

Weddings at
Riviera Presbyterian Church
5275 Sunset Drive, Miami, FL 33143

INTRODUCTION

As part of its ministry, Riviera Presbyterian Church offers its facilities and staff for wedding ceremonies of both members and non-members. Riviera is an LGBTQ+ open and affirming congregation. We are committed to accommodating those who sincerely wish to be married at our church regardless of gender identity or sexual orientation.

We also invite you to attend our worship service on Sundays at 11:00 am to become better acquainted with this church family and its beliefs. Our ceremonies may be conducted in English or Spanish.

THE SERVICE

Riviera offers meaningful, worshipful, and beautiful ceremonies to those who come to them in faith and reverence. The Pastor and staff are committed to working with you to make your ceremony a personal expression of your faith, your relationship with God, and your relationship with each other. Each marriage ceremony will be unique to the couple being married.

The Presbyterian Service of Christian Marriage provides several options regarding prayers, vows, the exchange of rings, and so on. Sometimes, couples like to change the traditional marriage service and add special prayers, quotations, or symbolism they have read or seen included in other weddings. The pastor is willing to discuss this possibility with you and help you personalize your special day.

AVAILABILITY AND RESERVATION

The first step is to visit our website at www.rivierachurch.org and fill out the Date Request Form for availability. You will receive an email reply within 72 hours of submission.

If you have not been to Riviera before and would like a tour of the sanctuary, the wedding coordinator will contact you to set up an appointment and answer any questions you may have.

If you do not require a tour, the pastor will contact you for the initial meeting.

Once availability has been confirmed, a \$200 deposit is necessary to secure the date. This ensures that your chosen date is reserved for your special occasion.



CEREMONY FEES

Riviera Presbyterian Church Members **The Ceremony Package starts at \$1150**

Pastor ordained in the Presbyterian Church, USA, and the State of Florida to officiate the ceremony. **Consultation and pre-marital. Wedding Rehearsal**, one-hour rehearsal. **Church Venue. Music:** our organist/pianist will perform up to three pieces of music – The Wedding Party Processional, the Bride's Entrance, and the Recessional. Our organist/pianist will also provide appropriate pre-service music. **Complements**, sound technician custodial services, Riviera's wedding coordinator, and candelabras on either side of the altar.

Non-Church Members **The Ceremony Package starts at \$1950**

Pastor ordained in the Presbyterian Church, USA, and the State of Florida to officiate the ceremony. **Consultation and pre-marital. Wedding Rehearsal**, one-hour rehearsal. **Church Venue. Music:** our organist/pianist will perform up to three pieces of music – The Wedding Party Processional, the Bride's Entrance, and the Recessional. Our organist/pianist will also provide appropriate pre-service music. **Complements**, sound technician custodial services, Riviera's wedding coordinator, and candelabras on either side of the altar.

**** RPC MEMBERS:** - must be active members at least one year prior to their wedding.

The church is unavailable on Thanksgiving weekend, Christmas Eve/Day, Holy Week, and Easter weekend.

PRE-MARITAL CONVERSATIONS

The Pastor will get to know you before officiating your wedding. You invite God to be a special part of your relationship by choosing to have a church ceremony. You also invite the pastor to establish a special relationship with you, which we hope will continue beyond your wedding date. You are asked to plan on meeting with the pastor for several sessions before the wedding takes place at some mutually convenient time. You will receive some written materials, and discussions will center on the meaning of Christian marriage. You will also go over the wedding service in detail.

MUSIC

The Director of Music is most happy to discuss with you the music you would like at your wedding and make various suggestions.

If you would like a soloist or instrumentalist at your service, the Director of Music is happy to help facilitate this. Fees for soloists and instrumentalists will vary depending on the individual and the music requested. Outside musicians may be used at your expense upon approval by the Music Director and Pastor.



REHEARSAL/WEDDING DAY

The rehearsal serves to acquaint each participant with proceedings so each will feel comfortable about their part in the service. It is extremely important that the rehearsal begins on time and the entire wedding party is present. Rehearsals and weddings that begin more than 15 minutes after their scheduled time will be assessed a late fee. We kindly ask you to please be on time.

MARRIAGE LICENSE

You must provide the marriage license to the pastor at the rehearsal for signature. The Wedding Coordinator will make a copy and return the original to you.

