

Rockwall Wedding Chapel



305 S. Fannin Rockwall, TX 75087
214.402.1774



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Dear Bride & Groom,

First and foremost Congratulations on your engagement. We here at RWC would like to thank you for choosing us to make your wedding day dreams come true. It is our duty and our wish to make this adventure as smooth and easy as possible.

We promise to do whatever it takes to make sure your dreams become a reality. We also believe that your wedding day is to be a fun and joyous one and we will do what it takes to insure there is as little stress on and before your big day.

Again thank you for choosing RWC we look forward to working with you over the next few months.

Yours truly,

Rockwall Wedding Chapel Staff

Scheduling Weddings

The scheduling of the wedding is arranged through a RWC staff coordinator. The use of the coordinator is required for all weddings, and we are confident that you will find our coordinators services to be most helpful. Our wedding coordinator will assist with rehearsal and ceremony as well as any additional requests or needs pertaining to RWC and will explain and ensure compliance with all wedding policies and procedures. Couples are welcome to select an additional wedding coordinator of their own choosing. In order to insure your reservation you must speak over the phone or in person with a RWC staff member.

Ceremony and Reception Packages: Four hours will be set-aside for your wedding day, plus one hour for the rehearsal. The rehearsal will typically be the Friday before the wedding, if there is another wedding scheduled then it will be moved to Thursday. This also gives you the use of both the grooms and brides dressing areas.

Ceremony and Reception Non-Package -Only Available Monday through Thursday: Four hours will be set aside for your wedding. A 1 hour rehearsal may be purchased at \$250.00. This also gives you the use of both the grooms and brides dressing areas. You may also hire a RWC coordinator to orchestrate your event for \$150.00.

Ceremony Only- Only Available Monday through Thursday

Two hours will be set aside for your wedding. You may purchase a 1hour rehearsal at \$250.00. This will also give you the use of both grooms and brides dressing areas. You may also hire a RWC coordinator to orchestrate your event for \$150.00.

Reception Only- Only Available Monday through Thursday

3 hours will be set aside for your reception day. This includes tables and chairs for up to 150 people. You may also hire a RWC coordinator to orchestrate your event for \$150.00.

It is the responsibility of all persons desiring to schedule weddings to contact a RWC coordinator via phone or in person in order to determine the availability of the facilities for the desired date. After an available date has been agreed upon, the following steps should be taken. There is NO GUARENTEE for any reservations made via email or by regular mail.

1. Determine the desired date & time for the wedding, morning, afternoon or evening.
2. Thoroughly review all policies and procedures outlined in this manual. You will need to **initial every page and sign the contract.**
3. Schedule an appointment with a RWC staff member to turn in all of the mentioned paper work and turn in your \$500.00 NON-refundable deposit*.
4. There will be **2 more appointments** scheduled for the flowers, cakes, invitations and more. It is recommended that the second appointment not take place until 4 months prior to your event. This will ensure that all details are easy to recall for all persons involved.

There are 2 consultations allocated for each package, if you need further assistance you may hire one of the RWC offsite coordinators for \$35.00 an hour.

*you will have 24 hours to cancel your reservation to receive a full refund

Prices and Deposits

Ceremony and Reception Packages: Package prices may vary depending on specific package. All package prices include the chapel, 2 candelabras, lighted ficus trees, white or ivory pew bows, reception hall, china/silver (appropriate for the consumables in the package), tables, chairs, white linens and a center piece. Includes onsite wedding coordinator

Ceremony and Reception Non-Package: (Monday through Thursday) Facility rental price is \$1,650 and includes chapel, 2 candelabras, 2 ficus trees, reception hall, tables & chairs only. Set up and clean up is an additional charge of \$250.00. This does not include a rehearsal.

Ceremony Only: (Monday through Thursday) Facility rental price for chapel only is \$900 and includes the chapel, 2 candelabras and 2 ficus trees. This does not include a rehearsal. You may also hire a RWC coordinator to orchestrate your event for \$150.00.

Reception Only: (Monday through Thursday) Facility rental price of reception hall is \$750 and includes tables, chairs & white linens. Check with your RWC coordinator for china options and prices. If you desire a staff member to coordinate your event you may hire one for \$150.00. Set up and clean up is an additional price of \$250.00.

Reception Hall Extras: There are many options for different china and linens for your reception. For example, a simple place setting for a buffet dinner is \$4.50 per person. Please ask your RWC coordinator for pricing and other options.

Deposits: A Security Deposit of \$100 along with the \$500 save the date is due at the time the wedding date is scheduled. The \$100 security deposit will be returned to you following the wedding, provided that all policies and procedures have been complied with and there is no damage to RWC facilities or grounds.

