



**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.*

***“Please bless us on this holy day of new beginnings.  
Teach us to love purely and faithfully, with a love like yours.  
With each new dawn, may we draw closer to each other as we draw closer to you.  
Amen.”***

*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.

## **DÉCOR**

- The Village Chapel is a church and must be treated with spiritual reverence.
- 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 hour 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. No Boom Boxes are permitted.

## **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. This does not include any seating in the courtyard, which is allowed although with the following restrictions:
  - o Benches cannot be moved.
  - o Any additional chairs for seating will need to be furnished by you
  - o Wedding party participants may not use any of the technical equipment belonging to the Chapel. This includes speakers, microphones, or any other equipment belonging to the Chapel. If these items are needed, you will need to provide.
  
- 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. We also respectfully ask the bride to require the minister and musician be in attendance for the rehearsal. This insures that no interruptions during the wedding itself due to guideline infractions.
- **Our Chapel Policy is that the rehearsals are limited to two hours and the wedding event to three hours in order for the Chapel to be available to other visitors.**
- If a rehearsal and a wedding are scheduled on the same day, a minimum of four hours is required between them. No other ceremonies are permitted other than the required rehearsal and the wedding. This includes a separate communion, first looks, etc.
- 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 \$1,300 for Property Owners or their immediate family
  - o \$1,800 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 three forms. The first two 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 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,

The Wedding Guild Chair  
Village Chapel of Bald Head Island  
910-457-1183



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# Wedding/Vow Renewal 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 \_\_\_\_\_

\_\_\_\_\_  
Wedding Planner/ Director Phone \_\_\_\_\_



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## Final 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.):**

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

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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.

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\_\_\_\_\_ Date \_\_\_\_\_  
Bride

\_\_\_\_\_ Date \_\_\_\_\_  
Groom



Please list your music selections and composers below. *(ONLY Classical or Sacred Music is permitted and must be approved before printing your program. A list of approved music is available upon request).*

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\_\_\_\_\_ Date \_\_\_\_\_  
Bride

\_\_\_\_\_ Date \_\_\_\_\_  
Groom