

Wedding Procedures

1. Please read this page as well as the attached GracePoint Wedding Policies and Fee Worksheet.
2. Prior to submitting your application, reach out to the Officiating Pastor to confirm his availability to marry you. If the Officiating Pastor is not a member of GracePoint Pastoral staff, they must receive approval by GracePoint's Senior Pastor prior to submission of your application.
3. If this is the second marriage for either the bride or the groom, approval from a GracePoint pastor is required prior to submission of your application.
4. Submit the GracePoint Church Wedding Application to GracePoint's Wedding Coordinator. Once your application is received, you will be contacted within three business days regarding the availability of your wedding date.
5. If your date is available, a meeting will be scheduled with GracePoint's Wedding Coordinator. At this meeting, you will be provided a tour of the facility, fees will be discussed, and the contract will be signed. A \$300 deposit is required at this time to reserve the facility on GracePoint's calendar.
6. Beginning no later than three months before your wedding date, you must begin pre-marital training approved by a GracePoint pastor. If the Officiating Pastor is from GracePoint, the pre-marital training will be completed by that pastor.
7. One month prior to your wedding date, the final meeting with the wedding coordinator will be scheduled to review final details and to confirm final fee.
8. Final payment is required 14 days prior to your wedding date except for the Officiating Pastor fee which is due no later than the date of the wedding.

A copy of GracePoint's Wedding Policies and Wedding Application can be found at www.exploregracepoint.com. Paper copies can also be mailed upon request.

Any questions or clarifications can be emailed or directed to GracePoint's Wedding Coordinator, Christine Hicks at christine.hicks@exploregracepoint.com.

Wedding Policies

GracePoint's facility exists for the purpose of providing a place for God-honoring ministry to take place. We are responsible to uphold Biblical standards in everything that occurs on GracePoint property. Because of this responsibility, any party renting GracePoint's facility must agree to abide by the policies of the church and follow instructions given by authorized church leaders. GracePoint welcomes its members and their immediate family to have their wedding celebration in its facility.

Biblical Standard for Marriage

- We believe marriage is a sacred union between a man and a woman of the same faith ("equally yoked" 2 Corinthians 6:14). Marriages between a Christian believer and an unbeliever will not be performed at GracePoint.
- If this is a **second marriage** for either the bride or the groom, the party must meet with a GracePoint pastor for approval. Approval must be obtained prior to completing application.
- Any Officiating Pastor that is not a member of the GracePoint Pastoral staff must be a professing Christian that holds to Biblical standards and be approved by GracePoint's Senior Pastor. Approval must be obtained prior to completing application.
- Both the Bride and the Groom must sign in agreement to GracePoint Church's Affirmation of Faith to be considered for approval.

GracePoint Church's Affirmation of Faith

We believe that the Bible is the Word of God, fully inspired and without error in the original manuscripts, written under the inspiration of the Holy Spirit, and that it has supreme authority in all matters of faith and conduct (2 Timothy 3:16-17; 2 Peter 1:20-21).

We believe that there is one living and true God eternally existing in three persons, that these are equal in every divine perfection, and that they execute distinct but harmonious offices in the work of creation, providence and redemption (Matthew 3:16-17; John 1:1-4; Genesis 1:1).

We believe in God the Father, an infinite personal spirit, perfect in holiness, wisdom, power, and love. We believe that He concerns Himself mercifully in the affairs of people, that He hears and answers prayer, and that He saves from sin and eternal death all who come to Him through Jesus Christ (1 Corinthians 8:6; Romans 11: 33-36; Ephesians 1:3-12).

We believe in Jesus Christ, God's only begotten Son, conceived by the Holy Spirit. We believe in His virgin conception and birth, sinless life, miracles, and teachings. We believe in His substitutionary atoning death, bodily resurrection, ascension into heaven, perpetual intercession for His people, and personal and visible return to earth (Luke 1:35; Philippians 2:5-8; Colossians 1:15-17; 1 Thessalonians 4:14-16; Acts 1:9-11; Hebrews 1:1-3).

