



Today's Date ____/____/____

Bride's Information

Name _____ Age _____

Address _____ City _____ Zip _____

Daytime Phone _____ Cell Home Work

Second Phone _____ Cell Home Work

Email Address (necessary for pre-marital counseling) _____

Are you currently serving on the BTeam? Yes No Which one? _____

Are you born again? Yes No Have you been married? Yes No How many times? _____

Do you have children? Yes No If yes, how many and what ages? _____

Groom's Information

Name _____ Age _____

Address _____ City _____ Zip _____

Daytime Phone _____ Cell Home Work

Second Phone _____ Cell Home Work

Email Address (necessary for pre-marital counseling) _____

Are you currently serving on the BTeam? Yes No Which one? _____

Are you born again? Yes No Have you been married? Yes No How many times? _____

Do you have children? Yes No If yes, how many and what ages? _____

Location

Are you requesting to have your wedding in the Beyond Church Sanctuary? Yes No
(If yes, attach appropriate deposit amount as stated in the enclosed letter.)

If no, where will your wedding be held? _____

Are you requesting to have your reception at Beyond Church? Yes No

Date and Pastoral Request (Please refer to date constraints in the enclosed letter.)

First Date Requested: **Approx. Time:** **Second Date Requested:** **Approx. Time:**

Ceremony ____/____/____ _____ Ceremony ____/____/____ _____

Rehearsal ____/____/____ _____ Rehearsal ____/____/____ _____

Please note your first and second choice for a pastor. (Pastoral assignment will be based on availability.)

_____ Pastor Nate Schlegel _____ Pastor Fred Shirley _____ Pastor Jake Schlegel

OFFICE USE ONLY

Date Received ____/____/____

Date Approved: First Choice Second Choice

Signature of Pastor Assigned: _____ Date _____

Cc: Front Office Events Coordinator Housekeeping Audio

Wedding Contract

The following four (4) pages constitute the entire WEDDING CONTRACT between Beyond Church and _____ (bride) and _____ (groom).

I. Church Policies

A. PRE-REQUISITES FOR WEDDING

Both Bride and Groom must complete:

1. Counseling sessions with a Beyond Church minister. If they are being married by a minister who is a friend or relative, then they must receive counseling from that minister.
2. Meetings with the wedding director of BC will be set up to coordinate the details of the wedding. When a BC minister performs the wedding, the BC wedding director will work with the Bride and Groom and will function as the wedding "coordinator", and will direct the wedding rehearsal as well as coordinate the party the day of the wedding.

B. DRESS CODE

We ask that both Bride's and Bridesmaid's dresses be modest.

C. ALCOHOLIC BEVERAGES

No alcoholic beverages are permitted in the church building or on the church grounds.

D. DANCING

Ballroom type dancing will be permitted. The bride and groom first dance, father of the bride, and dances with the bride (dollar dances), groom and mother dance, etc. is all appropriate. Inappropriate dancing will not be permitted. Beyond Church's definition of inappropriate is anything sexual in nature. No grinding – dirty dancing.

E. SMOKING

Beyond Church facilities are smoke free. Smoking is NOT permitted in the building.

F. INJURIES

Any injury occurring in the building or on the church grounds will not be the liability of Beyond Church.

G. DECORATIONS

Streamers and confetti, silly string and glitter are not permitted anywhere in the church buildings.

II. Wedding Policies

A. CANDLES

The only candles permitted are candles used in rented candelabras and/or the Unity Candle. These candles must be drip-less to prevent damage to carpet. Votive candles may be used on serving and guest tables. Candles are not permitted in bathrooms, or other unattended places. Candles must be in suitable holders that will prevent potential fire hazards. Candles and their holders are not provided by Beyond Church.

B. OFFICIANT

Weddings at Beyond Church will be performed by the Pastor or one of the Ministerial Staff of Beyond Church. Ministers that are friends or family members of the bride and groom may also perform the ceremony.

C. AUDIO/LIGHTING/TECH

A Beyond Church sound, lighting & video technician(s) are required at every wedding. Children are not allowed on the platform or in the sound booth, nor are they allowed to handle any equipment or instruments at any time. Any damage sustained as a result of the disregard of this policy will be the financial responsibility of the bride and groom and/or their families. Operation of BC equipment is restricted to ministry workers with previous experience ONLY.

D. MUSIC

The couple is responsible for acquiring their own musicians / vocalists. We will provide microphones, music stands, and a keyboard if desired (according to what we have).

E. SANCTUARY CAPACITY

Our sanctuary seating capacity is 305.

F. ROOM REQUESTS

Please indicate the rooms you will need to reserve by placing a check in the box next to them.

Sanctuary _____ Kitchen _____ Beyond Kids grade school _____ BK Pre-School _____ Toddler Church _____

G. SECURITY DEPOSIT

A security deposit will be required in the amount of \$200 at the time the church facility is secured for your wedding event. This deposit will be held and will not be deposited. This security deposit will be used toward the cost of carpet cleaning/repair for stains and for any damage or vandalism, missing or broken equipment, dishes, tables, chairs etc. which occurred anytime during the set up, the duration and/or the tear down of your event. Your deposit will be returned to you after the wedding unless it is needed to cover the damages listed above. Damages that exceed the amount of \$200 will be the responsibility of the bride and groom and/or their families. **It is our sincere desire to give this deposit back to you!**

III. Reception Responsibilities

A. CATERING

Securing a caterer will be the responsibility of the couple.

B. CAPACITY

Receptions typically take place in our G3 room, which is the largest room we have available. The capacity for a reception is approximately 100 people having some seated at round tables, with additional seating around the perimeter of the room.

