

**FEES:**

Minister : (Rev. Carla Van Delen)	\$400 (additional travel expenses may apply if rehearsal and wedding are held offsite)
Organist/Pianist	\$250
Wedding Host	\$100
Tech Support for Audio/Video (optional)	\$100
Use of Sanctuary (including wedding rehearsal)	\$250
Custodian's fee	Wedding only \$65 Wedding & Reception \$100

If you wish to hold your reception at the church, additional fees will apply. Please discuss with church administrator.

**Note:** A non-refundable deposit of \$100 is required to book a wedding. The remainder is due two weeks prior to the wedding day.

**Marriage Licence:** A marriage licence can be applied for online or in person at a location close to you. Please see this website for locations and instructions on how to apply:

<https://www.ontario.ca/page/apply-marriage-licence-online>

Fees may be paid by cash, cheque or e-transfer to [ructrustee@gmail.com](mailto:ructrustee@gmail.com)

**We hope these guidelines will assist you in your wedding plans. Please contact the church office if you have any questions.**

**We pray that God will richly bless you in your life together.**

*Revised: 28 October 2025*

# Weddings

at



3191 Riverside Drive

Ottawa, ON K1V 8N8

Phone: 613-733-7735

E-Mail: [office@riversideunitedottawa.ca](mailto:office@riversideunitedottawa.ca)

[www.riversideunitedottawa.ca](http://www.riversideunitedottawa.ca)



## **Congratulations!**

We are pleased to help you in this time of planning and preparation for your wedding service and your life together in marriage. We will work with you to celebrate your marriage with a meaningful service of worship in which you will make your commitment to one another in God's presence. We recognize and celebrate the sanctity of marriage between couples of all gender identities, sexual orientations, cultures, races and backgrounds.

### **Steps on the way:**

- We invite you to participate in our regular weekly worship services as part of the preparation for your marriage.
- Check with the church office about availability of the sanctuary and the minister for your preferred date.
- (The sanctuary is not available before 1:00 p.m. on Saturdays or on Easter Weekend)
- Book your first meeting with our minister, Rev. Carla Van Delen. Together you will confirm the date and time for your wedding rehearsal and wedding ceremony. A \$100 non-refundable deposit is required at the time of booking.

### **Our Church Staff:**

Our minister and organist will be happy to meet with you to plan your wedding. Normally our staff will be involved in every wedding held at Riverside United. If you wish to involve other clergy, organists, soloists or musicians, this must be discussed with our staff well in advance.

### **Meeting with the Minister:**

The wedding is a time of worship; Rev. Carla will help you create an order of service, with options for scripture lessons, wording of vows, candle lighting, etc. This will all be finalized at your second meeting.

### **Meeting with the Organist:**

Our Director of Music normally accompanies all weddings held at Riverside United. They will help you plan the music. If you want them to play special music it must be made available to them well in advance, be appropriate for worship, and respect copyright laws.

### **Photographs:**

Once the wedding party is in place at the front of the church, guests will be asked to refrain from taking photographs until the signing of the register. We also ask that any video cameras be placed on stationary tripods. Official photographers may take non-flash photos from the back of the sanctuary during the service.

### **Flowers/Decorations:**

The church is normally open one hour before the wedding ceremony is to begin. Flowers or other decorations can be delivered at this time. On some occasions decorations can also be placed in the church at the time of the rehearsal.

### **Bulletin/Program:**

If you wish to have a bulletin for your wedding outlining the order of service and list of participants, you may either purchase/create and produce the bulletin yourself or ask the church office to create one for \$50. All info must be provided two weeks in advance.

### **Confetti:**

The use of confetti/rice is not allowed in the church building or on church property.

### **Reception and Refreshments**

Riverside United Church does not cater wedding receptions but is delighted to make gathering space and kitchen facilities available to outside caterers if the bride and groom wish.