VPC Wedding Frequently asked Questions

Timing Day of the Wedding

The day of your wedding you will have use of the church facilities for 2.5 hours (except for Saturday 10 AM weddings). The time booked is the time the ceremony begins. Members of the wedding party and vendors can arrive one hour before the ceremony. For example, for a 2:30 wedding you can arrive as early as 1:30. Two dressing rooms are available for use by the wedding party.

Rehearsal

A rehearsal is required for all weddings and is directed by your VPC Wedding Hostess. The rehearsal are one hour. Rehearsals with guest Officiants are often 1.5 hours long. It is very important to be punctual, as several rehearsals are frequently scheduled for the same evening. Anyone with a role in your wedding should be in attendance. Our ministers and organist do not attend rehearsals. However, if you have a Guest Officiant they **must** be at your rehearsal.

It is important to bring ALL ceremony items to the rehearsal. (i.e., license, programs, ring bearer pillow, flower girl basket and silk petals, etc.)

Cost

Our current fee, which includes officiant, organist, wedding hostess, rehearsal, dressing rooms and the following optional decorations: aisle runner, candelabras, unity candles, silk flowers for the pews and the communion table**,** is $6,000. Due to administrative expense and staff time there is an additional charge of $500 for couples who opt to bring their own officiant.

Premarital counseling

Valley Presbyterian Church requires all couples to have premarital counseling before their ceremony. The counseling can be with any licensed family and marriage counselor or your pastor. We need a letter from your counselor/pastor stating they have completed the premarital counseling, the # of times met and the topics covered.

Guest Officiants

VPC provides an officiant for weddings. However, couples may bring their own officiant if they are ordained in the Christian tradition. **Due to administrative costs and adhere is an additional cost of $500 for guest officiants.** If a couple opts to bring their own officiant, we need his/her name, denomination of

ordination, current position, and proof of their title. Guest officiants will preside over the entire ceremony and sign the marriage license.

Music
VPC's Organists/Pianists are your contact for all things music, and she/he must approve all music to be performed at all weddings held in our Sanctuary. Your organist contact information appears at the top of your Music Selections form.

Availability
Prior to submitting your Wedding Information Form (click on download the request form), contact the Wedding Coordinator at (650) 218-8563 to see if your desired date/time is available.

To Confirm Your Date and Time
You and your fiancé need to complete and sign the Wedding Information Form and submit it with a $3,000 non-refundable deposit, which is applied to the total cost.

Final Payment & Final Review Form
Eight (8) weeks before the wedding the couple needs to complete and submit their Final Review Form to the Wedding Coordinator. Their final payment is due at this time as well. The Wedding Coordinator will contact the couple 7-10 days prior to the rehearsal to go over their Final Review Form. After final details have been reviewed the coordinator will create information sheets for the wedding and distribute them to the staff.

Cancellation Policy
If a couple needs to cancel or postpone their wedding, contact the Wedding Coordinator, at 650-218-8563. There will be no deposit refunds for cancellations. If a couple cancels their wedding in less than 60 days before the ceremony all funds will not be refunded.

Marriage Licenses
To obtain a "standard public" marriage license, both of you must appear in person at any county recorder's office within the state of California. Once you have your license it is good for 90 days.

To obtain a "confidential" marriage license, both of you must appear in person at the San Mateo County Recorder's office in Redwood City. A

confidential license is only good within the county where it was issued. Valley Presbyterian Church is in San Mateo County. Once you have your license it is good for 90 days.

Bring the license and certificate (certificates are optional) to the rehearsal and give it to your Wedding Hostess. After the ceremony when the license has been fully executed, your hostess will make a copy of the license for our records. She will then return the original license to you or your designated person.

You will need to file the license with the county of origin within 10 days. Four to six weeks after your wedding a certified copy of your marriage license may be requested from the county recorder's office where you obtained your license.

If you are already married, you must provide us with a certified copy of your license as soon as possible but prior to your rehearsal.