

Wedding Guide



Events
cityCHURCH

Congratulations

Congratulations on your upcoming wedding! Thank you for considering City Church as a part of your special day. We are committed to helping you prepare for your upcoming marriage. Inside this packet you will find the answers to your questions about hosting a wedding City Church. Also, these are policies that, if adhered to, will allow us to best serve you. Please contact us (events@citychurchevv.com) if you have any questions. We look forward to sharing this exciting time with you.

WEDDING POLICIES

As stated in the Bible and in accordance with City Church beliefs, we will only perform and host weddings between one man (born a man) and one woman (born a woman).

No date is reserved until the wedding application and the booking fee have been received and approved by the office manager. Upon approval, all questions and communications regarding the wedding will be directed to your Venue Coordinator.

Weddings will be hosted on Saturdays only. Wedding ceremony must conclude by 6:00 PM. A fee will be charged for each additional hour the facility is occupied past the allotted time (see pricing for fees).

Only City Church pastors may perform weddings at City Church.

Completion of premarital counseling is required. See the premarital counseling section for requirements and details.

City Church will not provide any of the following: tools, ladders, tape, pipe and drape, linens or table skirting.

The repair or replacement cost for any items missing or damaged beyond normal wear and tear will be deducted from the damage deposit. Any damage amount not covered by the deposit will be the responsibility of the bride and groom.

City Church is not responsible for any injuries caused to anyone while on the property. City Church is not responsible for any lost, stolen or damaged property. Please lock all of your valuables in your vehicle out of sight.

DISREGARDING ANY OF THE FOLLOWING POLICIES WILL RESULT IN THE LOSS OF YOUR DEPOSIT

No one outside of the Worship Director will be permitted to alter or move any of the existing items on the stage. Your Venue Coordinator will discuss the stage layout with you at your planning meeting. Usually the set design is permanent and will need to be worked around. But if the bride would like the set moved, she may discuss with the Venue Coordinator about the cost for removal and set up.

Decorations must be approved by the Venue Coordinator 30 days prior to the wedding. All candles must be dripleless and enclosed in glass. If you have floating candles, water may only be at or below one inch from the top of the glass.

Sparklers and bubbles are allowed outside the buildings only. A waste receptacle must be provided for used sparklers and disposed of by a representative of the bridal party. Items used for tossing such as rice, confetti, petals or like materials are not allowed on the premises (both inside and outside the building).

Alcoholic beverages and smoking are not permitted on the premises.

City Church believes that drinking alcohol is a matter of personal choice. Nowhere does the Bible prohibit drinking alcohol. However, for many reasons, including those related to liability, we have chosen to restrict the use of alcohol to one glass of champagne or wine for the wedding party only. In addition, such alcohol must be provided by a caterer licensed to provide and dispense alcoholic beverages. If this policy is not adhered to, or if additional alcohol is discovered on the premises, the person(s) responsible will be escorted off of the premises and the damage deposit will be forfeited. In addition, City Church may not be held liable for accidents or injuries pertaining to alcohol use to or from the facilities nor while present on City Church property.

The wedding music form must be submitted for approval to the Venue Coordinator 30 days prior to the wedding.

All decorations and personal belongings must be set up and removed within the allotted time. City Church reserves the right to dispose of any item left past the allotted time for any reason.

All outside rentals and decorations must be delivered and removed on the day of the wedding or reception within the allotted time. All rented items must be set up and taken down by you or your vendors.

PRICING

WEDDING FEE - \$800 (this includes the \$300 nonrefundable booking fee) **plus** a \$500 refundable damage deposit.

- ❖ Rental time of 1 hour for the Rehearsal
- ❖ Rental time of 5 hours for the Wedding
- ❖ Venue Coordinator for the facility
- ❖ **City Church pastor to officiate and counseling**
- ❖ Sound Technician
- ❖ Setup, teardown, and cleaning
- ❖ Round tables and padded folding chairs for the dressing rooms
- ❖ Hanging rack for each dressing room
- ❖ There will be a \$100/hour charge for each additional hour of facility use. Any time leading up to 30 days before the wedding, you may schedule extra time, for which you will be invoiced. If the facility is not vacated in the allotted time on the event date, this fee will come out of the damage deposit.

