

WEDDINGS AT HEARTLAND

Heartland's Atrium may be reserved for weddings for 25 to 250 guests, and we can set up our Atrium many different ways for weddings (near the light box, near the fireplace, etc), depending on your preferences and the size of your wedding. (We can also make our Youth Room available for weddings of up to 100 guests or our smaller spaces for very small weddings of fewer than 25 guests – if that is of interest to you, please make special arrangements for that with our Wedding Team.)

We generally do not make our Auditorium (where the Sunday morning services are held) available for weddings. With it's 'big box' nature, it is difficult to give the Auditorium a good 'feel' for weddings – and use of that space involves the fairly substantial additional expense of hiring a full tech crew (an expense not included in our regular wedding fees).

Weddings and the Big Green Wall

Even if you love Heartland, our building may actually not be the site you'll want to choose for your ceremony – and that is OK! Our pastors are happy to perform your wedding at Heartland or at another site. If you're envisioning a traditional wedding, our big green wall and bare concrete floors may not really fit with that vision. You can save money and effort on your decorations by picturing what you want your ceremony to look like and then choosing a site that already fits with the 'look' you have in mind.

Locking In Heartland as your Location

We require a minimum of 90 days notice on requests for weddings at Heartland, but Heartland may be scheduled as far as six months in advance of your chosen date. In scheduling our building for weddings (as with other special events), we do give priority to our ministries' activities. Because our ministries' calendars are not 'set' further than about six months out, we are not able to confirm Heartland's availability for weddings further out than that.

Heartland's Wedding Policies

Please see the last couple of pages of this document for info on Heartland's wedding policies regarding décor, photography, outside clergy, alcohol, etc. And if you have questions that aren't addressed there, please let us know!

Fees for Weddings at Heartland

If you are having your wedding at Heartland, there are a couple of fees you'll be paying. The first fee is the \$150 for your premarital counseling, and details on that fee may be found with the info on [premarital counseling](#).

The remaining fee (\$1500) is **due one month before your wedding day**. It covers building use expenses, the pastor's honorarium, a team of wedding coordinators to help make your rehearsal and wedding ceremony go smoothly, our event setup & tear down team, a sound tech, our janitorial crew, etc. *The folks involved in weddings at Heartland generally put in an extra 60-80 hours (combined) to make sure your big day is a great one – and this fee helps compensate them for their time and expertise.*

You may pay the \$1500 by check. Please make the check payable to **HEARTLAND COMMUNITY CHURCH** and put '**WEDDING FEES**' and **YOUR NAMES** in the memo line of the check, so we'll know what your check is for! You can then mail the check to the address below, or you can save a stamp and simply drop your check in one of the offering boxes when you are around for a service or meeting.

Heartland Community Church (Attn: Weddings)
12175 S Strang Line Rd | Olathe, KS 66062

Have questions or need additional info? Please email weddings@heartlandchurch.org or call 913-341-5820 ext 373!

Policies: Weddings at Heartland

If you choose to have your wedding (and/or reception) here at Heartland, you'll need to be aware of the following details. We know that policies don't make for the most exciting reading, but looking over this section will help answer some questions that you'll have as we get closer to your wedding day!

Building Use & Availability

You will have access to our space for 1 hour and 15 minutes for your rehearsal and for a total of up to 4 hours (excluding reception, which is booked separately) on your wedding day. If your rehearsal runs longer or you require additional access to our space for the wedding, additional fees may be incurred.

Because we must have sufficient time to get the facilities ready for services on Sunday mornings, Saturday weddings at Heartland may begin no later than 3 p.m. Receptions on Saturdays must be concluded and the building be vacated no later than 7 p.m.

Since special times in the church year (like Easter and Christmas) mean increased demands on Heartland's building, we are not able to make our facilities available for weddings close to such holidays.

Wedding Coordinators

For weddings held at Heartland, we require you to use Heartland's Wedding Team to coordinate your rehearsal and wedding ceremony. They will assist the pastor, direct the ushers, line up the wedding party, direct the seating of family and special guests, cue the sound tech, facilitate the processional, aid your photographer/videographer and florist, and help with all sorts of other things as needed to make your rehearsal and wedding ceremony run smoothly.