We believe in the Holy Spirit who came forth from the Father and Son to convict the world of sin, righteousness and judgment, and to regenerate, sanctify and empower all who believe in Jesus Christ. We believe that the Holy Spirit indwells every believer in Christ, and that He is an abiding helper, teacher and guide (John 14:16-17; 15:26; 16:7-15; Romans 8:9-11).

We believe that all people are sinners by nature and by choice and are, therefore, under condemnation. We believe that those who have faith and repent of their sins and trust in Jesus Christ as Savior are regenerated by the Holy Spirit (John 1:12; Acts 2:36-39; Titus 3:5-7).

(continued on next page)

(Affirmation of Faith continued)

We believe in the universal church; a living spiritual body of which Christ is the head and all regenerated persons are members (Ephesians 2:19-22; 4:15-16; 1 Corinthians 12:12-28).

We believe in the local church, consisting of a company of believers in Jesus Christ, baptized on a credible profession of faith and associated for worship, work, and fellowship. We believe that God has laid upon the members of the local church the primary task of making disciples for Jesus Christ (Matthew 28:19-20).

We believe that Christians should live for the glory of God and the well-being of others, that their conduct should be exemplary before the world, that they should be faithful stewards of their possessions, and that they should seek to realize for themselves and others the full stature of maturity in Christ (Ephesians 5:1-21; Philippians 1:27; Philippians 3:10-14; Colossians 1:27-29).

We believe that the Lord Jesus Christ has committed two ordinances to the local church; baptism and the Lord's Supper. We believe that Christian baptism is the immersion of a believer in water in the name of the Triune God. We believe that the Lord's Supper was instituted by Christ for commemoration and proclamation of His death. We believe that these two ordinances should be observed and administered until the return of the Lord Jesus Christ (Matthew 28:19; 1 Corinthians 11:24-27).

We believe that every human being has direct relations with God and is responsible to God alone in all matters of faith, and that each church is independent and must be free from interference by an ecclesiastical or political authority (1 Timothy 2:1-5; Hebrews 4:14-16; 7:23-28; 1 Peter 2:4-9).

We believe that local churches can best promote the cause of Jesus Christ by cooperating with one another in a denominational organization. Such an organization, whether a regional or district conference, exists and functions by the will of the churches. Cooperation in a conference is voluntary and may be terminated upon amendment of the Constitution. Churches may likewise cooperate with inter-denominational fellowships on voluntary, independent basis.

We believe in the personal and visible return of the Lord Jesus Christ to earth and the establishment of His kingdom. We believe in the resurrection of the body, the final judgment, the eternal blessedness of the righteous, and the endless suffering of the wicked (Luke 16:19-31; Acts 1:6-11).

We believe that any act of sexual immorality, such as: adultery, fornication, homosexual conduct, bisexual conduct, bestiality, incest or pornography is sinful and offensive to God. We believe that God intends intimacy to only occur between a man and a woman who are married to each other. We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman (Genesis 1:26-28; 2:24; Ephesians 5:21-33).

Premarital Training

- Couples married at GracePoint must complete **premarital training** approved by the Officiating Pastor prior to the wedding.
- The Officiating Pastor is responsible to ensure the couple undergoes approved premarital training prior to the wedding, whether they facilitate training themselves or delegate this responsibility.
- Premarital training sessions done by GracePoint staff usually begin six months before the wedding, but should begin **no later** than three months before.