FLOWERS AND CANDLES

Riviera's Wedding Coordinator is ready to help you and your florist with placement. No real flower petals are allowed to be scattered in the sanctuary. The white aisle runner, which is used at some weddings, is your responsibility to obtain. Most florists will provide runners, but you may want to consider carefully whether the quality of those runners adds to or detracts from the sanctuary's appearance. The wedding party must purchase ALL extra candles. All candles brought in MUST be drip-less.

DRESSING

Sometimes, wedding parties like to dress at the church. Our library may be used for this purpose. You must let us know you want to use the library when you reserve the church for the wedding. Otherwise, we cannot guarantee availability on the day of the wedding. Water is provided in the Welcome Area and/or Library). Please bring umbrellas for everyone in the wedding party if rain is predicted.

PHOTOGRAPHS/VIDEOS

The photographer you choose should know the policy of the church. Because this is a worship service, no flash pictures should be taken during the ceremony, nor should the photographer move about noticeably or in a distracting manner. The only exceptions are during the Processional, when the photographer may take pictures of the bridal party processing down the aisle, and the Recessional, as the couple leaves. Once the pastor begins speaking, no more flash pictures may be taken. Time exposures quietly executed from the rear of the sanctuary and/or balcony are acceptable. Stationary videotaping may be done from an inconspicuous spot during the service. Please discuss this with the pastor and the church's Audio/Visual Technician.



RESERVING THE SPACE AND SERVICES FOR A WEDDING CEREMONY

WEDDING DATE: _____ Alternate Date: _____ Request tour: Y N
WEDDING COUPLE First and Last Name: _____ Phone: _____ email: _____ First and Last Name: _____ Phone: _____ email: _____
Total Wedding Fees: \$ _____
1. <u>\$200 Non-Refundable Reservation</u> Deposit Received at the time of reservation: Date Received: _____
2. Damage Deposit \$500: The Damage Deposit will be returned after the Wedding Coordinator and Custodian inspect all venues used. If no damage has occurred, the entire deposit will be returned. If any damage has occurred, funds will be used from the deposit to make repairs. Any damages in excess of \$500 will result in the wedding couple being billed for the balance.
3. 90 Days before the wedding fees are due: \$ _____ Date Received: _____

Any late starting fees will be billed to the couple at \$25.00 for every 15 minutes.

I/We, the Wedding Couple, agree to abide by RPC's Wedding Policy rules.
 I/We, the Wedding Couple, assume full responsibility for any damage to church property.

Signature: _____ Date: _____

Signature: _____ Date: _____



Please complete this form and submit it to the church office

WEDDING COUPLE- information		
Name:		
Mailing Address:		
Phone: Best Number to Use	Cellular:	Work:
Email Address:		

WEDDING COUPLE - Information		
Name:		
Mailing Address:		
Phone: Best Number to Use	Cellular:	Work:
Email Address:		

LOCAL Contact Person (if couple is out of town)		
Name:		
Mailing Address:		
Phone: Best Number to Use	Cellular:	Work:
Email Address:		

General Wedding Information
Date of Wedding:
Time of Wedding:
Date and Time of Rehearsal:



Please complete this form and submit it to the church office.

Wedding Party:
(Answer any that apply)

Maid/Matron of Honor:
Best Man/Person:
Flower Girl:
Ring Bearer:
Bridesmaids:
Groomsmen:

Soloist

<i>Name:</i>
<i>Phone:</i>

Flowers/Florist or Decorator

<i>Name:</i>
<i>Address:</i>
<i>Phone:</i>

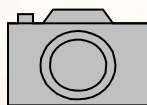
Photographer

<i>Name:</i>
<i>Address:</i>
<i>Phone:</i>

Videographer

<i>Name:</i>
<i>Address:</i>
<i>Phone:</i>





GUIDELINES FOR THE PHOTOGRAPHER AND /OR VIDEOGRAPHER

This form must be returned one week before the wedding and signed by the Wedding Couple, the Photographer, and/or Videographer. Please make two copies: one for your records and one for the photographer/videographer.

Without this form on file, photography or videography will not be allowed.

