free to contact our office with any further questions.

If you are using a wedding planner or director, please be sure to forward a copy of our wedding guidelines to him/her.

THE WORSHIP SERVICE

The following criteria reflects the vision of worship services at the Bald Head Chapel:

- Only an ordained minister, priest or rabbi who expresses faith in observing Judeo-Christian traditions will be allowed to officiate at weddings in the Chapel. This does not include internet ordained ministers.
- A North Carolina marriage license is required for those weddings performed in the Chapel.
- Any ceremony held in the Chapel will acknowledge and seek to bring glory to God.
- A vow renewal or commitment ceremony does not require a marriage license and can be conducted for same sex couples.

SPONSORSHIP

It is a requirement that each wedding at the Chapel be sponsored by a property owner on Bald Head Island. Your reception venue may serve as your sponsor. The enclosed Sponsorship Form must be signed and returned to our office with your deposit. You, as well as your sponsor, assume full responsibility for any damages caused to the Chapel building or grounds by the bridal party or guests.

DÉCOR

- The Village Chapel is a church and must be treated with spiritual reverence. The cross may not be removed from the altar except by a member of the Wedding Guild.
- The furnishings, rugs, etc., may not be moved or covered by runners.
- The organ or piano may not be moved under any circumstances. Nothing (candles, flowers, pictures, etc.) may be placed on the piano or organ.
- Decorations are limited to flower arrangements with fresh flowers preferred. Flowers may be placed in the Chapel one and one half to two hours before the wedding.
- Altar candles are supplied by the Chapel. Unity candles may be purchased for \$56.00.
- No tacks, pins, tape or wire may be used to fasten decorations to the furniture, pews or walls. However, plastic coated wire and/or fishing line may be used.
- Nothing may be hung from the light fixtures or chandeliers.
- Furniture and floors must be protected from moisture and candle wax.
- Floral arrangements must be removed and all candles extinguished at the end of the ceremony.
- Nothing may be attached to the fence or lanterns.
- No open fire, flame, candles or torches are allowed outside on the Chapel property.
- Due to a Village of Bald Head Island Ordinance, no signage is allowed on Chapel property or in front of the Chapel grounds.

MUSIC

- Because a wedding is a service of worship, all music must be sacred or classical rather than secular. A list of all music to be used in the ceremony must be approved in writing by the Chair of the Wedding Guild.
- We have an organist/pianist whom you may contact, should you require these services.
- Only your pianist will be allowed to play the piano. Musicians may come one and a half hours before your wedding should they desire to practice.
- Music must be live with no electronic sound equipment allowed.

PHOTOGRAPHY

- Photographs are not permitted during the ceremony except by the profession photographer. Please be sure your guests are aware of this policy.

FACILITY & POLICIES

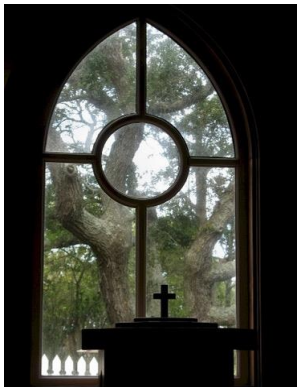
We strive to keep the Chapel in pristine condition for all of our guests. All of these guidelines are to benefit both churchgoers as well as wedding parties, ensuring that everyone who comes to the Chapel has a memorable and spiritually uplifting experience.

- The Chapel accommodates 110 guests safely and comfortably. Please adhere to this number to avoid having guests detained outside during the ceremony.
- To ensure that your event is our highest priority, Chapel policy states that there will be no more than one wedding per day. All weddings require a rehearsal that includes our wedding guild representative.
- If a rehearsal and a wedding are scheduled on the same day, a minimum of four hours is required between them.
- No weddings will be scheduled during the Easter Holidays. Weddings scheduled during other holidays will be up to the discretion of the President and the Wedding Guild Chairman.
- Weddings on Sundays may only be scheduled at 3:00 pm or later.
- The bride and groom are responsible for making sure that any changes to rehearsal or wedding times are reported to the Chapel Office.
- A handicap ramp and small restroom are available at the Chapel, but NO dressing facilities. Wedding parties must plan to dress before they arrive at the Chapel. The Bald Head Island Association building (next door) has a room and restrooms you may rent.
- Food, beverages including alcohol and smoking are not allowed in the Chapel. Water may be served on the Chapel grounds.
- The Chapel grounds are sacred. Please note and remind your guests and photographers that the Memorial Garden is a burial ground; no one may walk through it.
- Nothing may be thrown or dropped inside or outside of the Chapel including rice, confetti, birdseed, petals, (real or silk) potpourri, bubbles or flowers.
- No living creatures or balloons may be released from Chapel grounds.
- No pets are allowed in the Chapel.

