

# COVENANT CHURCH WEDDING POLICY GUIDE

Congratulations on your upcoming wedding! Thank you for considering Covenant Church for your big day. Please read the following Guidelines for getting married at Covenant Church. Call or email with any questions that you might have to set up an appointment with the Wedding Coordinator. Contact information will be provided at the end of the Policy Guide.

Covenant Church members who choose a Covenant Church Pastor to perform wedding must complete the Covenant Church Pre-Marital Coaching Classes. This is required to have your wedding facilitated at Covenant Church. Contact information for these classes will be provided at the end of the Policy Guide.

## VENUES/RENTAL FEES

### Covenant Chapel

Seats approximately 250 guests

Rental Fee = \$750.00

The above fees include the following:

- Covenant Church Wedding Coordinator
- Use of Covenant Chapel for 3 hours for wedding and 1 hour for rehearsal
- Basic Decorations Set-up
- Audio/Video Engineers at Rehearsal and Wedding Ceremony
- Set-up, Teardown and Clean-up of Covenant Church equipment and decorations

### Apostles Hall

Seats approximately 150 guests

Rental fee = \$200.00 - \$750.00

The above fees include the following:

- Covenant Church Wedding Coordinator
- Use of Apostles Hall for 3 hours for wedding and 1 hour for rehearsal
- Basic Decorations Set-up
- Audio/Video Engineers at Rehearsal and Wedding Ceremony
- Set-up, Teardown and Clean-up of Covenant Church equipment and decorations

## **Worship Center Lobby**

Seats approximately 200 guests

Rental fee = \$400.00 - \$1,000.00

The above fees include the following:

- Covenant Church Wedding Coordinator
- Use of Worship Center Lobby for 3 hours for wedding and 1 hour for rehearsal
- Basic Decorations Set-up
- Audio/Video Engineers at Rehearsal and Wedding Ceremony
- Set-up, Teardown and Clean-up of Covenant Church equipment and decorations

## **Main Building Meeting Room**

Seats approximately 40 guests

Rental fee = \$150.00 – weekday      \$250.00 – weekend

This option allows for:

- One-hour ceremony with NO rehearsal or Audio Technician
- Photo taking in Main Lobby for 30 minutes

## **WEDDING COORDINATOR**

Covenant Church wishes to extend all possible assistance to you, ensuring your wedding ceremony is not only beautiful, but also a memorable event. Thus, we have provided a Wedding Coordinator to help you with facility details and arrangements for your wedding at Covenant Church.

The Covenant Church Wedding Coordinator will be available to direct the rehearsal and wedding and assist the Bridal Party with information regarding the facility. She will oversee direction of all Covenant Church weddings and you must meet with her at least twice. You may choose to hire your own personal Wedding Coordinator, but the fees will remain the same.

### **First Meeting**

Your desired wedding date may be confirmed and secured by paying the \$200.00 initial deposit and signing the facility reservation requisition contract. This initial deposit is non-refundable and will be applied towards the balance. There is also a \$250.00 security deposit check due at the same time. Please note that this check will not be deposited

unless the policy is violated as stated in the Policy Guide. Otherwise it will be destroyed or mailed back to the Bride/Groom within one month after the wedding.

The Wedding Coordinator can also discuss the decorations that are provided by the Church in this meeting.

### **Second Meeting**

The remaining balance is due no later than 4 weeks prior to your wedding date. It is the sole responsibility of the Bride and/or Groom to make arrangements to see that the account is paid in full. If the balance is not paid in full four weeks prior to the wedding then the wedding will not be permitted to take place. This meeting is a good time to discuss the schedule of the actual wedding, and to finalize any details. All final decisions on decorations should be documented at the meeting.

### **Requirements**

The Bride or the Groom must be an active member of Covenant Church for a minimum of six months prior to booking a wedding. To be an active member, one must consistently tithe and have completed the "Discover Covenant Membership Class." Members who have consistently served in a volunteer capacity for a certain length of time may qualify for an additional discount. Please email the Wedding Department (listed at the end of the Guide) to inquire more about the volunteer discount.

### **Facility Availability**

Weddings at Covenant Church may be booked no further out than 6 months before the wedding date. Many areas of Covenant Church Ministry utilize the facility regularly. Please call or email the listing at the end of this Guide for dates that are available on the Church calendar. These dates and times will be available on first come, first served basis. An initial meeting with the Wedding Coordinator is required to sign a contract and secure a deposit before any date will be guaranteed. Please note the major church-wide events take precedence and will not be rescheduled due to a wedding ceremony. Weddings in the Covenant Chapel can only be booked on Friday evenings or Saturdays with start time slots of 1pm and 5pm. Weddings may not be scheduled on Sundays or on holiday weekends.

