



Wedding Guide

Thank you for your interest in holding your wedding ceremony at Waterbrooke Church. Please review this information before filling out the Wedding Registration Form.

***Because we are a small congregation,
our facility is available for weddings and receptions only for
Waterbrooke's Covenant Partners, regular attenders, and their relatives.***

We'd like to provide you with a little information about our facility and our fees so you can decide if you would like to apply to hold a date with us:

- The sanctuary can seat **140 people** when we set up a middle aisle for wedding party entry. This same maximum applies to outdoor weddings
- If you plan a reception at Waterbrooke, the maximum number of people is **75**.
- We have approximately **96 parking spaces**. Parking is not permitted on the road in front of the church.
- As a small church, we do not have custodial staff. The wedding party must arrange for some post wedding clean up. This helps us keep our fees low. Details below.
- For Saturday weddings, the church must be vacated and everything brought in removed by 7 p.m. so that we have time to get ready for Sunday services.
- We do not make our facility available for rehearsal dinners.
- Alcohol is not permitted anywhere on the church property.

FEES:

The fees are as follows:

- **Deposit: \$150 check to hold the date. *Note: your wedding date will not be placed on our church calendar until we receive your deposit.*** We will retain the deposit, and if there are no damages or additional fees, we will return or destroy the check after the wedding, based on your preferences.
- **Rehearsal and Ceremony Fees: \$500 Due one month before the wedding.** This covers fees for our wedding coordinator, facilities set up coordinator, sound technician, and church usage.
- **Reception Fee: \$400 Due one month before the wedding.** This covers the facilities set up coordinator, kitchen coordinator, and church usage fees.
- **NOTE: HONORARIUMS FOR PASTORS, OFFICIANTS, SINGERS, AND MUSICIANS SHOULD BE COVERED BY THE WEDDING PARTY.**

PASTOR MEETINGS

You will meet with Waterbrooke Pastoral Staff to discuss marital preparation as well as to plan the wedding ceremony. The number and timing of meetings will be determined by the pastor.

WEDDING COORDINATOR - ONSITE WEDDINGS

A Waterbrooke Wedding Coordinator will contact you to schedule a meeting at church to walk through the facility, ask questions about your needs, and answer questions you might have. The Wedding Coordinator will communicate needs to appropriate Waterbrooke staff and volunteers. The Wedding Coordinator (or designee) will be present at the rehearsal and wedding ceremony to ensure all Waterbrooke-related details are handled properly.

Please note: the Waterbrooke Wedding Coordinator will not consult on wedding details that do not pertain to Waterbrooke, such as photography, florists, music, etc.

ACCESS TO THE FACILITY

- Prior to the rehearsal, access to the facility can be arranged with the Wedding Coordinator.
- On the day of the rehearsal, you have 1 ½ hours in the Worship space.
- On the day of the wedding you may have access to the facility 4 hours prior to the start time of the wedding.

SOUND TECHNICIAN

The services of a Waterbrooke Sound Technician are required. This person will be present at the wedding. He/she will clear the stage of unnecessary items and operate sound and lighting equipment on the wedding day.

FACILITY DETAILS

- If you plan a reception with only beverages and desserts, you may use the upstairs for the reception. If you plan to serve other food, you must use the downstairs for your reception.
- For a reception, you need to provide plates, napkins, flatware, and cups. You may use church serving trays, utensils, coffee makers, etc. , but must wash, dry, and put away afterwards.
- We can seat only **75** people for a reception.

CLEAN UP POST WEDDING/RECEPTION

You will be given a post wedding checklist by the Wedding Coordinator. The following are the responsibility of the wedding party/family/friends:

- Remove all decor items brought in for the wedding
- Remove all personal belongings
- Clear tables completely, leave tablecloths on the tables and leave the tables/chairs where they are
- Remove all gifts, cards, etc.
- Wipe down counters.
- Throw away trash in provided waste containers
- Turn off all lights and fans
- Turn off fireplace if used
- Wash any church provided service pieces
- Lock doors

The church will handle the following:

- Reset of sanctuary chairs
- Take down of tables and folding chairs
- Take out trash
- Sweep/vacuum as needed

Note: Failure to clean properly may result in the forfeiture of your deposit.

FACILITY USE AGREEMENT

Please review the information below. On the Wedding Registration Form you will be asked to sign to acknowledge your intent to comply with the church policies for weddings held at our facility.

1. The size of the group shall not exceed **140 in the sanctuary** or **140 for an outdoor wedding**.
2. The couple to be wed assumes responsibility for the conduct of persons on the church premises and property.
3. Waterbrooke is not legally responsible for the misconduct of individuals at the wedding and takes no responsibility for all liability arising from the event.
4. Waterbrooke equipment, including, but not limited to, tables and chairs, is subject to availability and approval.
5. In the case of damage to equipment or facilities, the couple getting married will be responsible for any repairs or replacement.

FACILITY USE AGREEMENT (continued)

6. Waterbrooke is not responsible for stolen articles or any bodily injury that may take place in conjunction with church usage for the wedding.
7. The building must be vacated by 7 p.m. on Saturday night or 10 p.m. all other nights. The wedding party or designee should follow the Post Wedding Checklist.
8. Guns, illegal drugs, alcohol, foul or abusive language and violent behavior are not permitted anywhere on church property. Smoking is prohibited within the buildings as well as within 100 feet of building entrances.
9. Children must not be left unsupervised. Events wishing to provide childcare must be approved. Under no circumstances can the nursery or the children's rooms be used for childcare without approval.
10. Use of the facility is restricted to those areas requested and approved.
11. All wedding decor should be freestanding. Nails screws, tape or hooks are not allowed
12. Battery operated candles only, with the exception of bride and groom lighting candle together as part of their ceremony.
13. Equipment owned by Waterbrooke is not to be removed from the facility without written approval.
14. Because of the technical complexity of our sound equipment and because of licensing agreements for music, consultation with a person on our tech team prior to the wedding is required. A member of Waterbooke's tech team will be present for the wedding
15. Animals can not be brought into the facility, except for working/guide dogs.
16. Use of the grounds for outdoor activities must be approved in advance.
17. If necessary, consult with the Wedding Coordinator to adjust temperature before your event. Do not adjust the temperature on your own.
18. Bubbles are allowed outdoors. No rice, birdseed, or sparklers.

NEXT STEPS:

- Fill out a Wedding Registration Form (see link below).
- We will check pastoral staff and building availability and get back to you with tentative confirmation.
- The confirmed pastor will contact you to set up a preliminary meeting.

Wedding Registration Form - on Waterbrooke Premises