Deposits Continued: Before your wedding date can be confirmed a NON-refundable deposit of \$500 is required to save your date. This amount will be applied toward the grand total of your wedding package. In the event that the wedding is cancelled this deposit will be forfeited. You will have 24 hours to cancel your reservation with RWC in order to get a full refund. After 24 hours RWC will deposit your check and it will be NON-refundable.

After 24 hours if the event is cancelled the deposit will be forfeited.

Tax and Gratuity: There will be 8.25% tax added to all packages and facility rental contracts. There will also be a **15% service fee charge added**. This is to insure the cleanliness, upkeep and payment of all staff members.

Payment Plans: RWC is pleased to be as flexible as needed to insure a stress free wedding adventure. You are welcome to pay monthly or all at once. The only stipulation is:

All monies must be paid 2 months prior to the wedding date. If the wedding is cancelled 60 days or fewer prior to the wedding all monies will be forfeited.

Policies & Procedures

Music

Recorded music is not allowed during the ceremony. All forms of music are allowed in the reception area.

Because of the sensitivity and value of our antique organ, **only RWC staff musicians are permitted to serve as organists for all weddings.** No guest organists can be permitted to play at any time.

Guest soloists, pianists or other instrumentalists may be invited. The RWC wedding coordinator will gladly assist the couple by providing the names and phone numbers of recommended soloists or ensembles, upon request.

Requests for music beyond the scope of a customary ceremony may require additional costs, per consultation with musician.

Rehearsals

It is imperative that the wedding rehearsal begin promptly at the scheduled time. It is the responsibility of the bride and the groom to insure that all members of the wedding party arrive on time. The building will be open 15 minutes prior to the rehearsal and must be vacated no later than 15 minutes following the rehearsal, unless other arrangements are clearly agreed upon in advance.

Exactly one hour is allotted for the actual wedding rehearsal. A late start will result in a shorter rehearsal. An extended rehearsal may cause additional fees.

You will find it most helpful to decide on the following arrangements prior to the rehearsal:

- Where and in what order attendants will stand;
- Which parents, grand parents and other relatives are to be formally seated immediately preceding the processional;
- Ushers should be present at the rehearsal for training by the RWC wedding coordinator.

Reception

Every package is allotted two and a half hours for the reception. Additional hours may be purchased for \$250 an hour.

DJ's are responsible for all equipment relative to being a DJ. This means the DJ must provide his own table and set up one hour prior to the wedding reception. Please no bubble machines.

Package receptions include the use of the hall, kitchen (caterers only) and common areas (hallway and bathrooms), as well as designated tables, chairs, linens, china, silver and stemware.

Due to past experiences we will no longer accept Outside Caterers.
No food is allowed to be taken off the premises.

You are welcome to bring in your own decorations as long as they are approved by an RWC coordinator prior to your wedding. Confetti or glitter of any kind is not permitted for decoration at RWC. We ask that you please do not bring bubble gum for favors as it only leads to a sticky mess.

ALCOHOL: Alcohol is allowed, provided these general guidelines are followed.

1. Bartenders must be provided by Rockwall Wedding Chapel. The standard rate is \$75 per event. \$100 will be charged if an extra hour is purchased.
2. All kegs and frozen drink machines are to remain outside. Please see a coordinator for pricing on machines.
3. Other fees that will be applied are corking fees and a glass fee. There will be a \$2.50 corking fee per bottle of champagne or wine. Canned beer is \$10 per case (24 beers). If a keg is desired, there is a \$50 fee per keg. The use of wine glasses and champagne flutes are \$1.00 per glass.
4. **Unauthorized alcoholic beverages are not allowed on the premises. Consuming drinks from vehicles is illegal and absolutely prohibited and will result in loss of beverages and security deposit. Prior arrangements must be made with management for all alcoholic beverages. Alcoholic beverages are not allowed in the bride's and groom's rooms.**

General Policies

It is our sincere desire that the wedding be as meaningful for the bride and groom and their families and friends as possible, and that all activities and festivities are conducted in a safe and appropriate manner at all times. In that spirit the following policies are vital:

1. Illegal substances of any kind are not permitted on RWC property at any time. Failure to comply with this regulation may result in immediate expulsion from the RWC property. The use of tobacco products is not permitted inside any RWC facility. Tobacco products must be consumed outside and extinguished in designated areas. **It is understood that the undersigned individual will be responsible for the cleanup of misplaced butts or we will withhold the \$100 security deposit to allot for clean up**
2. All members of the wedding party and their guests are expected to cooperate with and treat RWC staff and each other courteously and respectfully at all times, and to honor all RWC policies and procedures while on RWC premises. Failure to comply with this regulation may result in immediate expulsion from RWC property.
3. The RWC cannot accept delivery of apparel and cannot accept responsibility for loss, damage or theft of any personal items (such as wedding dresses, purses or silver). Please do not leave any money, jewelry or other valuables unattended at any time.
4. In general, all persons utilizing RWC facilities are asked and expected to leave all areas of the building, equipment and grounds in as good or better condition than found. The undersigned individual is responsible for:

- Any damage to RWC property caused by anyone other than RWC Staff;
- Ensuring cooperation with RWC staff at all times
- Ensuring that the wedding party and guests comply with all RWC policies and procedures.

