

# Wedding Guide



**Boone Memorial Presbyterian  
Church**

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# Your Celebration

The Celebration of a wedding is a joyous and holy occasion for a couple, their families and friends. The Wedding service is a witness to the Christian conviction that marriage was instituted and blessed by God.

Boone Memorial Presbyterian Church wants the preparation time for your wedding to be a period of growth in your understanding of Christian marriage.

The wedding policy and traditions of Boone Memorial Presbyterian Church have been developed over the years to ensure the beauty and dignity of the wedding ceremony.

In order to help you plan your wedding with an understanding of these policies and traditions, the following information is provided.

# Facility Details

**Location:** Boone Memorial Presbyterian Church is located at the corner of S. 14th Avenue and Dearborn Street in Caldwell, ID.

**Sanctuary:** A large space with a central aisle will seat 220 guests, complete with a pipe organ and sound system. The focal point is the stained-glass window above the altar.

**Chapel:** An intimate space with a central aisle will seat 125 guests. Intended for simpler ceremonies, there is no sound system. There is a good piano available, and a musician can be provided at an extra cost.

**Shupe Hall:** A reception hall that seats up to 152 people. There is a complete kitchen with two electric ovens. Alcohol is not permitted inside the facility or on church grounds.

# Our Policies

**Sanctuary:** Our Sanctuary is available to any couples planning their wedding. It holds up to 220 people.

**Chapel:** Our Chapel is available to any couples planning their wedding. It holds up to 125 people.

**Components of the Wedding Service:** In addition to the music, all parts of the wedding service are worshipful. The officiating pastor will discuss the components of the wedding service with you.

**Shupe Hall:** The reception hall is available for use for an additional fee of \$200. The electric stoves are available to keep food warm. Dishware will need to be rented. Decorations are the responsibility of the wedding party and need to be removed right after the celebration. Shupe Hall will hold 152 people.

**Meet with Pastor:** The bride and groom are asked to meet at least twice with Boone's pastor prior to the wedding.

**Wedding Coordinator:** The wedding coordinator's services are required by church policy, because of their knowledge of Boone Memorial Presbyterian Church, its policies and working relationship with the staff. Their presence is intended to ensure that your wedding proceeds as smoothly as possible.

**Photographer:** No flash pictures may be taken during the service; either a professional photographer or attendants of the wedding. The professional photographer may have time before and after the service for posed pictures.

**Video Taping:** This service must be provided by the wedding party and the equipment must be positioned behind the pillars last row. Only video equipment without an operator may be used at the front of the sanctuary.

**Dressing Room:** The Fireside room next to the Sanctuary can be used by the bridal party. It is suggested that the bride and her attendants arrive at the church about two hours before the service to dress and photos taken. The groom and his attendants are expected to arrive at least one hour before the service. Snacks and non-alcoholic beverages are permitted.

**The Wedding Rehearsal:** A rehearsal is required for all but the simplest weddings and is usually held the evening before the service. All members of the wedding party are expected to attend and be punctual. The rehearsal usually lasts about one hour.

**Marriage License:** The marriage license must be brought to the wedding rehearsal.

**Music:** All music must be in keeping with the dignity and sacredness of the occasion and must be mutually agreed upon by the wedding couple and the Director of Music. The use of any instruments, other than piano and organ, must be approved in advance by the officiating pastor and Director of Music.

It is our policy that the church organist plays at all weddings held in the Sanctuary of Boone Memorial Presbyterian Church. If the church organist isn't available, a list of qualified organists will be provided. Chapel weddings do not include a musician, although one can be provided for an additional cost.

**Decorations:** Please consult with the wedding coordinator about all decorations. No nails, tacks, or screws are inserted into any part of the building's woodwork. No carpentry work, artificial platforms or other structures are allowed within the building. It is the responsibility of the wedding couple to notify their florist of these requirements. Flowers, ribbons and family or unity candles must be cared for by the family and removed after the service.

**Parking:** A lot is located across from the church on Dearborn Street. Street parking around the church is also allowed

# Scheduling Your Wedding

To schedule a wedding at Boone Memorial Presbyterian Church, you need to follow the procedures listed below:

**Call the Church Office** – and check to see if the date you would like is available on the church calendar.

**Request a Date** – If the requested date is available, the date can be penciled in on the church calendar. However, the date is not considered **confirmed** until we receive a completed wedding information form and \$250 deposit. The money is applied to the wedding fees. (See **Fees** (p. 8))

**Pastor Notified** – The pastor and wedding coordinator will be notified of the **requested date**.

**Schedule an Appointment** – If it is your wish to have an outside pastor perform your wedding service, permission must be granted in advance by the Boone Memorial Presbyterian Church Session. If you wish to have the Boone Memorial Presbyterian Church pastor perform your wedding service, the next step is to meet with the pastor.

**Professional Services Fee** – Once the fee has been received and the wedding date is confirmed on the church calendar, our **wedding coordinator** will contact you. The wedding coordinator will advise you on wedding policies, assist the officiating pastor at the rehearsal, and will be present at the church prior to the wedding service. She will serve as a resource and guide to the wedding party.

# Fees

The costs of a wedding at Boone Memorial Presbyterian Church are:

## **Sanctuary Wedding** (up to 220 people)

Active Member                \$775.00\*

Non-Member                 \$1,175.00\*

## **Chapel Wedding** (up to 125 people)

Active Member                \$525.00\*

Non-Member                 \$725.00\*

\*This number includes a deposit of \$100. The security deposit is a compliance agreement and is refundable if there is no damage to the building or excessive cleaning required after the wedding service

All weddings require a \$250 deposit to secure a date on the church calendar. This money is put towards the remaining amount due.

Weddings are required to be paid in full one week prior to the wedding rehearsal.

### **Receptions at Boone Memorial Presbyterian Church**

Shupe Hall is available for receptions for an additional charge. Adjacent to the fellowship hall is a kitchen which can be used to keep food warm during the reception. Contact the wedding coordinator for prices and additional information regarding the use of this space.







## Boone Memorial Presbyterian Church (USA)



S. 14th Ave and Dearborn St in Caldwell, Idaho



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