

GET MORE DETAILS & MAKE YOUR REQUEST: WEDDINGS AT HEARTLAND

Thinking pretty seriously about having your wedding at our facility?
Here's the info you'll want to know before you make your request!

WHICH HEARTLAND SPACES MAY BE RESERVED FOR WEDDINGS?

THE DOCK may be reserved for weddings of up to **200 guests**.

THE BACKYARD (which is an outdoor space) may be reserved for weddings of up to **80 guests**. (*When we schedule weddings in the Backyard, we will book the Dock as the "backup" for the event – in case the weather doesn't allow use of the Backyard.*)

THE ATRIUM may be reserved for weddings of as many as **300 guests**, and we can set up our Atrium many different ways, depending on your preferences and the size of your wedding.

WHAT'S IT COST TO HAVE A WEDDING AT HEARTLAND?

Details on the fees involved for weddings at Heartland (and what you "get" for those fees) can be found [here](#).

If you're getting married at Heartland, there are **TWO** fees you'll pay – the premarital fee *and* the fee for a wedding at Heartland.

WHAT DAYS/TIMES CAN HEARTLAND HOST WEDDINGS?

We do weddings in our building on **Friday evenings** (starting as early as 6PM to as late as 7PM) or on **Saturday afternoons** (starting as early as 1PM to as late as 4PM).

Because we need time to get our facilities ready for our Sunday morning services, we do not make our space available for weddings on Saturday evenings.

Since Easter and Christmas mean increased demands on Heartland's staff and building, we are not able to make our facilities available for weddings close to those days.

ANY OTHER NEED-TO-KNOWS BEFORE WE MAKE A REQUEST?

When you reserve Heartland for your wedding, you agree to abide by the policies we have in place for weddings at our site – so we want to be sure you're OK with them before you put in your request!

You'll find our policies ("The Fine Print") on the next page of this document.

READ THIS INFO & READY TO SIGN UP? Awesome! [Just click here!](#)

HAVE QUESTIONS / NEED MORE INFO? Please email us at weddings@heartlandchurch.org

THE FINE PRINT: POLICIES FOR WEDDINGS AT HCC

Building Use & Availability

You'll have access to our space for 1 hr and 15 min for your rehearsal and for a total of up to 4 hrs on your wedding day. (See pg 3 of this document for more info on this.) If you need more time for your rehearsal, ceremony, decorating, etc, additional fees may apply.

Because we need time to get our facilities ready for Sunday morning, Saturday weddings at Heartland may begin no later than 4 p.m.

Since Easter and Christmas mean increased demands on our staff and building, our facility is not available for weddings near those days.

Weddings Outdoors (The Backyard)

When we schedule weddings in the Backyard, we'll book the Dock as the "backup" – in case the weather on your wedding day doesn't allow use of the Backyard. If, as the date of the ceremony approaches, the forecast is iffy for your date, we will be in touch about how we'll proceed.

If you'll bring in décor items for a wedding in the Backyard, please do not bring in things (flower petals, etc) that will stain the deck or concrete. Candles may be used, but they must be placed inside tall glass containers that will contain all of the wax that melts off the candles when they are in use. (This protects the concrete/deck – and it may also keep your candles from being "blown out" by the wind.)

Outside Clergy

We do not make Heartland's facilities available for weddings performed by outside clergy. Our pastors are generally open to allowing outside clergy to *co-officiate* (to perform a portion of the ceremony) for weddings at Heartland – and a pastor from outside of Heartland may assist in your ceremony by invitation of the officiating Heartland pastor

Wedding Coordinators

For weddings at Heartland, we require you use Heartland's Wedding Team to coordinate your rehearsal and wedding ceremony. They'll 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 ceremony run smoothly.

If you are using an outside coordinator to help with your wedding preparations, our team will talk with your coordinator and work out the specific way that we'll share duties for your rehearsal and ceremony.

Smoking & Alcohol

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

Photography & Videotaping

The couple is responsible for hiring and directing those 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 the next page of this document for a suggested schedule for that.

Borrowed or Rented Items

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

Sound System/Musical Equipment

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.

Heartland doesn't provide keyboards or other musical instruments for use in weddings. You're welcome to bring in your own instruments or rentals, but they must be removed from the building promptly after the wedding. We can't take responsibility for their storage or safety.

Dressing Rooms

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

Heartland can't accept responsibility for lost or stolen items. Please do not leave valuables unattended in the dressing rooms.

Flowers, Decorations, Etc.

If you'll take communion during your ceremony, we will provide the communion elements (bread & juice) and the communion cup and plate, if you'd like (or you may provide your own cup and plate, if you'd like).

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 contain all of 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 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. (Please don't have flower girls drop ribbon or petals of any kind if your wedding will be in our Atrium, because those items are slippery on our concrete floors.)

Decorations, flowers, candles, and gifts from your guests should be removed from the building promptly after the wedding. (It's wise to ask a few friends or relatives to take care of this.) If you'll be re-using some of your ceremony decorations at your reception, you may need to enlist someone with a van to help transport large floral arrangements (etc) from the wedding to the reception.

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. Throwing other items (rice, confetti, etc.) inside or outside the church is not permitted. Sparklers, fireworks, etc., are also prohibited.

It is your responsibility to communicate the info 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.

THE 'DAY OF' SCHEDULE

You'll have use of our facility for a 4 hours on your wedding day – and that'll be plenty of time to fit everything in! Here's how we'll use that time, to fit in any last setup/décor tasks, your photos, seating of guests, etc.

PHOTOS AFTER THE CEREMONY ONLY

1½ hours before the ceremony starts:

- We'll have Heartland's building open for your wedding party and photographer/florist (etc) at this time. (Please don't arrive early, unless you've made prior arrangements with us for this.) We'll provide rooms where the men and women of the bridal party may change into their tuxes and dresses; but please arrive with hair and makeup already done.
- If your decorations helpers have any last-minute décor to set out (things that could not be handled at the rehearsal) they may take care of this during the first 30-60 minutes after the building is opened.
- The photographer and florist may do any setup they need to do during the first 30-60 minutes after the building is opened.

30 min before the ceremony:

- This is generally when guests will start to arrive, so this is when seating of guests begins. (The bridal party will relax in the dressing rooms provided until the ceremony begins.)

After the ceremony:

- Any post-ceremony pictures to be taken at Heartland should be completed within 90 minutes after the ceremony ends.
- We also ask that all decorations/rentals be removed from the church building and that items brought in to the dressing rooms be removed by this time.

PHOTOS BEFORE ONLY OR BOTH BEFORE & AFTER

2 hours before the ceremony starts:

- We'll have Heartland's building open for your wedding party and photographer/florist (etc) at this time. (Please don't arrive early, unless you've made prior arrangements with us for this.) We'll provide rooms where the men and women of the bridal party may change into their tuxes and dresses; but please arrive with hair and makeup already done.
- If your decorations helpers have any last-minute décor to set out (things that could not be handled at the rehearsal) they may take care of this during the first 30 minutes after the building is opened.
- The photographer and florist may do any setup they need to do during the first 15-30 minutes after the building is opened, and then you'll want to begin taking photos.

30 min before the ceremony:

- This is generally when guests will start to arrive, so this is when seating of guests begins. Photos should be finished by this time. (The bridal party will relax in the dressing rooms provided until the ceremony begins.)

After the ceremony:

- Any post-ceremony pictures to be taken at Heartland should be done within 1 hour after the ceremony ends.
- We also ask that all decorations/rentals be removed from the church building and that items brought in to the dressing rooms be removed by this time.