

# Wedding Policies

Mt. Hope Church  
42507 Mt. Hope Road  
Ashburn, Virginia 20148-4511  
mthopeloudoun@gmail.com

Mt. Hope Church allows the use of its buildings and grounds for weddings and receptions that are consistent with our Christian witness and ministry. The church facilities are not public facilities to be rented by any group that desires its use. The fees collected do not constitute a rental agreement, but help offset utilities, "wear and tear" and extra work that accompanies a wedding. The following policies apply to the use of the buildings and grounds for weddings and receptions.

1. An ordained/licensed minister approved by the church must perform the wedding. If the Bride & Groom wish the Mt. Hope Pastor to preside over the ceremony, arrangements must be made with him independently.
2. No alcoholic beverages are allowed on the grounds or in the building. Smoking is prohibited inside the buildings and on the grounds.
3. A rehearsal is required for every wedding performed at the Mt. Hope Church. The time for the rehearsal will be scheduled when the building is reserved. Traditionally, the rehearsal is held in the early evening the night before the wedding.
4. If the reception is held at the church, the wedding party is responsible for all necessary supplies, food and refreshments, and any help needed. The church will supply someone to lock and unlock the building and adjust the heating/cooling for the wedding and reception. Food and beverages must be confined only in the fellowship/kitchen area (lower level of the educational building), main foyer, and area outdoors adjacent to the educational building. No food or beverages are allowed in the Sanctuary and the rest of the building.
5. The wedding party is responsible for all personal property of the wedding party and their guests. The wedding party is responsible for returning all rented property to the owners. Personal property left behind will be stored in the office for 30 days. It is the responsibility of the owner to retrieve their property. After 30 days, properties left will be considered as donations and will be disposed of at the discretion of the church. Flowers left unclaimed will be considered as donations and will be disposed of at the discretion of the church.
6. Decorations must be in good taste. Nails, tacks, tape, or adhesive are not allowed.

7. Only bubbles may be used on the church grounds to salute the Bride and Groom. All organic materials, such as rice, seeds, and others, are prohibited.
8. The wedding party or their designee is responsible for general cleanup and for returning all items moved or used to its original place. Lights turned off and doors secured upon leaving. If a reception is held at the church, the wedding party must wash all church dishes used and return to its original place. All decorations must be removed. All trash must be picked up, bagged, and thrown in the dumpster. Failure to comply will result in an additional fee of \$100.00 to be taken from the damage deposit.
9. A representative of Mt. Hope Church and of the wedding party together will conduct a before and after walk-thru of the church premises. Any damage to the buildings, grounds, or property of the church as a result of the wedding, the reception, or the wedding guests are the responsibility of the wedding party. The church will contract to repair and/or replace all damages, and will bill the wedding party for the repairs and/or replacement along with all related expenses.
10. If the bride uses a wedding consultant, the consultant understands the rehearsal and ceremony are under the direction of the Pastor.
11. The Pastor of Mt. Hope will not knowingly marry a person committed to Christ as Lord and Savior to one who does not share the same faith.
12. Mount Hope requires at least four hours of premarital counseling for any couple the Pastor marries and the assurance of adequate premarital counseling for couples married by guest officiates.
13. **Church Members:** There are no wedding or reception fees for church members; however, the sound system fee does apply if the sound system is used.
14. An honorarium for the officiating minister is the responsibility of the Bride and Groom and should be given to the minister following the rehearsal in appreciation of the counseling, rehearsal and ceremony. Arrangements with an organist, soloists or other musicians will be negotiated separately and are the responsibility of the wedding party.
15. Fees for non-members are as follows:
  - a. **Wedding Fee:** \$750.00 for the use of the Sanctuary or the grounds for the wedding ceremony (this includes two classrooms to change in).
    - i. **Non-Refundable Reservation Deposit:** The church can be reserved by completing the attached application and by making a deposit of

\$100.00 which will be applied to the wedding fee. The remaining fees are due 30 days before the ceremony.

- b. **Reception Fee:** \$250.00 for the use of the kitchen, fellowship hall and/or grounds for the wedding reception. At present, the space available is suitable for small receptions only.
- c. **Sound System:** \$200.00 for a sound technician if the church's sound system is used, due 30 days before the ceremony. The sound technician will be present for the wedding and the rehearsal. Only sound technicians qualified by Mount Hope may operate the church's sound system. The need to use the sound system should be made known as early as possible. The church is not responsible for any video or audio recordings.
- d. **Refundable Damage Deposit:** \$500

17. Church capacity is 125 in the Sanctuary.