

Your Wedding at St. Mark's Episcopal Church



Minutes from Charlotte, Lake Norman, and Mt. Island Lake, historic St. Mark's sits on thirteen beautiful acres. We welcome the opportunity to share our peaceful church with you for your wedding ceremony, and to host your reception in our Parish Hall or on our scenic grounds.

8600 Mt. Holly-Huntersville Rd. | Huntersville, NC 28078

(704) 933-5720

weddings@stmarksnc.com

www.stmarksnc.com/weddings

General Rules and Information

Capacity. The church can comfortably seat 130 guests, and 150 guests maximum. This does not include the bridal party if standing in the altar area for the duration of the ceremony. The passageways of the Church shall remain clear of obstructions at all times including additional seating, décor, etc.

Cemetery. The church cemetery is off limits at all times including photo-ops.

Clean-up. Clean-up and all material and equipment removal must occur within the rental time-slot and is the responsibility of the customer. Customers will have the use of one large waste canister, but additional waste must be taken off property. Failure to clean and leave the church in the order in which it was rented will forfeit the security deposit.

Confetti. No rice, birdseed, or paper/plastic confetti shall be thrown or used.

Contract. The proposed rules and regulations shall conform to the intended use of the Church as set forth in the contract. Customers must abide by and conform to all rules and regulations adopted by the Church. Please request your copy of the contract from the church office: life@stmarksnc.org.

Dates. We cannot reserve or place wedding dates on hold. A completed wedding contract must be signed and the appropriated rental fees paid before securing a wedding date for the venue.

Fireworks. Fireworks are strictly prohibited on church grounds.

Interior of Church

- **Activity.** The proposed activity must be compatible with the facility's layout.
- **Beverages.** Alcoholic and non-alcoholic beverages are strictly prohibited inside the church.
- **Communion.** Please consult your St. Mark's Wedding Facility Manager.
- **Decorations.** The erection, construction, or use of any special equipment or material inside the church building is strictly prohibited. This includes the use of tacks, nails or other materials, which might mar, scar, deface or otherwise damage the furnishings or structure.
- **Food.** Food is strictly prohibited inside the church.
- **Furnishings.** The furnishings cannot be rearranged without pre-approval.

License. Customers are responsible for providing their own marriage license.

Officiant. Customers are responsible for providing ordained or certified officiant.

Payment Methods. Methods of payment include personal check, money order, or cashier's check. All checks must be made payable to St. Mark's Episcopal Church.

Music. St. Mark's' organist will be available for your ceremony, as included with all three packages. Outside musicians are also welcome, but the Music Fee will still apply.

Security Deposit. A \$300 Security Deposit will be collected when the first payment is due. This deposit covers any necessary cleaning or damage repairs after the event; the deposit also covers extra time required outside of the contracted start and end times. The deposit will be returned no later than three weeks following the wedding ceremony, if applicable.

Signage. Signage must be self-propping and/or standing. Thus, walls, trees, railings, etc., are off limits for the use of signage.

Smoking. Smoking is strictly prohibited on the St. Mark's campus.

Wedding Facility Manager. St. Mark's provides dedicated volunteers ready to assist you with your wedding. For guided tours and questions about your wedding, email weddings@stmarksnc.com.

Frequently Asked Questions

1. Can non-members marry in the church?
Absolutely. We welcome non-members to be married at St. Mark's.
2. Who performs the ceremony?
If you are a non-member, you are required to bring your own priest, pastor, or officiant to conduct your marriage ceremony. If you are a member of St. Mark's, contact Reverend Sarah Hollar for more information.
3. Are there any pre-marital counseling requirements?
Any premarital counseling and ceremony decisions are up to the presiding officiant you use.
4. How many guests can the church accommodate?
The church is most comfortable for around 130 guests, but the maximum amount we allow is 150.
5. Can we take a tour?
For a self-guided tour between the hours of 9am and 4pm Monday-Friday, contact the church office at 703-399-5193. For evening or weekend tours, or to meet with our Wedding Facility Manager, please email weddings@stmarksnc.com or call 704-933-5720.
6. Is there a space for the wedding party to get ready?
Yes, we have both a Bridal Suite and a Groom's Area in our Parish House, which are available with Package B (Ceremony Plus) and Package C (Ceremony and Reception).
7. What are the on-site options for a reception?
Couples can hold their reception in our Parish Hall or in designated indoor and outdoor areas on our grounds.
8. Where do couples typically hold their rehearsal dinner after the ceremony rehearsal?
Couples often look to restaurants to host their rehearsal dinners, but you are also more than welcome to host your rehearsal dinner in our Parish Hall. If you're interested in this option, please discuss adding time onto your package with the Wedding Facility Manager.
9. How many people can the Parish Hall accommodate?
The Parish Hall can comfortably fit 100 people with tables and chairs. If you don't have formal seating, then the hall can fit about 130 guests. Any guest count above 130 would require the use of the grounds, or the Parish Hall in combination with the grounds as the reception area(s).

10. What are the church's restrictions in regards to catering and alcohol?
We do not have any restrictions when it comes to using a licensed caterer on the premises. Alcohol is permitted, but must be obtained through the caterer to ensure proper licenses and insurance.
11. Can we tent the property for an outdoor reception?
Tents are permitted in designated areas on the property. Tents are your responsibility to rent and the timing of the installation and removal must be approved by the Wedding Facility Manager.
12. What are your rates?
We offer three wedding packages with rates starting at \$700. Rates and package inclusions can be found on the next page or by speaking with our Wedding Facility Manager about your specific wedding needs.

