



The Chapel of Sky Valley

“A Church for All People”

817 Sky Valley Way, #8 • Sky Valley, Georgia, 30537
706.746.2999 • email: weddings@skyvalleychapel.com

MINISTRY TO THOSE SEEKING HOLY MATRIMONY

Congratulations on your upcoming marriage! We wish to assist you in making your wedding a grace-filled and joyful occasion. We have put together some procedures for your ceremony in the Chapel. We hope this will answer many questions you might have.

If you feel that you would like to proceed with a wedding here at the Chapel of Sky Valley, please fill out the pages so marked, as well as the marriage register and return them to the Chapel along with your deposit check (one half of the fee, non-refundable); and in the next few weeks you will be contacted by the Chapel minister or a designated Chapel appointee.

If you prefer to pay your deposit by credit card, we can send you an invoice via email which will take you to a secure website to make your payment online. Please note that there is a 3% charge to cover the cost of transaction fees. The balance of your fee is expected to be paid three weeks prior to your ceremony.

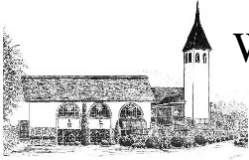
We look forward to serving you on this most special day in your life! Please feel free to call if you have other questions or concerns.

With Kindest Regards,

Handwritten signature of J.P. Belmont in blue ink.

Jean-Paul Belmont, President

Executive Committee for the Chapel of Sky Valley



WEDDINGS AT THE CHAPEL OF SKY VALLEY

SKY VALLEY, GEORGIA

The Chapel is an interdenominational community church with an active membership and staff. Weddings are conducted as part of our ministry to our congregation and the community. While we wish to serve those who desire to be married at the Chapel, whether or not they are members, our building and grounds are not rented for use.

All weddings are the responsibility of the appointed Chapel minister who will officiate the service. Please contact the wedding coordinator if you wish to use your own minister (at your own expense). The Wedding Package price will not be reduced if you use your own minister.

CHAPEL WEDDING COORDINATOR

- The Chapel will appoint a wedding coordinator who will be responsible for helping and coordinating all arrangements.
- Outside wedding directors or coordinators are to work with the Chapel coordinator for all functions which require Chapel buildings, grounds or property.
- The bride is expected to meet with the Chapel wedding coordinator one or two months prior to the service to go over all details and expectations.

MUSIC FOR CEREMONY

The Chapel retains the services of a Minister of Music, who is responsible for all music for the ceremony. The Minister of Music:

- Should be contacted early to discuss all music arrangements.
- Will serve as the pianist/organist for all ceremonies.
- Is available to assist in the acquisition of additional instrumentalists or soloist
- You are not required to use our music minister, but the package price will not be reduced.
- You may use your own musicians at your own expense.

FEES

Fees for weddings cover expenses for the appointed officiating pastor, minister of music, Chapel wedding coordinator, custodial services and use of the main sanctuary and fellowship hall. Our fee schedule is:

- \$2000.00
- A 50% down payment is required at the time of booking – balance due 3 weeks before service.
- Weddings will not officially be booked until down payment and contracts are received.
- The package price is not reduced if you do not use our pianist/organist or appointed minister.

Chapel of Sky Valley General Policies for Weddings

1. Smoking is not permitted in and around the Chapel buildings.
2. No alcoholic beverages are permitted on the Chapel property.
3. Rice is not permitted – bird seed may be used outside of the Chapel.
4. No Furniture, furnishings or materials may be moved in the Sanctuary or Narthex without the express permission of the Chapel Wedding Coordinator. If a move is approved, you will be responsible to return all to their original locations immediately after the service.
5. Candelabra may be used with non-drip candles.
6. Bride's attire will be either a traditional wedding dress or other suitable dress or suit. The wedding party should also be dressed appropriately for a high ceremony.
7. Children in the wedding party should be at least five years old.
8. The marriage license must be brought to the wedding rehearsal.
9. The unity candle stand is provided by the Chapel. You supply non-drip candles, which you will bring to the rehearsal.
10. There is no flash photography during the Ceremony.
11. There are two stands for floral arrangements. All flowers are to be removed immediately following the ceremony.
12. The Chapel is available two hours before the wedding for photographs, and for thirty minutes after the ceremony.
13. Bride and bridesmaids may use the Chapel Fellowship Hall for dressing, and may bring dresses to the rehearsal.
14. The bride or groom is to assign someone to be responsible for removing all belongings after the ceremony.
15. You may provide refreshments, snacks, etc. for the wedding party before the ceremony in the Fellowship Hall.
16. The Chapel capacity is 170; the Fellowship Hall capacity is 70.
17. Please fill out the Wedding Check List before your appointment with the Chapel wedding coordinator.
18. Give your photographer the rules on photography at the Chapel.
19. Please be on time for the wedding rehearsal, and advise your wedding party to be punctual.
20. Please request anyone who is reading or performing in the ceremony to attend the rehearsal.
21. Holy Communion ONLY for the bride and groom during the ceremony is an option for couples who desire it.
22. If you are using the Fellowship Hall for your reception, your caterer must bring his own supplies and clean up immediately afterward.

