



# ***Hokuloa United Church of Christ Wedding Information & Agreement***

Congratulations on your upcoming wedding! Thank you for choosing Hokuloa United Church of Christ in Puako on The Big Island of Hawaii to be the location for your wedding ceremony.

Hokuloa UCC is part of the United Church of Christ, a mainline protestant Christian denomination.

Hokuloa<sup>1</sup> is “your church by the ocean.”

Church Office: (808) 883-8295 HokuloaUCC@icloud.com

*Physical Location for Invitations:*

Hokuloa United Church of Christ  
69-1600 Puako Beach Drive, PUAKO<sup>2</sup>  
The Big Island of Hawaii

*Office Mailing Address:*

Hokuloa United Church of Christ  
Attn: Church Representative for Weddings  
PO Box 384239  
Waikoloa HI 96738

Website: [HokuloaUCC.org](http://HokuloaUCC.org) Wedding details: [HokuloaUCC.org/WeddingInfo](http://HokuloaUCC.org/WeddingInfo)

Facebook: Hokuloa United Church of Christ

**Services and Fees:** A wedding at Hokuloa United Church of Christ is \$1,250 plus \$200 security deposit. This includes the use of the chapel and grounds during the scheduled and confirmed dates and times for the rehearsal, decorating, photography and wedding service. Services provided include Hokuloa’s Pastor, Hokuloa’s Church Representative, access to the organ and/or keyboard, access to the sound system, and access to the chapel and grounds. *This does not include honoraria for the Pastor or Church Representative which are at the discretion of the couple.*

Please work with your own Wedding Planner as Hokuloa Church does NOT provide: Assistance with securing the wedding license, floral arrangements and other decorations<sup>3</sup>, musicians, and photography. Your Wedding Planner will be asked to provide proof of liability insurance for this event. Our Church Representative is available to work closely with you and your Wedding Planner.

**Availability:** The chapel and grounds are generally available Monday through Saturday from 8am to 6pm depending on church activities. Rehearsals generally have a time frame of less than an hour. Decorating, photography and the ceremony can generally be completed in one block of time and within a time frame of less than three hours. Please plan to complete your events before 7pm as it gets dark early in Hawaii and there are limited outdoor lights on the church grounds. The chapel and grounds are not available on Sundays, during Holy Week (the week leading up to Easter), Thanksgiving eve, and

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<sup>1</sup> Hokuloa - means The Evening Star and is pronounced Hoh --Koo – Low -- Ah

<sup>2</sup> Puako – is pronounced Poo – Ah -- Koh

<sup>3</sup> Some decorations are available – please ask for our list of options.

Christmas eve. Please note that Christmas decorations will be in the sanctuary the four weeks prior to Christmas and up to two weeks following Christmas.

**Pastor/Wedding Officiant:** Our pastor provides at least two counseling sessions prior to the ceremony. These sessions may be held online. It is the responsibility of the couple to schedule these sessions with the pastor. The couple may select their own wedding officiant at their own expense. Any pastoral participation (other than Hokuloa’s pastor) in a wedding ceremony will be with the consent and coordination of Hokuloa’s pastor and/or council.

**Financial Arrangements:** Upon confirmation of the dates and arrangements, a payment of \$500 is needed to reserve your rehearsal and ceremony dates. The remaining balance (and \$200 security deposit), \$950, is to be received 45 days prior to the event date. In the event of a cancellation with less than 45 days’ notice, a \$100 administration fee will be retained. The security deposit will be returned within three weeks after the event if our facilities are left neat and unharmed and if the reserved times have not been exceeded. Your Church Representative will be with you during your onsite scheduled times and will follow up to advise if other things need to be done to receive the full return of the deposit.

**Facilities:** The chapel is airconditioned. There is a 74-foot stone walkway from the road to the entrance of the church and the church aisle is 30.5 feet long. There is one step up into the chapel; a handicap ramp is available. The bathroom is in the separate gazebo on the grounds. A changing room is not available. The sanctuary has five rows of pews (each pew can hold five people); the pews can be supplemented with an additional row of folding chairs reaching a maximum seating capacity of 60. The church buildings are not totally secure; the church cannot be responsible or liable for the loss of items brought to the church. Please do not leave valuables unattended during the ceremony.

**Decorations:** If you wish to decorate with flowers or other decorations, please avoid scratches or leaving residue. Birdseed, bubbles and real flower petals may be used outside the chapel. Real flower petals may be used inside the chapel. Do NOT use rice, confetti, glitter, or fake flower petals in the chapel or on the grounds. Please remove decorations and equipment following the ceremony. If you wish to share your flower arrangement(s) with Hokuloa for use on Sunday, please let the Church Representative know. Mahalo for your thoughtfulness.

**Other Wedding Guidelines:** No meal or drinks, especially alcoholic beverages, may be served anywhere on church property. Water for personal consumption is allowed. No smoking on church property.

Signed by the Wedding Couple:

Signed by Hokuloa United Church of Christ:

(1) Sign: \_\_\_\_\_  
Print: \_\_\_\_\_  
Date: \_\_\_\_\_

Sign: \_\_\_\_\_  
Print: \_\_\_\_\_  
Date: \_\_\_\_\_

(2) Sign: \_\_\_\_\_  
Print: \_\_\_\_\_  
Date: \_\_\_\_\_

Approved and Confirmed  
Rehearsal Date and Time:  
Ceremony Date and Time:

March 2021



# Hokuloa United Church of Christ Wedding Couple Information

Name 1:

Name 2:

Email:

Email:

Preferred Phone:

Preferred Phone:

Prefer Text or Email (circle)

Prefer Text or Email (circle)

Time Zone:

Time Zone:

Mailing Address:

Mailing Address:

Parents:

Parents:

Name after Marriage:

Name after Marriage:

Address after Marriage:

Wedding Planner/Consultant and Contact Info:

Return deposit back to This Person at This Address:

Requested Wedding Date and Time:

Requested Rehearsal Date and Time:

Wedding Officiant:  Hokuloa's Pastor  Other: \_\_\_\_\_

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|--|-------|---------|-----------|
| <input type="checkbox"/> First Payment:    | Date: | Amount: | How Paid: |
| <input type="checkbox"/> Second Payment:   | Date: | Amount: | How Paid: |
| <input type="checkbox"/> Deposit Returned: | Date: | Amount: | How Paid: |