The wedding ceremony is a worship service. Photographers, both amateur and professional, must observe these guidelines:

1. Photographers are free to take pictures before and after the service in any part of the building.
2. Once the music has begun, the only flash pictures that may be taken are those of the processional. Photos should not hold up the processional.
3. Time exposures, with available light (no flash), are permitted when taken from the balconies.
4. Flash pictures are permitted during the closing recessional and may be taken from the balcony or the Welcome Area/narthex.
5. Photographers and videographers are asked to be as unobtrusive and quiet as possible.
6. Photographs may be taken after the service, following the guests' departure. Photography must be completed within 30 minutes of the end of the service. If taken before the service, photography must be completed 30 minutes before the time on the invitations.
7. All photographic equipment that will be used during the wedding should be placed somewhere other than in the sanctuary (no going back and forth into the sanctuary to get equipment during the wedding). Please coordinate with the church's Audio/Visual Technician
8. Smoking or vaping is prohibited in the church at any time, and food or drinks may not be taken into the sanctuary. Only Water is allowed.

I have read and will abide by these guidelines:

_____ & _____ Date: _____
Wedding Couple

_____ Date: _____
Photographer or Videographer



GUIDELINES FOR THE FLORIST OR DECORATOR(S)

This form must be returned one week before the wedding and signed by the wedding couple and the florist/decorator. Please make two copies: one for your records and one for the Florist/Designer.

Without this form on file at the church, no decorations will be allowed to be placed.

Decorations should not obscure the simple beauty and dignity of the wedding service or the church sanctuary.

1. All church decor must be completed no later than 1 full hour before the wedding time on the invitation. If photos are being taken before the wedding, decor must be completed 1.5 hours before the wedding (or by the time the photos begin). You are allowed entry 2 hours before. You or the couple must arrange with the wedding coordinator if more time is needed. This must be arranged no less than 1 month before the wedding.
2. Do not move church furnishings. However, the communion table may be moved by the church representative only.
3. You may use ribbons and rubber bands to attach decorations to sanctuary chairs. No tacks, pins, nails, staples, tape, or glue may be used to fasten decorations to furniture or walls.
4. The wedding couple is liable for any damage to the building or furniture done where decorations are used.
5. All candles must be "dripleless." RPC has one set of candelabras available for use.
6. No flowers are to be placed on top of the projector screen.
7. All decorations and equipment must be removed within 30 minutes of taking the final pictures. If the church has to clear the decorations, there will be an additional charge of \$50 per half-hour, payable in advance.
8. RPC is not liable for any equipment left overnight following weddings.
9. Smoking/vaping is not allowed in the church buildings at any time.
10. Please do not bring food or drinks into the sanctuary. Only Water.
11. No fresh or silk flowers, rice, confetti, birdseed, etc., may be thrown anywhere inside or outside the building.

I have read and will abide by these guidelines:

_____ & _____ Date: _____
Wedding Couple

I have read and will abide by these guidelines:

_____ Date: _____
Signature of Florist or Decorator

Business name of florist or decorator (please print): _____

Contact name: _____

Phone number: _____ e-mail address: _____



WEDDING SERVICE FEES AND HONORARIA

BUILDING USE	RPC Members	Non-Church Members	Fees Due
Sanctuary Rehearsal (1 hour) and service (3-hour window - set up, service, take down)	No Charge	\$800.00*	
Library/Hallelujah Hall – changing/preparation area	No Charge	\$75.00	
Save the Date: at the time of reservation. This is non-refundable if you cancel. Otherwise, it applies to the total.	No Charge	\$200.00	
Damage Deposit: (Deposit to be returned if no damages are sustained in the sanctuary and or library- if damages are in excess of \$500, the wedding couple will be billed for the balance)	\$500.00	\$500.00	
Wedding Coordinator The Wedding Coordinator is a representative of the Church in charge of arrangements for your wedding and will explain our policies and coordinate the details of the use of the Church.	\$150.00	\$150.00	
Custodial Fee	\$150.00	\$150.00	
Organist/Pianist- The higher fee includes a half-hour rehearsal with the soloist. If you decide to cancel the services of our organist/pianist, it must be done 3 months prior to the wedding date; otherwise, you will be responsible for payment.	\$250.00	\$250-\$350	
Sound Technician Rehearsal and wedding	\$250.00	\$250.00	
Pastor's Honorarium – (pre-marital conversations, ceremony planning, rehearsal, and wedding ceremony)	\$350.00	\$350.00	
Music Rehearsal with requested soloists and extraordinary practice time necessitated by requests for difficult or unusual music	\$60.00/hr	\$60 .00/hr	
Late Starting Fee		\$25.00 per every 15 mins.	
			\$

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