COSTS & PAYMENTS

- The cost includes the use of the Chapel and the presence of a wedding guild representative, not a wedding director, for your rehearsal and wedding.
 - o \$1000 for Property Owners
 - o \$1500 for Non Property Owners
- The wedding date is reserved when the deposit (one half of the total fee) is received by our office. PayPal or a check can make payments due.
- The balance is due no later than **four months** prior to your wedding.
- Your deposit and fee are non-refundable.
- Enclosed you will find four forms. The first three forms must be completed, signed and returned to our office with your deposit within 10 days of receipt of this letter.
 - o The Deposit Form
 - o Sponsorship Form
 - o Affirmation Statement Form
 - o The Final Wedding Details and Payment must be completed and received by our office at least **four months** prior to your wedding date. Either by mail or email.

Once again, congratulations on your upcoming wedding. We are honored you have chosen the Village Chapel for your ceremony and look forward to working with you.



Sincerely,

Patricia Caban
Chapel Administrator
Village Chapel of Bald Head Island
910-457-1183



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Wedding Deposit Form

Please complete this form and return it to our office along with your deposit.

Rehearsal Date _____ **Chapel Rehearsal Time** TBD
(Rehearsals are mandatory)

Wedding Date _____ **Chapel Wedding Time** _____

Bride's Full Name _____

Address _____

Home Phone _____ Cell _____

Email Address _____

Bride's Parents' Name _____

Groom's Full Name _____

Address _____

Home Phone _____ Cell _____

Email Address _____

Groom's Parents' Name _____

Ordained Minister/Priest/Rabbi _____

Denomination _____

Estimated Number of Guests (Maximum 110) _____

Reception Location _____

Sponsor _____

OR

Immediate Family Property Owner's Name and Bald Head Island Address

Deposit Amount: \$ _____ Check #: _____ or PayPal: _____

Required Signatures:

Bride _____ Date _____

Groom _____ Date _____



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Affirmation Statement Form

Affirmation Statement: We have received and read the Wedding Guidelines for weddings held in the Village Chapel of Bald Head Island and we agree to abide, comply, and conform to ALL provisions in their entirety as set forth in the guide.

Bride _____ Date _____

Groom _____ Date _____

_____ Phone _____
Wedding Planner/ Director



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Sponsorship Form

I, _____ (print name) agree to
sponsor the wedding of _____ &
_____ on the date of _____
at the Village Chapel of Bald Head Island, NC.

By sponsoring this event, I understand that I will be held responsible for any
damages caused to the Chapel building or grounds by the bridal party or their guests.

Sponsor Signature Date _____

Bald Head Island Address _____

Sponsor Phone _____ Cell _____

Sponsor's Relationship to Bride/Groom _____

**If you cannot provide a Sponsor - Please call Chapel to provide Credit Card
information for Liability Purposes.**



Final Wedding Details and Payment Form

To assist our Wedding Guild, please complete this form and send it to the Chapel office, together with your final payment
FOUR MONTHS PRIOR to your wedding date.

Check Amount: \$ _____ Check #: _____ or PayPal: _____

Bride _____ Phone _____

Groom _____ Phone _____

Rehearsal Date _____ Rehearsal Time _____

Rehearsal Dinner Location _____ Rehearsal Dinner Time _____

Wedding Date _____ Wedding Time _____

Reception Location _____ Reception Time _____

Ordained Minister/Priest/Rabbi _____

Denomination _____

Length of Service _____ Number of Guests _____

Wedding Planner/Director: _____ Phone _____

Florist: _____ Phone _____

Pianist/Organist _____ Phone _____

Other Musicians _____ Phone _____

Musician Seating: Front or Other _____

Please circle your preferences:

Hymnals: yes/no Kneeling Bench: yes/no Podium: yes/no Organ: yes/no

Communion: yes/no (You must provide the elements as we only supply chalice & plate).

Unity Candle: yes/no (if yes, please enclose \$56; only official Chapel candles are allowed).

Special Needs (wheelchair, service dog, etc.):

Please list any other wedding events and times scheduled on the Island.

If staying on the Island, please provide us with your Bald Head Island property address (*not the name of the house*) and a local phone number.

Credit Card Name/ # (if no Sponsor)

Expiration Date _____ Security Code _____

Bride

Date _____

Groom

Date _____

