

# Weddings

At New Life Church  
For Guests Renting the Facility

Policies and Procedures

Updated July 25, 2007

*Congratulations* on your engagement to marriage! Marriage is the most beautiful and lasting of human relationships. We rejoice with you in your decision to wed, and we're honored you would consider us to be a part of your big day.

There are many places to be married. Some choose a home, a Justice of the Peace office, an outdoor garden, or some other beautiful setting. You are considering getting married in a church, and we think that is great. There is no better way to start your marriage than in a church with Jesus at the center of your wedding. If you choose New Life Church as the place for your wedding, we'll do everything we can to make this day the most joyous day of your life and the beginning of a wonderful, godly marriage.

One way we try to be a blessing is to provide you with a personal Wedding Coordinator. She will help outline for you the steps that will make your planning for this special day as easy as possible. She'll also be able to answer most of your questions about using NLC facilities. In addition, we've developed the following policies that we believe are essential to help you have both a beautiful wedding ceremony and a wonderful married life following it—and at the same time to best preserve our facilities to be a blessing to many others for years to come.

### *Personal Preparation for Marriage*

**Your Faith** – Marriage can be a source of the greatest joy in life when it is centered on the Lord Jesus Christ. Because we want the best for your marriage, and because we are a Christian church, the first requirement for being married in our church is that one or preferably both the bride and groom be Christian – that you have made Jesus the Lord of your life. If you cannot honestly make such a claim, we request you find another venue for your wedding. If you are not sure what it means to be a Christian or would like to learn more about it, we would love to talk with you about it (please ask your Wedding Coordinator or contact the church office).

Although you are not required to attend New Life Church to use our facilities, you should be attending church regularly somewhere.

**Pastoral Care** – In order to have a Christian wedding, you'll need a Christian minister to perform the ceremony. Most often, one of the pastors of New Life will serve you in this. If you prefer another ordained, evangelical minister from outside of New Life to perform your wedding, please submit his contact information to the New Life Wedding Coordinator for approval by one of our pastors.

We request that you go through pre-marital counseling with your minister before the wedding. If you use a minister at New Life Church, you are required to go through a pre-marital counseling program at New Life.

## *Planning Your Special Day*

**New Life Wedding Coordinator** – Planning and coordinating a wedding is often so complicated and stressful that it can cloud the joy of the ceremony itself. In order to avoid that, the church will assign a New Life Wedding Coordinator to help you through the process. Your NLC Wedding Coordinator will be your point of contact and liaison with the church. She will help you secure a date for your big event, answer your questions, secure a minister (and pre-marital counseling) if needed, and will make sure that the facility is ready and staffed for your wedding ceremony.

**Media Services** – Our sound, lighting, and video systems will provide the highest quality experience for your wedding. Because these systems are very complicated and require special skills to run, we will assign a sound technician and a lighting technician to your rehearsal and ceremony. These techs are included in your basic wedding fee. If you wish to show a video at your wedding, a video technician will also be provided at extra cost.

**Private Wedding Consultants** – You are welcome to engage a private wedding coordinator or consultant (in addition to your NLC Wedding Coordinator) to help in other areas of your service (decorations, flowers, catering, etc.). However, all wedding plans, music, and videos used in the NLC facility must be approved by the NLC Wedding Coordinator. Alternately, you may independently contract with your New Life Wedding Coordinator to work with you on other elements of your wedding outside of facility issues.

**Alcohol Consumption** – In making your plans, please keep in mind that New Life Church does not allow alcohol consumption on its property. If you have a reception on the premises, no alcohol may be served. An exception can be made for a Champaign toast.

## *Use of New Life Facilities*

New Life Church offers a beautiful sanctuary which will hold up to 520 guests. Set on an idyllic hill overlooking the city of Denton, it is a wonderful setting for your wedding. The facility has the potential of holding smaller receptions (100 people) in its foyer and outside porches. We offer a bridal room and rooms for the groomsmen.

## *Availability and Scheduling*

Our primary purpose in hosting weddings is to enable our members to celebrate their union and to begin married life with their New Life Church family. Therefore, we will give priority in scheduling to wedding parties in which either the bride or the groom or one of their parents are active members of the church.

To the extent that our facilities are available, we will schedule a limited number of weddings for those who are not active members of New Life Church in order to help them to begin their marriages under the blessing and authority of Christ.

Typically, we schedule your use of the building for one hour for the rehearsal; two hours for decoration; two hours for arrival, wedding, and photography; one hour for the reception; and one hour for removal of the wedding party's decorations and property. In order to allow adequate time to prepare the building for Sunday morning, Saturday weddings may not be scheduled later than 5:30 PM. If a reception is to follow at the church, the wedding may be scheduled no later than 4:30 PM.

