



INFORMATIONAL BOOKLET

4214 N Capital of Texas HWY
Austin, TX 78746

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Introduction

THE SMITH FAMILY CHAPEL AT RIVERBEND CHURCH

Located in the scenic hill country on the west side of Austin, the non-denominational wedding chapel at Riverbend was built in 2000, designed in an old-world Tuscan style of the 18th century, using native white limestone mixed with dark stained oak beams. It features contemporary stained glass windows and opens up to a beautiful stone patio, the perfect blank canvas for any wedding. The acoustics in our chapel are one of a kind with state of the art equipment, a Bosendorfer grand piano, and full audio and video capability. Live audio recordings of your ceremony are FREE when you bring a USB drive. The chapel seats 320 comfortably with extra seating in our balcony; the chapel holds 371 max. Weddings can be booked for a morning, afternoon, or evening ceremony.

An experienced professional Riverbend Day of Wedding Coordinator and Sound Technician are included for your event along with a Wedding Director to walk you through all details regarding your ceremony in our chapel. Also included are a private bridal suite and groom's room, equipped with all the amenities and extras a wedding party could need. Brides and grooms can use an officiant of their choice, or if they prefer, one of Riverbend's Pastors. For more information or to reserve your wedding date and time, please contact DeDe Kellicker, our Wedding Director, to begin preparations for your special day.

To confirm your wedding date, wedding contract agreement, and payment must be received by Riverbend's Wedding Director, DeDe Kellicker:

EMAIL:

weddings360@riverbend.com

MAIL:

**Riverbend Church
4214 N Capital of Texas Hwy
Austin, TX 78746
ATTN: DeDe Kellicker**

Policies

- Riverbend is a non-denominational church & chapel.
- The Smith Family Chapel is both a non-smoking and an alcohol-free venue.
- The Community Center does allow alcohol during Receptions.
- All food must be provided by a professional catering company.
- All alcohol must be served by a TABC certified vendor.
- It is the responsibility of the bride, groom, and their families to inform their guests of all policies.
- The church will be unlocked two hours before the scheduled wedding time unless additional hours are purchased ahead of time. (Requires additional fees, see pg. 12)
- Deliveries and wedding party members are welcome during those two hours.
- Candle rental items are available for rent upon request. (See pg. 8)
- Dressing rooms are provided for the wedding parties.
- A sound technician will not be scheduled for your rehearsal.
- Real rose petals are NOT to be used due to carpet stains unless an aisle runner is provided by the bride. Silk rose petals are permitted.
- Wedding dresses may not be delivered to the church.
- The church will not be responsible for any personal items before, during or after your event.
- It is the responsibility of the wedding party to inform the florist and photographer of our stated policies.
- Reserving the chapel facility does not include the services of a pastor or other Officiants.
- It's your responsibility to pick up and clean up all decorations before leaving, including rose petals.

Touring the Chapel

The Chapel is available for you to do a self-guided tour Monday–Thursday 9:00AM–4:00PM, Friday 9:00AM–12:00PM and Sunday 10:00AM–12:00PM. Any questions about the chapel, please contact DeDe Kellicker at **weddings360@riverbend.com**.

To visit our online Virtual Tour of the Chapel, please go to: **www.riverbend.com/weddings**



Seating

The chapel seats 340 comfortably with ten (10-12) guests in each row. There are twelve (12) rows of pews on each side of the aisle downstairs. The maximum number of guests for the Chapel, with balcony, is 371.

Aisle

Aisle measurements are as follows: 71 inches wide x 45 feet long to stage. To add length onto stage, it is a total of: 50 feet 2.5 inches long (as shown in photos).



Real rose petals are NOT to be dropped by flower girls due to carpet stains unless an aisle runner is used. Silk rose petals are welcomed without a runner and are normally used. Riverbend does not provide aisle runners. Confetti or rice is not allowed.

It is your responsibility to pick up and clean up all decorations before leaving, including rose petals. Thank you.

Communion

Any couple wanting to include Communion as part of their ceremony must provide their own supplies. Riverbend does not have Communion supplies or resources available.

Decorations

Only ribbon, cloth or plastic pew hooks may be used to secure bows on pews or chairs. Please do not attach tape on pews, stage or carpet since it may remove finish from the wood or cannot be removed.

Riverbend makes available for rent: Candelabras and Pew Candle Sticks (for a list of rental accessories, see pg. 8). Only enclosed candles may be used inside the Chapel. Candles of any kind are not allowed on upper ledges near stained glass windows.

