

Wedding Guidelines & Application

Your wedding is a sacred occasion. It is one of the most important days in your life and we want to help make it as memorable as possible. For that reason, please read through these guidelines. They explain the procedures for having your wedding ceremony and reception at New Covenant Worship Center. We are honored that you have considered to have your special occasion celebrated on our campus.

Members Only

New Covenant only hosts weddings for its members. Members attend worship services on a regular basis and support the church financially.

Setting The Date And Time

You will need to notify us as early as possible to prevent conflicts with other scheduled activities.

To reserve your date, submit the "Application For Wedding Ceremony" form, along with a \$50 non-refundable deposit, at least one month in advance of your wedding.

Saturday weddings cannot be booked after 4:00 p.m. Weddings (ceremony and reception) must last no longer than six hours.

Fees

Deposit (non-refundable)	\$50
Sanctuary Rental (for rehearsal & ceremony)	\$200
Family Life Center Rental\$100
Sanctuary Cleaning\$125
Family Life Center Cleaning\$75
Church Assistant\$30
Audio Engineer	\$75

Final payment must be received two weeks prior to your wedding. Make one check payable to NCWC. The church will pay the individuals involved, with the exception of the Pastor. Traditionally, the groom decides the amount of the honorarium for the Pastor. This honorarium is normally presented to the Pastor by the Best Man

Marriage Mentoring

We strongly encourage you to go through our Marriage Mentoring process. Many couples spend a lot of time planning their wedding but not enough time planning their marriage.

In Marriage Mentoring, you'll discover keys to building a fulfilling and lifelong marriage together. Marriage Mentoring is not pre-marital counseling. The couple who mentors you are not professional counselors – they're just everyday people who are willing to share their experiences with you. For more information, go to symbisassessment.com. Please indicate on your Wedding Application if you'd like to take advantage of this service.

Pastor

All of our Pastoral Staff are ordained to officiate weddings in the state of Georgia. Indicate on your application if you would like one of our Pastors to perform your wedding, or if you will have a guest Pastor.

Church Assistant

A Church Assistant may be necessary for your event. They ensure that all rooms and buildings are unlocked and accessible, temperature is regulated, and any necessary supplies are available. The Church Assistant's services are \$30.

Wedding Director

So that your ceremony is well-planned and executed smoothly, we recommend you hire a Wedding Director. You will be responsible for selecting and paying your Director. Your Director will need a copy of this brochure to become acquainted with the church's guidelines.

Decorations

All candles must be drip-less and a protective covering placed under each candelabra. No decorations may be tacked, pinned, nailed, stapled or taped to the walls, woodwork, or furniture.

If you have a need to move equipment on the stage, this must be cleared with the Office Administrator at least one week before your ceremony.

For weddings scheduled during holiday seasons, the church's sanctuary decorations must be incorporated into the wedding. They cannot be moved, taken down or rearranged.

Bridal Room

A Bridal Room is provided upstairs with a full-length mirror for preparations for the ceremony.

Music

Keeping in mind that your ceremony is being held in a church, we ask that you keep your musical selections reverent and tasteful.

If your event requires the use of the sanctuary sound system, there is a fee of \$75 for our Audio Engineer. This fee secures their services for 1.5 hours of rehearsal time and 1.5 hours for the wedding ceremony. We do not allow unauthorized persons to operate our audio system.

Miscellaneous Items

- The church is not responsible for personal items that are left, lost, stolen or damaged.
- If any church property is damaged, the wedding party will be responsible for reimbursing the church for the cost of repairs and/or replacements.
- The Church Assistant will move any church furniture as requested. Anyone associated with the wedding party should not move church furniture.
- Alcoholic beverages are not permitted on the church campus.
- Smoking is prohibited in all buildings.
- Only birdseed is allowed to be thrown and must be done outdoors.

Application For Wedding Ceremony

Please complete this form and turn in or mail to the church office, along with your deposit of \$50 at least one month prior to your wedding date. If the date you request is unavailable, your deposit will be returned. You will receive confirmation of your reservation and payment in 3 business days once this application is received.

Wedding Date: _____ Time: _____

Rehearsal Date: _____ Time: _____

Would you like to go thru the Marriage Mentoring process together?

(This is not required, but is recommended)

Yes

No

We're not sure

Need to reserve: Sanctuary Family Life Center

BRIDE INFORMATION

Name _____

Address _____

City, State, Zip _____

Phone _____

E-Mail _____

Parents' Names _____

Parents' Phone _____

GROOM INFORMATION

Name _____

Address _____

City, State, Zip _____

Phone _____

E-Mail _____

Parents' Names _____

Parents' Phone _____

Will you use a Pastor from NCWC to perform your ceremony? Yes No

If so, which one? _____

If you are using someone from outside NCWC to perform your ceremony, what is their name and phone number? _____

The deposit amount to secure your reservation is \$50, due along with this completed application. Your deposit will be applied to your wedding fees.

We have read and agree to follow the guidelines for the use of the facilities at New Covenant Worship Center for our wedding ceremony and rehearsal.

Groom's Signature: _____

Date: _____

Bride's Signature: _____

Date: _____