C. RECEPTION SET UP/TEAR DOWN

The set up/tear down of the reception is the sole responsibility of the bride and groom and their families. BC does have tables and chairs that are available for your use if you request them ahead of time. All decorations must be removed immediately after the wedding and reception are over, and any tables etc. used in the reception must also be put back in their original storage places. The reception room should be put back in its original condition and layout.

D. KITCHEN EQUIPMENT

For your convenience we do have select items in our kitchen that are available for your use if you request them ahead of time. These items must be cleaned and put back in their original storage place when you are finished with them. Items that are broken or missing will be replaced out of the security deposit. Children are not allowed in the kitchen area for any reason.

E. TABLES AND CHAIRS

BC does have 12 round tables, rectangular serving tables and chairs (mauve colored). These are available for your use if you request them ahead and time. BC also has some black chairs and gray chairs, about 60 total.

F. AUDIO/VISUAL

Music selections are to be provided by the bride and groom. If you plan on showing a DVD or video please make note on the appropriate place on this contract. A BC sound technician will facilitate this. No one other than a trained BC technician will be permitted to use A/V equipment for any reason. Children are not allowed on the platform or behind the A/V booth or platform.

G. BEVERAGES

No beverages may be taken outside the fellowship hall area. Spills and stains on carpet will be cleaned at your expense. **NO RED PUNCH** is permitted.

IV. Financial Policies

A. WEDDING FEES

Currently, the fees pertaining to the weddings at Beyond Church are for the laborers, technicians, and facility maintenance involved in your wedding. The church does not charge for any use of the facility itself.

Security Deposit	\$200
Wedding Fees	\$600

Offsite Minister's Fee	\$200
Under 50 Mile Roundtrip	

The \$200.00 security deposit is due at the time you sign your contract.

The total amount of the wedding fees will be due at the last meeting with the church wedding director, which is normally the week of the wedding.

B. SECURITY DEPOSIT

The security deposit amount is \$200 and is required immediately to secure your wedding date with Beyond Church. This is fully refundable upon cancellation of the wedding.

C. TYPE OF PAYMENT

Please make your checks payable to Beyond Church. The wedding fees do NOT include the tearing down of wedding décor, reception decorations, tables, chairs or the general clean-up of used items. That is the responsibility of the bride and groom and their families. A BC clean team will come in after wedding party and guests have left the building and will finish cleaning the building which includes all restrooms, dusting, window cleaning, sweeping, mopping and vacuuming of used areas.

V. Facility Information

A. Wedding Ceremony

1. Friday Weddings

7 p.m. or earlier. Everyone must be out of the building by 11p.m.

2. Saturday Weddings

Between 10:30 a.m. and 4:00pm. **Everyone must be out of the building by 7:00 p.m.** (This is so the building can be cleaned and prepared for Sunday morning service.)

B. Rehearsal Schedule

Rehearsals are scheduled beginning any time between 5 p.m. – 6 p.m. on Thursdays or Fridays, unless prior arrangements have been made. Rehearsals take approximately one hour. **It is very important that you communicate to your wedding party that everyone needs to arrive on time and be ready to rehearse so we don't exceed time constraints. Please be aware that there may be other events taking place in our church facility while your rehearsal is in progress. Any relatives or children present need to be in the sanctuary.**

VI. Suggestions/Helpful Tips

A. USHERS

The couple will need to provide ushers for the ceremony. Beyond Church does not provide ushers. It is not recommended to use groomsmen for ushers. We also recommend that ushers attend the rehearsal.

B. ATTENDANTS

We suggest the couple choose attendants to greet guests at the door and direct people to the gift table and guest book.

C. AISLE RUNNER

The bridal couple will need to provide their own aisle runner. Aisle runner needs to be about 54 feet long. Flower petals may be thrown down on the aisle runner.

D. THROWING RICE

Throwing rice or confetti is not permitted inside or outside the church facility. Birdseed, Bubbles, or Sparklers may be used outside the building.

E. GUEST BOOK & GIFT TABLE

Couples may use the Lobby Information Counter for the gift table, however we do recommend the couple appoint a gift attendant to watch over gifts. Couple must provide their own guest book and guest book podium (or they may use the entry table for this purpose).

F. PROGRAMS

Programs for the wedding ceremony are the responsibility of the couple.

VII. Terms and conditions

BC is not responsible for any lost or stolen personal belongings. BC is not responsible for any damage to any items you or your guests bring or leave behind. Any items found after the wedding will be put in our lost and found. If they are not claimed within two weeks of the event date, they will be thrown away, given away or sold in our church yard sale.

BC is a smoke free facility. No smoking is permitted in any part of this facility, including restrooms. Please make your guests aware of this policy.

Under no circumstances are there to be any alcoholic beverages on the church premises.

Children are not to be left unattended and are not permitted to run in the building but are to remain with their parents at all times. Children may not be outside the church building unattended. The platform in the sanctuary, all sound and musical equipment and Audio Visual areas are off limits to children. They are not allowed to be in classrooms or nursery areas. Any damage to furniture, equipment, toys or facility will be the financial responsibility of the bride and groom and/or their families.

The bride and Groom and their families are responsible for the set-up of the wedding and reception. This includes decorations and the set up of tables and chairs, etc. Any items that are moved, removed or added to rooms for this event must be put back in their original condition. This must take place immediately after the event is finished. All trash must be removed to dumpster.

I do I do not want a link to my wedding ceremony. It will be privately viewable linked on the Beyond Church Youtube channel.

We have read this entire contract and agree to abide by its terms and conditions.

Signature of Bride

Date

Signature of Groom

Date