When reserving our facility, please be aware that you are reserving a 3-hour window of time. This timeframe will be strictly enforced. Covenant Church reserves the right to cancel/reschedule a wedding ceremony should some unforeseeable conflict occur. Should this be necessary, a full refund of all monies paid up to that point will be made.

## **Facility Cancellation and Date Changes**

We are delighted you have chosen our facility as the location for your ceremony. We understand that in extenuating circumstance there may be a need for you to cancel your reserved date and time. We must withhold the deposit amount paid in its entirety because we have held your time and date. We ask that you contact the Wedding Coordinator as soon as you know that you must cancel. This will allow us to open the date for another couple. If you wish to move your originally scheduled date, we can assist you as long as the new date is available. This change must take place at least three months prior to your originally scheduled date. We will allow you to apply your deposit and previous payment to your new date. A date may only be changed once without penalty. If a second cancellation is required, the booking process will begin again with a new deposit and payments.

## **The Wedding Rehearsal**

A wedding rehearsal will be scheduled the evening prior to your ceremony in time slots of one hour maximum. The rehearsal time must be decided and documented on the contract at the initial meeting with the Wedding Coordinator. Rehearsals must start promptly at the time agreed upon on the contract. If the Bride and/or Groom are more than 30 minutes late to the rehearsal, the security deposit will be held in its entirety. Please encourage your wedding party to be early so that we may start on time and everyone will get the benefit of a full rehearsal. A rehearsal agenda and music is required to rehearse with your wedding party. Please provide the Wedding Coordinator with the rehearsal agenda at your last meeting. Please bring all music to the rehearsal.

## **The Wedding Ceremony**

The day of the event, including setup, ceremony, pictures, and removal of personal items can take no longer than three hours. You may choose to provide recorded music to be played or hire live Musicians/Vocalists. Covenant Church will provide an Audio/Lighting Engineer who will be present at both the rehearsal and the ceremony to assist with technical needs. Covenant Wedding Pastors can assist you if help is needed. We understand that your ceremony should be unique to you. Any plans that deviate from a traditional wedding ceremony should be discussed with the Wedding Coordinator for approval. Please provide a minimum of two ushers at your ceremony to assist with entrance doors and seating of guests.

Due to multiple ceremonies on any specific date it is imperative that the wedding ceremony begin promptly at the specified time on the contract. We will only delay a ceremony in an emergency and the delay will be a maximum of 15 minutes. If the Covenant Church Wedding Coordinator deems the delay is necessary then your ceremony may need to be abbreviated to remain within your reserved time slot. If your wedding

ceremony begins more than 15 minutes late, your security deposit will be withheld in its entirety.

### **Decorations**

We are happy to provide decorations for your ceremony and/or reception. Should you choose to bring in additional décor such as flower arrangements, additional candelabras, etc. please clear all items with the Wedding Coordinator no later than one month prior to your ceremony. If you have hired a personal decorator, florist or coordinator, they may add their decorations, but the Covenant Staff will set up all décor that is property of Covenant Church. Only silk flower petals are allowed on the floor. Real flower petals release oils onto the flooring and are prohibited. Silk flower petals must be picked up immediately following the wedding. All items brought in by florists or other vendors must be removed immediately after the conclusion of the ceremony. Covenant Church will not store items to be picked up on the next business day. Covenant Church and the Wedding Department will not be responsible for the care or storage of any items left at the facility. No outside vendor may setup, move, disassemble or alter Covenant Church equipment in any way. Your security deposit will be withheld should these events take place.

### **Musicians and Vocalists**

Musicians and/or Vocalists who are hired to perform are asked to attend the rehearsal. Please notify the Wedding Coordinator of microphone and equipment needs by your final meeting. Musicians and/or Vocalists will be given at least one run through at the rehearsal and may come one hour early for the ceremony to do a sound check on the day of the wedding. Musicians must provide their own instruments. Musicians and/or Vocalists will not be permitted to use the facility to rehearse at any time other than at the rehearsal or one hour prior to the wedding ceremony. Only Audio/Lighting Engineers employed by Covenant Church may run our sound and lighting equipment. If you would like a referral for musicians and/or vocalists for your wedding, please call our music department at the number listed at the end of this policy Guide.

