

CITY CHURCH



Helping Make

Your Special Day

Easy, Memorable,

And About You!

CITYCHURCHEVV.COM

W E D D I N G S

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 guide you will find the answers to your questions about hosting a wedding at 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 you have completed the following:

- Filled out a questionnaire.
- Asked (and confirmed) a City Church pastor to counsel and officiate your wedding. Since weddings are limited to those that serve and call City Church “home,” only City Church pastors may perform weddings here.
- Signed a contract.
- Paid the booking fee.

Weddings will be hosted on Saturdays and on non-holiday weekends only. The wedding ceremony must conclude by 6:00 PM. No weddings on holiday weekends as well as dates from Thanksgiving through New Years.

Damages to Property

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.

Proof of liability insurance of \$500,000 will be required.

L O S S O F D E P O S I T

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

No one outside of the Worship Pastor will be permitted to alter or move any of the existing items on the stage. The Venue Coordinator and the Worship Pastor will discuss the stage layout with you at your planning meeting.

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

The wedding music form must be submitted for approval to the Venue Coordinator 60 days prior to the wedding.

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).

L O S S O F D E P O S I T

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 prohibit the use of all alcohol on our campus during weddings. If this policy is not adhered to, the person(s) responsible will be escorted off of the premises and the damage deposit will be forfeited.

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 rooms - Worship Center, the Bride's room and the Groom's room – must be left as you found it. Failure to do so will result in loss of deposit.

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

W E D D I N G F E E S

WEDDING FEES-

\$1200 (this includes the \$600 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
- Sound Technician
- City Church pastor to officiate and counsel
- Cleaning the Worship Center after the ceremony
- If the wedding ends when it is dark, a security guard will be required (extra cost)
- 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 questionnaire is completed, the date and City Church pastor confirmed, and the contract signed: \$600 nonrefundable booking fee
- 6 months prior to event: \$600 is due
- 60 days prior to event: \$500 is due

W E D D I N G F E E S

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. 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).

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 to coordinate any vendors. You may also provide your own Wedding Coordinator if desired; however, the Venue Coordinator will be present and will direct the proceedings in accordance with City Church wedding policies.

S O U N D A N D P R O D U C T I O N

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.

PEWS AND MIDDLE AISLE

- 13 rows on each side of the middle aisle (26 total)
- City Church does NOT have aisle runners.

STAGE DESIGN

The projector and screen are available for use. Pipe and drape can be assembled to cover drums. The current lighting is not to be moved. The stage will be cleared for the wedding.



C O N T A C T

EVENTS@CITYCHURCHEVV.COM

812-401-1715