CHAPEL OF SKY VALLEY – GUIDELINES FOR WEDDINGS

WEDDING PHOTOGRAPHY

1. Photographers may take photographs in the sanctuary before the guests arrive and the service begins, and may have thirty minutes after the ceremony.
2. No videotaping or photographs may be taken during the ceremony *by guests*.
3. A stationary unmanned video camera may be placed inconspicuously in the Chapel
4. The photographer may take shots of the wedding party in the narthex prior to entering the sanctuary, and as they recess down the aisle.
5. Photographers are expected to be dressed appropriately for a formal occasion.
6. Photographers must not move any Chapel furniture or furnishings.
7. Photographers are expected to consult with the Chapel wedding coordinator regarding what is permitted.

MUSIC

1. The Chapel Minister of Music will assist you to select appropriate music for the wedding.
2. All organ, piano, vocal or other instrumental music should be in keeping with Christian worship.
3. The Chapel Minister of Music can engage the assistance of soloists and instrumentalists for you if you desire them.
4. Bookings for musicians should be made as early as possible – sixty days is recommended to ensure the availability of musicians, acquire musical scores, and arrange rehearsal times for musicians.

CONTACT INFORMATION FOR CHAPEL WEDDINGS

Wedding Coordinator:

Laura Hynish – Phone 770.630.2626 (C) • 706.746.2999 (O)

Email: weddings@skyvalleychapel.com

Music Minister:

Paul Scott – Phone 706.300.2722 (C) • Email: pscottmusic.com@gmail.com

CHAPEL OF SKY VALLEY MARRIAGE LICENSE REQUIREMENTS

- You both must be present to apply.
- You must be 18 years of age or older.
- Bring in a driver's license for proof of age; or birth certificate and photo ID, such as state ID card, passport, or military ID.
- If you have been widowed or divorced, you must know the month/day/year that the marriage ended. If less than six months, a copy of the divorce decree is needed.
- The marriage license is valid for sixty days anywhere in the state of Georgia. The marriage license must be returned to the clerk's office for recording within ten days after the marriage is performed.

The marriage license may be obtained from:

Rabun County Courthouse
25 Courthouse Square
Clayton, GA 30535

You may also obtain a license in the Georgia county in which you reside.

RETURN THIS PAGE WITH YOUR NON-REFUNDABLE DEPOSIT (50% of Fee)

**CHAPEL OF SKY VALLEY
WEDDING CONTRACT**

Wedding Date: _____ Time: _____

Rehearsal Date: _____ Time: _____

BRIDE

Name: _____

Address: _____

City: _____ State: _____ ZIP _____

Home Phone _____ Work Phone _____

Cell Phone _____

E-mail Address _____

GROOM

Name: _____

Address: _____

City: _____ State: _____ ZIP _____

Home Phone _____ Work Phone _____

Cell Phone _____

E-mail Address _____

We have received, read and understand the policies regarding weddings at the Chapel of Sky Valley, located in Sky Valley, Georgia, and agree to abide by these policies. We further understand that it is our responsibility to ensure that the florist, photographers and other professionals connected with our wedding, as well as guests and the wedding party, understand and abide by these policies as well.

Signature of Bride _____ Date _____

Signature of Groom _____ Date _____

RETURN THIS PAGE WITH YOUR NON-REFUNDABLE DEPOSIT (50% of Fee)

APPLICANT INFORMATION FOR WEDDING

TO BE FILLED IN BY BRIDE

Name (as it appears on birth certificate) _____

Address _____

City _____ State _____ Zip _____

Home Phone _____ Work Phone _____ Cell Phone _____

Email: _____

Date and Place of birth _____

Are you a baptized professing Christian? _____ Religious Affiliation _____

Name and Location of Church _____

Date and place of your baptism _____

How many times have you been married? _____

Dates of Marriages and Divorces _____

Court and Decree Number _____

Name and ages of any children _____

RETURN THIS PAGE WITH YOUR NON-REFUNDABLE DEPOSIT (50% of Fee)

APPLICANT INFORMATION FOR WEDDING

TO BE FILLED IN BY GROOM

Name (as it appears on birth certificate) _____

Address _____

City _____ State _____ Zip _____

Home Phone _____ Work Phone _____ Cell Phone _____

Email: _____

Date and Place of birth _____

Are you a baptized professing Christian? _____ Religious Affiliation _____

Name and Location of Church _____

Date and place of your baptism _____

How many times have you been married? _____

Dates of Marriages and Divorces _____

Court and Decree Number _____

Name and ages of any children _____