St. Mark's members, please contact Reverend Sarah Hollar for wedding rate information.
13. Do you require the use of specific wedding vendors?
No, but we can provide you with a list of great, local vendors to assist with the continued planning of your wedding, as enclosed in this packet.
14. Where are the closest hotels?
The closest hotels are as little as five minutes away from the church in the Northlake area. Many of these hotels are recognizable by the inclusion of "Northlake" or "North Charlotte" in their names.
15. I'm interested in using St. Mark's for my wedding. What is the next step?
We'd love to meet with you and give you a tour of the church and grounds. Contact our Wedding Facility Manager to make arrangements!

Wedding Facility Manager
Jackie McWhorter
weddings@stmarksnc.com
704-933-5720

Packages and Rates

Package A: Ceremony Only

Includes:

- Use of the church for a one hour rehearsal
- Use of the church for three hours on the day of your wedding
- Use of the Parish Hall restrooms
- Sexton & Music fees

Cost: \$1100

Package B: Ceremony Plus

Includes:

- Use of the church for a two hour rehearsal and/or setup
- Use of the church, bridal suite, and groom's area for up to four hours on your wedding day
- Use of the Parish Hall restrooms
- Sexton & Music fees

Cost: \$1300

Rehearsal Dinner Venue

Reserve your Rehearsal Dinner venue, in addition to your Ceremony Package.

Includes:

- Use of the Parish Hall or outdoor area for three additional hours following ceremony rehearsal
- Use of Parish Hall Restrooms

Cost: \$500

Wedding Reception Venue

Reserve your Wedding Reception venue, in addition to your Ceremony Package.

Includes:

- Use of the Parish Hall or outdoor area for four additional hours following wedding ceremony
- Use of Parish Hall Restrooms

Cost: \$700

*Additional time may be purchased for \$100 per hour. The church and buildings will be unlocked fifteen minutes prior to your agreed-upon reserved time. For more details and to arrange specific timing for your wedding day, please contact the Wedding Facility Manager.

Local Vendors

Finding a place to hold your wedding ceremony and reception is just the first step in planning a wedding. For your convenience we have compiled a short list of great, local, wedding vendors.

Wedding Planning and Coordination Services

Libby Sarver
(540) 908-0374
libby@detailsweddingplanning.com
www.detailsweddingplanning.com

Lauren Rominger
(704) 400-4569
Lauren.a.rominger@gmail.com

Photographers

Love Shutter Photography
<http://www.loveshutter.com/>

Emma Loo Photography
<http://emmaloo.co/>

Fingerprint Design Studio
<http://fingerprintdesignstudio.com/>

Florists

Austin Kidd Farm
<https://austinkiddfarm.com/>

Artistry Florals
<http://www.artistryflorals.com>

Party Blooms
www.partyblooms.com

Willow Floral Boutique
<http://www.willowfloralboutique.com/>

Caterers

Best Impressions Caterers
bestimpressionscaterers.com

Roots Catering
<http://roots-catering.com/>

Something Classic
<http://www.somethingclassic.com/>

Bakeries

Nona's Sweets
<http://www.nonassweets.com/>

Sweet It Is
<http://www.sweetitis.net/>

Cheesecake, Etc!
<http://www.cheesecakeetc.biz/home.html>

DJs

AAA Entertainment
<http://site.aaaevent.com/Home.html>

Z Brothers Entertainment
<http://zbrothersentertainment.com/>

Carolina DJ Pros
<http://www.carolindjprofessionals.com/>

Contract

Complete the following form, sign, and give to Jackie McWhorter, Wedding Facility Manager.

Who is making the reservation? Bride Groom Family/Friend Wedding Planner

Name of person making reservation

Date of Application

Reserver's Phone Home Cell Work

Reserver's Email

How did you learn about St. Mark's as your wedding venue?

Newspaper Magazine Internet search Wedding/Event website Referral

Literature Other _____

Bride's Information

Name _____

Address _____

City, State, Zip _____

Cell Phone _____

Email _____

Name of Alternative Contact _____

Alt. Contact's Phone _____ Home Cell Work

Groom's Information

Name _____

Address _____

City, State, Zip _____

Cell Phone _____

Email _____

Name of Alternative Contact _____

Alt. Contact's Phone _____ Home Cell Work

Officiant's Information

Name _____

Phone _____ Home Cell Work

Address _____ (#, street, zip)

Email _____

Day-of Contact Person Information (Cannot be Bride or Mother-of-Bride)

Name: _____

Phone _____ Home Cell Work

Email _____

Reservation Information

Final Walkthrough Date: _____ Time: _____

Event	Date	Arrival Time	Event Time	Departure Time
Ceremony Rehearsal				
Rehearsal Dinner (If at St. Mark's)				
Wedding Ceremony				
Wedding Reception (If at St. Mark's)				

Does your event require wheelchair access? Yes No

Approximate Attendance (max 150 seated) _____

By our signatures, we acknowledge that we have read, understood, and agree to all of St. Mark's Episcopal Church's rules and regulations as outlined in this document.

Bride's Signature

Groom's Signature

Date

Date

Office Use Only

This contract has been reviewed and Approved / Declined

Name _____ Title _____

Signature _____ Date _____

St. Mark's Episcopal Church
8600 Mt. Holly Huntersville Road Huntersville, NC 28078
(704) 933-5720 — weddings@stmarksnc.com — www.stmarksnc.com/weddings

Payment Information

Deposit

Received Date: _____

Total Received: _____

Payment Type: _____

Received By: _____

Remaining Balance

Due Date: _____

Received Date: _____

Total Received: _____

Payment Type: _____

Received By: _____