TIMETABLE OF PAYMENT

- ❖ Once the date is confirmed and the application is submitted:
\$300 nonrefundable booking fee
- ❖ 12 months prior to event: the contract is signed
- ❖ 6 months prior to event: \$500 is due
- ❖ 60 days prior to event: \$500 is due

REHEARSAL DINNER FEE - \$500 (this includes the \$100 nonrefundable booking fee) **plus** a \$200 refundable damage deposit

- ❖ Rental time of 4 hours for the Rehearsal Dinner
- ❖ Venue Coordinator for the facility
- ❖ Sound Technician
- ❖ Setup, teardown, and cleaning
- ❖ Rectangular folding 8-foot tables and padded folding chairs
- ❖ There will be a \$100/hour charge for each additional hour of facility use. Any time leading up to 30 days before the rehearsal dinner, you may schedule extra time, for which you will be invoiced. If the facility is not vacated in the allotted time on the event date, this fee will come out of the damage deposit.
- ❖ The client will be required to hire security for all evening events. See approved vendors.
- ❖ The client will be required to hire a caterer. See approved vendors.

TIMETABLE OF PAYMENT

- ❖ Once the date is confirmed and the application is submitted:
\$100 nonrefundable booking fee
- ❖ 12 months prior to event: the contract is signed
- ❖ 6 months prior to event: \$400 is due
- ❖ 60 days prior to event: \$200 is due

WEDDING RECEPTION FEE - \$500 (this includes the \$100 nonrefundable booking fee) **plus** a \$200 refundable damage deposit

- ❖ Rental time of 5 hours for the Wedding Reception
- ❖ Venue Coordinator for the facility
- ❖ Sound Technician
- ❖ Setup, teardown, and cleaning
- ❖ Rectangular folding 8-foot tables and padded folding chairs
- ❖ There will be a \$100/hour charge for each additional hour of facility use. Any time leading up to 30 days before the wedding reception, you may schedule extra time, for which you will be invoiced. If the facility is not vacated in the allotted time on the event date, this fee will come out of the damage deposit.
- ❖ The client will be required to hire security for all evening events. See approved vendors.
- ❖ The client will be required to hire a caterer. See approved vendors.

TIMETABLE OF PAYMENT

- ❖ Once the date is confirmed and the application is submitted: \$100 nonrefundable booking fee
- ❖ 12 months prior to event: the contract is signed
- ❖ 6 months prior to event: \$400 is due
- ❖ 60 days prior to event: \$200 is due

METHOD OF PAYMENT

This may be paid by a mailed check to City Church, PayPal using the link on the invoice (4% upcharge), or credit/debit card through your Venue Coordinator (4% upcharge).

PREMARITAL COUNSELING

City Church requires pre-marital counseling for every couple married here. The purpose is to assist the couple in building a Godly marriage. To be counseled by a City Church pastor, a minimum of five sessions is necessary to complete the requirement. Each couple is required to take the Keirsey-Bates Temperament Analysis Test and a Personal and Family History Analysis (approx. \$15) and possibly purchase a book (this is at the discretion of the City Church pastor).

The fee for the counseling and the officiating by a City Church pastor is covered in the rental expense.

VENUE COORDINATOR

A Venue Coordinator will be provided for you. This fee is covered in the rental expense. The Venue Coordinator will direct the wedding rehearsal and wedding ceremony and help execute the timeline on behalf of the Church. They will ensure the policies and standards of City Church are met and carried out throughout your entire event. They will not be available for coordinating any vendors. They will not be available for setup or takedown. You may also provide your own Wedding Coordinator if desired or hire the Venue Coordinator to perform additional services; however, the Venue Coordinator will be present and will direct the proceedings in accordance with City Church wedding policies.

BUILDING MANAGER

A Building Manager is required to support your wedding ceremony and rehearsal. This fee is covered in the rental expense. The Building Manager will set up and take down tables and chairs and maintain the facility during your event. They will not be available for setup or takedown of personal belongings, food and dishes, rental items, linens, or any decorations.

SOUND TECHNICIAN

A Sound Technician is required to support your wedding ceremony and will be provided by City Church. This fee is covered in the rental expense.

The church sound system will not be available to any outside company.

APPROVED VENDORS

CATERER – Just Rennie's is an approved caterer for City Church. Please contact them for pricing: doug@justrennies.com. If you would like to use another caterer, your Venue Coordinator will set up a meeting with our Kitchen/Food Manager.

SECURITY – Security is required for any event in the evening. Please check with your Venue Coordinator for suggestions.

SUGGESTED VENDORS

DESIGNERS –

Doug Patberg (douglas.patberg@evsc.k12.in.us)

WEDDING PLANNING/COORDINATING –

Jamie Brewer (info@daylilyevents.com)

Doug Patberg (douglas.patberg@evsc.k12.in.us)

MUSICIANS –

Nathaniel Duckworth (nathaniel@citychurchevv.com)