Decorations and rental equipment are to be removed promptly following the ceremony, to allow for cleaning and preparation for the next event. They may not be left overnight. To meet this requirement, the florist must make arrangements to have all of his or her property picked up immediately following the wedding (including bridal bouquet vases.)

The church will not be responsible for removing and storing equipment and is not responsible for any articles left behind after the wedding. The church reserves the right to bar any florist unwilling to accommodate these rules.

Riverbend does NOT provide a Unity Candle; couples may bring their own in to use on stage during the ceremony.

Bride's Room

The Bride's Room is located on the second floor directly behind the balcony. It is a beautiful, spacious area for the bride and bridesmaids to dress and have their hair and make-up done.

Amenities include full-length mirror, couch, chairs, large mirrors, water tower with cups, private restroom, and a mini refrigerator.

This suite is included in your contract agreement.



Groom's Room

The Groom's Room is located on the main level directly behind the stage. It is a perfect area for the Groom and Groomsman to dress for the wedding.

Amenities include full-length mirror, seating, water tower with cups, hanging rack for tuxedos, a private restroom and private entrance from the parking lot.

This suite is included in your contract agreement.

Accessories for Rent

- Table Candelabras: \$25 for two (includes real candles)
- Large Candelabras on Stage: \$60 for two (includes LED candles)
- Pew Candle Sticks: \$50 for set of 12 (includes real candles)
- Lanterns: \$50 for set of 12 (includes flickering LED candles)

There are a number of accessory items that are included as part of your contract:

- Eight-foot antique table for use in the foyer as a sign-in table
- Other various-sized tables, large wooden cross on stage, grand piano, microphones, music stands, chairs and stools, kneeler.



Any item(s) NOT rented must be discussed with the Wedding Director two weeks prior to your wedding date so the Chapel can be properly set for your ceremony.

Photography & Video

Photographs may be taken before, during and after the ceremony. Any pictures taken after the wedding should be taken immediately following the ceremony. Please instruct the entire wedding party, including parents and ushers, not to leave the auditorium after the ceremony in order to minimize any delay. Be sure to utilize our beautiful stone patio.

PHOTOGRAPHERS & VIDEO PHOTOGRAPHERS:

Only restriction is to properly store any and all equipment under the last pew or in our curtain closet during ceremony. Do not block walkways for guests to get to the pews. We ask that any tripods not block aisles & guests entrances.



REMEMBRANCE GARDENS:

The Remembrance Gardens is a private property and closed to the public for bridal portraits. No unscheduled photography allowed.

If you have booked your wedding in the Smith Family Chapel and would like to use the Remembrance Gardens for your wedding portraits, an appointment must be made in advance with Keary Bailey, the Director of the gardens. Please note that availability is subject to our memorial services that take place in the gardens and set times may need to change for brides due to memorial services booked during the week of their wedding.

Keary Bailey, Director of Riverbend Remembrance Gardens:
512 809-0035 or **kbailey@remembrancegardens.com**

Music & Sound

The wedding fee includes the use of a sound technician, a grand piano, music stands, chairs/stools, podium and microphones for performance. Sound equipment is used by church personnel only. There is no Sound Technician scheduled for rehearsals.

Any recorded music needs to be uploaded to our Dropbox link that can be provided by our Wedding Director, DeDe Kellicker: **weddings360@riverbend.com**

You can also send us a song playlist from Spotify.

Soloists and musicians may rehearse one and a half hours prior to the beginning of the wedding ceremony. The sound technician arrives one hour prior to the wedding ceremony start time.

Wedding Bells

CHIMING OF THE HOUR

We also offer Chiming of the Hour. For those that want to start off their big day with our bell chimes, you can choose the bell chimes to be played, which indicate the start of your ceremony. These are offered by the hour from 1 to 12 chimes.

WEDDING MARCH CHIMES

The Smith Family Chapel offers a beautiful arrangement of Wedding Bell Chimes that are played through our bell tower. What better way to end your ceremony than with the elegant sounds of the Wedding March being played by our bell chimes for all to hear.

Finding an Officiant

Reserving the church facility does not include the services of a Pastor or Officiants. If you would like a Riverbend Pastor to perform your ceremony, you may contact a pastor directly and make arrangements. Fees and bookings for Officiants must be arranged independently with the individuals involved.