After reviewing your Wedding Application, discussing your wedding plans, and checking our church calendar, your New Life Wedding Coordinator will determine whether and when the facilities can be available for your wedding.

### *Requirements for Facility Care*

God has given us this wonderful facility to be a blessing to you, but also to many others for years to come. To help us get the building ready for its next use a few hours after your wedding and to help prevent undue damage and wear on the facilities, we require that all in your wedding party abide by the following rules:

**Movement of Church Property** – No church furnishings, decorations, or equipment may be moved without the permission of the NLC Wedding Coordinator, who will also specify their place of temporary storage.

**Attachment of Decorations** – Do not attach anything to the walls except with masking tape, and then only with express approval of your NLC Wedding Coordinator. Any wedding decoration attached to Church furnishings or fixtures must be tied with ribbon or something that will not deface property. Metal clips must be protected with foam padding or something similar.

**No Smoking** – Smoking is not permitted anywhere inside the building (including restrooms and dressing rooms) or within 20 feet of any entrance. Cigarette butts on the exteriors must be discarded in a trash receptacle and not on the ground.

**Music and Sound Equipment** – No musical or sound equipment may be moved, operated, adjusted, etc. by anyone other than NLC technical staff.

**Candles** – In order to protect the floors and furnishings from wax drippings, only dripless candles, votive candles, or other similar items may be used. In addition, candles must have protective material placed under the stands to ensure against possible drips. Any candles placed along the aisles must be protected by glass chimneys or other non-flammable coverings; and this arrangement requires inspection and approval of the NLC Wedding Coordinator. Any wax drippings left on any surface will result in forfeiture of the damage deposit.

**Food and Drink** – No food or drink may be taken into the Living Room or the dressing rooms with the exception of bottled water in the dressing rooms.

**Birdseed, Rice, Flower Petals, Etc.** – To avoid staining of floor finishes, only silk flower

petals may be thrown by the flower girl. No rice, birdseed, confetti, or other items may be thrown inside or outside. No loose glitter may be used inside the building. Bubbles may be used outside.

**Prompt Removal of Wedding Party Property** – Because of limited NLC storage space, all equipment, decorations, etc, provided by the wedding party, must be removed from church property within two hours after the wedding (or reception, if held in NLC facilities).

**Liability** – NLC is not liable for any items that are lost, stolen, or damaged while on church property. This includes any items owned, borrowed, or rented by the wedding party.

## *Wedding Fees at New Life*

Our desire is to be a blessing to the community. The use of our facilities is a ministry offered to you by the members of New Life Church. However, there are costs involved in using these facilities and in securing the extra staff required to help you have a great wedding.

### **Basic Fee for Rehearsal and Wedding – \$650**

The church will provide you with a Wedding Coordinator, Sound Technician, Lighting Technician, and Custodial Crew. They will prepare the building for your rehearsal and wedding (climate control, chair arrangement, room set up, etc.), help coordinate the actual service, provide for your media needs, clean the facility after your wedding party removes all of its decorations and property, and prepare the church for services the next day. These staff members are required for all weddings at New Life, they will each spend several hours working for your wedding, and their pay is included in your basic wedding fee.

### **Damage and Extra Cleaning Deposit – \$100**

This deposit is refundable if the facilities are left in good condition with no damage or unusual cleaning requirements.

### **Video Technician (*Optional*) – \$100**

If you want to show video in your wedding, a New Life video technician will be required. Note: this is not a videographer. You will need to contract an outside source to record your wedding.

### **New Life Pastors (*Optional*) – \$200**

Your New Life pastor will spend several hours helping make your ceremony a blessing to you and your family and an honor to God. If you wish to bring an approved minister from outside of New Life Church to perform your ceremony, we recommend an appropriate honorarium.

### **Reception -- \$300**

If you choose to use our facility for your reception as well, this fee covers the building usage and clean-up. Additional fees for sound and lighting techs may be necessary.

### **Childcare (*Optional*) – Varies**

Some will choose to offer childcare during the wedding. This fee depends on the number of children for which care is provided. This fee is \$15.00 per hour per 4 children (add \$5.00 per hour for each additional child).

## *What to do Next*

What's your next step? If you want New Life Church to be a part of your special day, here's where to start:

- ❖ At least three months prior to your wedding, submit your New Life Wedding Application Form to the church office. Your NLC Wedding Coordinator will contact you, discuss your needs, accept a \$150 Scheduling Deposit from you, and schedule your wedding dates on the church calendar. (Note: a cancellation less than 4 weeks before the scheduled wedding date will result in forfeiture of this \$150 Scheduling Deposit).
- ❖ Schedule pre-marital counseling with your pastor and begin faithfully attending the sessions.
- ❖ Pay the remainder of your wedding fees as follows: \$250 six weeks before the wedding date and the remaining balance two weeks before the date. Please include an additional deposit check of \$300 for damage deposit that will not be cashed unless necessary.
- ❖ At least 72 hours before your wedding, you must secure a marriage license from the State of Texas. Contact the Denton County Courthouse for more information. You must have a license for a minister to perform your ceremony.