Outside Clergy

We do not make Heartland's facilities available for weddings performed *solely* by outside clergy. But our pastors are generally open to *co-officiating* with outside clergy for weddings at Heartland – and a pastor from outside of Heartland may assist in your ceremony by invitation of the officiating Heartland pastor. If you are interested in having an outside pastor involved in your ceremony, please talk with our Wedding Team about the specifics.

Borrowed or Rented Items

Borrowed and/or rented décor items must be removed from the building promptly after the wedding/reception. We will not take responsibility for the care or storage of such items.

Sound System & Musical Instruments

Heartland will provide a sound tech and a basic speaker setup for your ceremony. Due to the complexity of the sound systems in our building, use of or adjustments to Heartland sound equipment should be made only by the Heartland-provided sound tech. (If you are interested in use of Heartland's sound equipment and sound tech for a *reception* at Heartland, please let our Facility Coordinator know when you book the reception.)

Heartland does not provide keyboards or other musical instruments for use in weddings/receptions. You are welcome to bring in your own instruments or rent them, but such instruments must be removed from the building promptly after the wedding/reception. We will not take responsibility for their storage or safety.

Photography & Videotaping

The couple is responsible for hiring and directing persons who will photograph and/or videotape the wedding. We have no specific rules against photography or videotaping during the ceremony, so just let your photographer/videographer know your preferences. If you'll be taking photos at Heartland, see our [Wedding Day Countdown Guide](#) for the timeline your photographer will need to use at our site.

Rice, Birdseed, Etc.

You may use birdseed, bubbles, bells, balloons or dried flower petals for your send off – we just ask that they be distributed to your guests and used only outside the building (not in the Atrium). Throwing of other items (rice, confetti, etc.) inside or outside the church is not permitted. Sparklers, fireworks, etc., are also prohibited.

Smoking & Alcohol

In accordance with the Municipal Code of Olathe, tobacco use is not permitted inside the church building at any time. Alcohol is not permitted in the building or on the surrounding church property.

Dressing Rooms

On your wedding day, we will provide you with two rooms with full length mirrors for use as a men's and a women's dressing room. We need you and others who use the dressing rooms to remove all personal items (including hangers, garment bags, etc.) promptly after the wedding. (You may want to ask a friend or family member to help by handling this for you.) Please leave these rooms in the condition in which you found them. If the rooms are not left in good condition, additional cleaning fees of \$100 or more may be incurred.

Heartland Community Church does not accept responsibility for lost or stolen items. Please do not leave valuables and personal items unattended in the dressing rooms.

Flowers & Decorations, Communion Items, Etc.

- If you'll be taking communion during your ceremony, Heartland will provide the communion elements (bread & juice) and the communion cup and plate, if you'd like (or you may opt to provide your own cup and plate, if you'd prefer).
- You'll be responsible for your own floral arrangements, candles/candleholders, any other decorative items, the unity candle (with candleholder), the guest book and pen(s), and a basket for collecting greeting cards on the gift table. Please be sure your candleholders will hold all the melted wax from your candles, and protect Heartland's carpets and furnishings from candle wax, moisture, dirt or other damage.
- Ribbons, rubber bands and pipe cleaners may be used to attach arrangements/bows to our chairs, etc. Decorations may not be attached to the walls or furniture by pinning, tacking, gluing, nailing, or taping.
- Because real flowers and leaves can stain when ground into the carpet, please have flower girls drop silk flowers or snips of ribbon instead if your wedding will be held in one of our carpeted rooms. (Real flowers are fine on our concrete floors.)
- Decorations, flowers, candles, and gifts from your guests should be removed from the building promptly after the wedding/reception. (It is wise to ask a few friends or relatives to take care of this for you.) If your reception will be offsite, you may want to enlist someone with a van to help transport any large floral arrangements from the wedding to the reception.
- It is your responsibility to communicate the information above to those involved in your ceremony. In the event of damage to Heartland's facilities or furnishings, the couple is responsible for the repair of the damage to the satisfaction of Heartland's Facilities Director.