OFFICIANTS (Pastors from Riverbend Church contact them directly)

Rev. Dean Busboom	512 659-0705 dbusboom@riverbend.com
Rev. Kevin Hedges	510 326-7504 khedges@riverbend.com
Dr. Gordon Smith	512 791-5603 gordontruettsmith@gmail.com

The Pastor's honorarium should be arranged prior to the ceremony. Clergy from other churches, or other qualified personnel of your choice, are also welcome as Officiants. Please advise our Wedding Director with your choice once you've made your decision. The marriage license should be presented to the Officiant prior to the wedding ceremony.

Riverbend Church offers a series of seminars entitled "Building Healthy Marriages" twice yearly that will enhance your relationship and help you to better know each other. For upcoming seminar dates, please call Rev. Paulette Schwartz directly at 512-215-3045 or email: pschwartz@riverbend.com

Wedding Cost & Fees

When you reserve the Chapel, the entire Chapel is dedicated to your ceremony during your three and a half hours and one hour for your rehearsal. The fee for use of the Smith Family Chapel for weddings includes the cost for a Riverbend Wedding Coordinator, a Sound Technician, the Bride's Room and Groom's Room, air conditioning or heating and normal custodial duties.

Weddings may be scheduled in the Smith Family Chapel up to 18 months in advance, and are only confirmed once the wedding contract and down payment have been received.

\$1,495 - Price reserves a 4.5 hour time period (which includes a one-hour rehearsal the day before the ceremony, 3.5 hours the day of the wedding, and the services above.)

Please note that Riverbend Church Members enjoy a \$300 discount off the regular price for the same services above (\$1,195 after discount).

FIXED WEDDING CEREMONY TIMES:

Saturday: 10:00AM ceremony, Chapel Access 8:00-11:30AM

Saturday: 2:00PM ceremony, Chapel Access 12:00-3:30PM

Saturday: 6:00PM ceremony, Chapel Access 4:00-7:30PM

Sundays: Available ceremony times from 2:00-6:00PM

There is an additional fee of \$100 per extra hour for access to the Chapel.

DOGS PARTICIPATING IN A WEDDING

Riverbend Church charges a \$500 deposit for any person or group that wishes to use a dog or dogs for an event. This deposit will be used to offset any cost associated with damages or soiling of any Riverbend building or property. If no damage occurs, \$150 is kept for extra cleaning and \$350 will be returned within 30 days after the event.

Please note that Riverbend's first commitment will always be to our church programs. For this reason, we cannot book weddings on the following dates: Good Friday, Easter weekend, Thanksgiving Day, Christmas Eve, Christmas Day, or New Years Eve.

Confirmation & Cancellation Policy

Please note that 50% of the fee is due at contract signing as a down payment.

The remaining 50% is due 90 days prior to your event.

Neither deposit nor final balance are refundable.

In order to book your wedding you will need to complete the Wedding Contract Agreement form, along with your 50% down payment and email both to the Riverbend Wedding Director at: **weddings360@riverbend.com**

Once you have submitted your contract and down payment you will receive an email confirmation with an invoice from the Riverbend Wedding Director, DeDe Kellicker, to confirm your date.

The date will not be reserved until your contract and down payment have been received.

To avoid embarrassing errors, please refrain from announcing your wedding date until after it has been confirmed by the Riverbend Wedding Director and your officiant of choice has been secured.

Wedding Rehearsals

Wedding Rehearsals are booked for 4:00PM, 5:00PM or 6:00PM the day prior to the wedding.

A Riverbend Wedding Coordinator will administer rehearsals. If two weddings are booked for the same day, the first wedding booked will have precedence in scheduling the rehearsal date and time. Rehearsals will be limited to one hour.

Wedding Director & Day of Coordinators

Riverbend uses several fully-trained and experienced Wedding Coordinators for the actual wedding dates. Riverbend's Wedding Director, DeDe Kellicker will be your primary contact up until the wedding, at which time she will assign one of the Wedding Coordinators to be your "Day-of Coordinator." This Coordinator will be there for your rehearsal, as well as your wedding to facilitate and help ensure all goes smoothly.

DeDe Kellicker will help you with the following:

- Booking your wedding and confirming the date.
- Collecting payments. Make checks payable to Riverbend Church.
- Consultation of pre-wedding details after the wedding date is confirmed.
- Act as liaison between the Church and your wedding party or your own personal Wedding Planner for set-up and direction of the wedding rehearsal and wedding ceremony.

Receptions at Riverbend

Host a wedding reception in our newly remodeled reception area. You need to see it for yourselves! This gorgeous newly renovated Riverbend Ballroom was designed to hold as little as 50 people or up to 280. With movable walls, you can transform this ballroom into an any size reception for an elegant modern feel.