### **Dressing Areas**

A small ready room for the bride is provided one hour prior to the start time of the wedding ceremony. Bridesmaids must arrive with hair and make-up done. Please be aware that there is no make-up allowed in the bride's ready room. Touch-ups may be done in the bathroom. The Wedding Coordinator will direct the wedding party to the ready rooms at the rehearsal. We encourage the groom and all his attendants to come in their tuxedos. There is no designated area available for them to dress. Only water is allowed in the bride's ready room. If any other food or drink is found, the brides' security deposit will be withheld. As always, no alcohol or smoking is allowed on the Covenant

Church campus by members of the bridal party or guest. Should this happen, your security deposit will be withheld in its entirety.

## **Photography**

Since the wedding ceremony is a worship service, all photographers (amateur and professional) are asked to reverence the ceremony and the church. We ask that the photographer be as unobtrusive as possible so as not to distract from the bride, groom and wedding party. We ask that each photographer dress appropriately for the ceremony. On your wedding day, we must adhere to a strict schedule regarding time. Please let your photographer know that you have reserved the facility for one hour prior to the ceremony and one hour after the ceremony ONLY. Photography will not be allowed to exceed these times.

## **Officiating Minister**

If you are interested in having a Covenant Church Pastor officiate the wedding, please contact the Wedding Department. You also may use a Minister from another Christian church with the approval of the Wedding Department. Please note that the officiating Minister is welcome at the rehearsal, but not required to attend. Regardless, he/she must be willing to place the Covenant Church Wedding Department in charge of directing the rehearsal. The Covenant Pre-marital program is a requirement for all couples who will use one of our Covenant Church Pastors. No exceptions will be made. Please allow sufficient time to complete this class before your ceremony. Please contact the Married Life Department to register for this class. You may also go to the Married Life page at [www.covenantchurch.org](http://www.covenantchurch.org) to register online. A suggested honorarium of \$200-\$400 for the Officiating Minister can be given to the Wedding Coordinator along with the Marriage License. She will make sure the Minister receives the honorarium and will have the license signed and returned to the designated person from the wedding party.

## **The Reception**

Currently, the Wedding Department has several venues available for receptions. The Chapel, the Main Building Lobby and Apostles Hall. Should you choose to hold your reception in the Chapel following your wedding, there are three different options:

1. The wedding would be set-up for the reception in rounds during the wedding/dinner theater style.
2. There would be a 30-minute break for your guests to mill around outside or upstairs in the hallway overlooking the Chapel while the room is reset banquet style.

3. The back of the Chapel is used for a cake and punch reception with tall bistro tables for the guests to stand by. This will only work for smaller weddings (75) or less. A pro-rated fee is available for this option.

### **Covenant Chapel Reception /\$750.00**

The above fees include:

- 4 hours of building use. All decorating and cleanup will need to take place within this 4-hour time frame.
- Set-up, tear-down and clean-up of Covenant Church equipment and decorations.
- Audio Engineer to play music and provide microphone for announcements/toasts, etc.
- Coordination of reception timeline: 1st dance, prayer, communicate with sound tech for songs, timing for serving food if applicable, food served to bride and groom, cutting of cake, toast, mingling and send off. *The wedding party should have a point person to receive and set up catering/cake and punch.*
- 10 tables with linens either round banquet tables (60") or rectangular buffet tables (8').
- Additional tables with linen \$20.00 each.
- All linens will require a \$5.00 cleaning fee per table.
- Black mesh folding chairs. Ivory satin chair covers are available for rent. See rental agreement for details.
- Centerpieces are not provided but custom arrangements can be made with the Wedding Coordinator. Please check with the Wedding Department for more details and cost.

All items brought in by guest, wedding party, caterers, etc. must be removed, tables cleared and trash put in trash bags by the end of the allotted 4-hour time frame. The Covenant Church Housekeeping Department will facilitate the removal of chairs, tables and bagged trash only. The wedding party or those designated to assist with the receptions must remove all other items. We allow outside musicians and bands to accompany your reception with wholesome, clean music only.

### **ADDITIONAL CONTACT INFORMATION:**

For Weddings & Events contact Pastor Sandy Dockery, Covenant Church Wedding Coordinator at 972-512-4409 or [Sandyd@covenantchurch.org](mailto:Sandyd@covenantchurch.org)

For Pre-Marital Coaching contact Covenant Church Married Life at 972-512-4489