Again, we are so excited to be a part of your wedding. Please contact your pastor or the church office if we may answer any other questions or help in any other way. May the Lord bless your marriage!

<sup>6</sup>So they are no longer two, but one. Therefore what God has joined together, let man not separate.”

Matthew 19:6 (NIV)

# New Life Wedding Application

## Your Information

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Mobile Phone: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Future Spouse Name: \_\_\_\_\_

Are you a Christian? Yes No Not Sure

Is your future spouse a Christian? Yes No Not Sure

Where do you both attend church? \_\_\_\_\_

## How can we minister to you?

Do you have a pastor to perform the service? If yes:

Name: \_\_\_\_\_

Church: \_\_\_\_\_

Phone: \_\_\_\_\_

Would you like a minister from New Life to perform the service? Yes or No

Do you have an outside wedding coordinator? Yes or No

Would you like to talk to the New Life Wedding Coordinator about coordinating your wedding? Yes or No

Are you planning to use video in your service? Yes or No

Will you need childcare for your service? Yes or No  
Approximately how many children will need care? \_\_\_\_\_

Are you planning to use New Life Church for your reception? Yes or No

**Wedding Coordinator Worksheet**      Date: \_\_\_\_\_

Dates Desired (please check with master calendar before offering potential dates):

First Choice: \_\_\_\_\_

Second Choice: \_\_\_\_\_

Third Choice: \_\_\_\_\_

Time of Service: \_\_\_\_\_

Time and Date of Rehearsal: \_\_\_\_\_

New Life Minister to be used? Who? \_\_\_\_\_

Pre-Marital Counseling Needed?                      Yes    or    No

Childcare Needed?                                      Yes    or    No

How many children? \_\_\_\_\_

How long? \_\_\_\_\_

Number of workers (1 worker per 4 children) \_\_\_\_\_

Will New Life be hosting your Reception?                      Yes    or    No

How many guests do you expect? \_\_\_\_\_

Will our coordinator be needed at your reception?    Yes    or    No

Will you be serving food?                              Yes    or    No

Do you have a Caterer? \_\_\_\_\_

Will you have music?                                      Yes    or    No

What form? (DJ, Live Band, CD) \_\_\_\_\_

Photographer? \_\_\_\_\_

Do you need to use our tables?                      Yes    or    No

(We do not provide table linens, plates, napkins, etc.)

Wedding Party:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Parents of the Bride:

_____	_____
-------	-------

Parents of the Groom:

---

---

Grandparents of the Bride:

---

---

Grandparents of the Groom:

---

---

Any special components of the Wedding (i.e. Unity Candle, Communion):

---

---

## **Audio, Video, Lighting Needs:**

### Audio

What kind of audio elements do you have planned for your wedding? (Check all that apply)

- Pianist
- Small Ensemble (please list instrumentation)
- Band (please list instrumentation)
- Vocal Soloist
- Vocal Ensemble (how many)
- CD
- Vocal Trax

Please Note: A Yamaha Motif XS8 is available for your pianist to use. It is a complex piano with numerous options. Please encourage him/her to show up at the rehearsal ahead of time to get familiar with this piano.

Video (please note this section is optional and is not included in the basic wedding cost. If you choose to use any of the elements located in this section, there is an additional \$75 charge. (But we're confident it's worth it!))

What video elements do you have planned for your wedding?

- DVD video or video slide show
- Power Point slide show
- Other \_\_\_\_\_
- None, please do not charge me to use the video screens

Do you have a graphic you would like displayed on the screens to enhance the atmosphere of your wedding?

- Yes, I have a graphic in 1280 x 768 resolution that I will provide to New Life Church prior to the wedding
- No, but I would like you to create one for me
- No, I do not want a graphic for the screens

Lighting

What are the main colors in your wedding?

- Color 1 \_\_\_\_\_
- Color 2 \_\_\_\_\_

Do you have any special lighting requirements that may need personal attention?

Fees:

Basic Wedding Fee	\$650
Damage Deposit	\$100
Video Technician	\$100
New Life Pastor	\$200
Childcare	\$
Other	\$
<b>Total</b>	<b>\$</b>

Scheduling Deposit Check received:

By: \_\_\_\_\_

Date: \_\_\_\_\_

Amount: \_\_\_\_\_

Balance: \_\_\_\_\_

Next Payment due: \_\_\_\_\_