Flower Shop/Decorator Contract

Company Name: _____

Company Address: _____

Contact Name: _____

Contact Number: _____

1. All candles except for the Unity Pillar Candle must be drip less. Candles must be placed well away from the walls, furniture and banners. No candles are allowed in aisles or walkways at any time. Suitable materials must be placed under all candelabras to protect flooring and furniture.
2. No tacks, pins, nails, staples, glue, tape or anything, which might mar the woodwork or walls, can be used to fasten any decoration to the furniture or building.
3. The florist and wedding party are responsible for removing any candle wax on floors or furniture and for any damage to furnishings or property caused by their employees or representatives.
4. Delivery of flowers and other decorations must be scheduled in advance through the RWC wedding coordinator. A minimum delivery charge of \$25 will be assessed for deliveries or pick-ups scheduled at times other than the hours already reserved for the rehearsal and wedding.
5. RWC will not be responsible for any flowers, equipment or decorations, which remain on the premises longer than 30 minutes after the conclusion of the ceremony or wedding party pictures. Floral arrangements may be left for worship service when planned in advance with the RWC wedding coordinator
6. An aisle cloth may be used at the sole and complete liability of the wedding party. The wedding party must provide the aisle cloth. RWC will not be responsible for accidents or injuries that may result from the use of an aisle cloth. The RWC wedding coordinator has full authority to determine acceptable placement of the aisle cloth.
7. Only artificial flowers or decorations, which cannot mar or stain chapel flooring, may be dropped in the aisle during the processional. Because experience has taught us that real flowers can easily damage carpeting, we cannot permit the dropping of real flowers or petals.
8. In general, all RWC property must be left in as good or better condition than found.

This is to confirm that I, the undersigned individual, have read, understand and plan to abide by all rules set forth by RWC

Rockwall Wedding Chapel Contract

Bride & Groom: _____

Wedding Date: _____ Time: _____

Contact Number: _____ Email _____

Address: _____

It is our sincere desire that the wedding be as meaningful for the bride and groom and their families and friends as possible, and that all activities and festivities are conducted in a safe and appropriate manner at all times. In that spirit the following policies are vital:

1. Illegal substances of any kind are not permitted on RWC property at any time. Failure to comply with this regulation may result in immediate expulsion from the RWC property. The use of tobacco products is not permitted inside any RWC facility. Tobacco products must be consumed outside and extinguished in designated areas. It is understood that the undersigned individual will be responsible for the clean up of misplaced butts or we will withhold the \$100 security deposit to allot for clean up
2. All members of the wedding party and their guests are expected to cooperate with and treat RWC staff and each other courteously and respectfully at all times, and to honor all RWC policies and procedures while on RWC premises. Failure to comply with this regulation may result in immediate expulsion from RWC property.
3. The RWC cannot accept delivery of apparel and cannot accept responsibility for loss, damage or theft of any personal items (such as wedding dresses, purses or silver). Please do not leave any money, jewelry or other valuables unattended at any time.
4. In general, all persons utilizing RWC facilities are asked and expected to leave all areas of the building, equipment and grounds in as good or better condition than found. The undersigned individual is responsible for:
 - Any damage to RWC property caused by anyone other than RWC Staff;
 - Ensuring cooperation with RWC staff at all times
 - Ensuring that the wedding party and guests comply with all RWC policies and procedures.
5. All monies for the wedding are due 2 months prior to the wedding
6. If the wedding is cancelled 60 days or fewer all monies will be forfeited.
In any case of a cancellation, the \$500 deposit is non-refundable.
7. There are 2 consultations allocated for each package, any extra meetings will be charged on an .hourly rate of \$35.00.
8. You have 24 hours from the date/time printed on this contract to un-reserve your date. After that time all monies will be NON-REFUNDABLE.

By signing this contract I have read and understand all policies and procedures and agree to follow them to the best of my ability. I also understand that all monies signed over to RWC are non-refundable two months prior to the wedding date. Please refer to payment schedule in manual.

Contract Signing Date/Time: _____ Initial Deposit: _____

Signature: _____