Treat your guests to the luxury of having your ceremony and reception all at one location, located in the scenic hill country on the west side of Austin.

It is just a short walk up the hill from the Smith Family Chapel to our Riverbend Ballroom. This features a spacious area with a 24-foot high peak ceiling, over-sized windows with lots of natural lighting, and visual systems to host a reception for 50-280 guests.

There are multiple options to choose from as we help you customize your reception:

- A 360 degree dining area set-up around the dance floor
- A separate cocktail hour foyer
- A private room for the bridal party



Reception Cost

\$3,500 — 100 Guests

\$4,500 — 151-200 Guests

\$4,000 — 101-150 Guests

\$5,000 — 201-280 Guests

*Max guest is 280

PRICE INCLUDES THE FOLLOWING:

- Use of the room for 8 hours: 3.5 hour reception with 3 hours to set-up and 1.5 hour to clean up
- 60" round tables - 35 available
- 8 chairs per table
- 16'X16' Wooden Dance Floor
- Set-up and clean up
- Facilities Staff
- Reception Coordinator
- Caterer must bring food already prepared (no cooking at Riverbend)
- We provide counters to do food plating

Reception Policies

Please note that 50% of the fee is due at contract signing as a down payment.

The remaining 50% is due 90 days prior to your event.

Neither deposit nor final balance are refundable.

A security deposit of \$250 is required (for receptions only) and will be refunded, after your event, if there are no damages to the facility.

Contact DeDe Kellicker for a Reception Contract and to make your down payment.

The date will not be reserved until your contract and down payment have been received. To avoid embarrassing errors, please refrain from announcing your wedding/reception date until after it has been confirmed by DeDe Kellicker.

Reviews

We are so happy we chose Smith Family Chapel for our wedding ceremony venue. So many people complimented how beautiful the place was. Our pianist told us the acoustics are the best and it is his favorite venue to play for weddings. The coordinator, Annalise, that the chapel provided was extremely helpful and friendly at our rehearsal and ceremony. We definitely recommend Smith Family Chapel for anyone wishing to marry in a traditional church setting.

- *David & Rebecca*

I had my dream wedding thanks to Linda Ponsonby and the Smith Family Chapel! They were so attentive and PATIENT with my oversized wedding party... The day of the wedding they were accommodating and completely calm while the bride was rushing through the door only MINUTES before walking down the aisle. Thank you for having such a beautiful chapel and wonderful staff!

- *Tracy C.*

Beautiful, unbeatable location. The chapel is fairly simple in its design, outfitted with colorful stain glass windows, dark wood pews, and limestone brick backdrop with a peace dove motif. The brides quarters were upstairs, was nice to have a quiet minute with my bridesmaids before the ceremony began.

- *Lisa P.*

Loved getting married here!! The chapel was absolutely beautiful - didn't need a lot of decoration to make it pretty - perfectly classy with a few flowers and the candles - but would be a beautiful blank canvas if lots of decoration is what you wanted! I would HIGHLY recommend also if you have a lot of out-of-town guests who are not used to Austin traffic. We had a lot of friends coming from smaller towns and it was so easy for them to find and get to. They were easy to work with and made the booking process totally stress-free! Thanks for all you did to help make our wedding our favorite day!!

- *Anna B.*

Reviews

We had our ceremony at Smith Family Chapel and it was a perfect venue. The stone wall with ivy outside was a beautiful to take wedding portraits too! I highly recommend this location for anyone looking for a church as their ceremony venue.

- Sarah M.

I had a great experience holding my ceremony at Smith Family Chapel at Riverbend Church. Everyone we worked with was very accommodating and we had no trouble at all! It's also a beautiful space. I would highly recommend it!

- Emily

Thank you to Krista for being an exceptional coordinator for our daughter's wedding reception in the fellowship hall this past weekend. Everything was just perfect. We have had so many guests tell us "this was the best wedding they have ever attended"! Thank you also to the staff and especially Sam who helped out with everything we needed. Jill and Annalise were great to work with to coordinate the ceremony at the Smith Family Chapel. We appreciate the efforts of everyone at Riverbend. It was a truly blessed day from beginning to end!

- Loretta H.

Thanks to Riverbend Church for being an awesome venue for mine and Andrew's wedding. So happy with the courteous staff and the beautiful campus. We couldn't have asked for anything more!

- Breanne B.

**We'd love to read your
reviews at [theknot.com](https://www.theknot.com)**



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Weddings at Riverbend

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CHURCH

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Photo above provided courtesy of *The Mill Photography Studio*