General Facility Use

- For weddings and receptions held at GracePoint, the wedding party is permitted **access to the building** no earlier than 7:30 a.m. on the wedding day, and at 9:00 a.m. on the day of the rehearsal, and during normal office hours the week of the wedding for pre-approved activities. If additional times are required, additional fees will apply. No access to the building is permitted during regularly scheduled church activities.
- Wedding and receptions, including departure of guests, removal of decorations, and any applicable clean-up must be **completed by 9:00 p.m.** on Saturdays and **11:00 p.m.** on Fridays. Sunday weddings are generally not permitted.
- Activities must be **confined to rented areas and to the hours specified.** An additional hourly fee will be charged beginning 15 minutes after the ceremony or reception ending time listed on the Facility Use and Fee form.
- **All children and youth** attending the wedding and/or reception must remain only in rented areas and be under adult supervision at all times. This includes pre-wedding setup times. A **children's room** is available if desired. The room must be **staffed by a responsible adult** at all times. If the children's room is not staffed an additional fee will be charged.
- All items belonging to GracePoint must be handled and/or moved by a member of GracePoint staff. No equipment may be removed from church grounds without express permission from the wedding coordinator or office staff.
- Use of **tobacco** is not permitted in the church building. The consumption of **alcohol** or the use of illicit drugs is not permitted on GracePoint property. Use of tobacco in the church building or consumption of alcohol/illicit drugs on GracePoint property will result in loss of the wedding deposit refund.
- **Red colored beverages** are not permitted in the facility. Please clean any spills immediately and notify the wedding coordinator or custodial staff.
- The party is responsible for their own **safety and security** while on GracePoint property. All valuables should be stored in a locked room. Lockers are also available for use.
- An **Incident Report** must be completed and given to the Wedding Coordinator for any accident that occurs on GracePoint property on the day of the incident.

Wedding Planning

- A **GracePoint wedding coordinator** will be provided to assist in communication between the party and the GracePoint staff.
- An initial meeting between the wedding coordinator and the engaged couple will include a tour of the facility, determine facility use and fees, sign the GracePoint Wedding Contract, and receive the security deposit. If approval has not yet been given by a GracePoint pastor (see Biblical Standard of Marriage), the contract will not be signed nor will the security deposit be accepted. A follow up meeting would be scheduled once approval from the pastor is obtained.
- A second meeting will be scheduled at least one month prior to the wedding date to finalize all information on the Facility Use and Fee form. Any changes to the Facility Use and Fee form must be communicated directly to the wedding coordinator as soon as possible.
- At the rehearsal, the wedding coordinator will provide tips on details and etiquette, meet with the ushers to discuss their responsibilities, and coordinate starting times and cues with musician(s), sound technician and the bridal party.
- To ensure that details previously discussed are in place, the wedding coordinator will be on site at the wedding open time and will remain throughout the ceremony, confirming instructions given to ushers, making last-minute checks with sound technician and musician(s), and helping ensure that guests and family are seated in a timely manner.
- All general wedding planning is the responsibility of the bride and groom. This includes (but is not limited to) arrangements for premarital counseling, flowers, photography, programs, invitations, musicians, guest book, catering, wedding license, and reception details.

Sound and Audio

- A **sound technician** will be assigned to your wedding and will attend the rehearsal and the wedding ceremony. If you require the sound technician to remain after the rehearsal to enable your musicians to practice, you must make these arrangements prior to the rehearsal. Any additional time will result in an additional charge. If musicians or readers are not available for the rehearsal, special arrangements must be made to perform sound checks at least one hour prior to the ceremony.
- Specific arrangements must be made with the wedding coordinator, prior to the wedding day, to have an **audio recording** made of the ceremony. GracePoint does not provide video recording.
- All pre-recorded materials to be used during the ceremony should be copied onto a single CD in the order in which they will be played. This CD should be provided to the sound technician at the rehearsal.
- It is important to remember that any GracePoint musicians that you ask to provide musical numbers are not compensated by the church and an honorarium would be in order.
- If **sound or video/projection equipment** is needed during the ceremony, please coordinate with the wedding coordinator one month prior with the intended use (PowerPoint, video presentation, lyrics to hymn, etc.). If this equipment is needed for the reception, equipment must be brought in or special arrangements must be made with the sound technician to run GracePoint's equipment. If use of GracePoint's sound equipment and/or sound technician is requested, an additional fee will apply.

Rehearsals and Rehearsal Dinners

- Rehearsals are usually scheduled at 6:00 p.m. the evening prior to your Wedding. Rehearsals are **limited to two hours**.
- All wedding attendants, readers, musicians, and vocalists should attend the rehearsal. The Officiating Pastor and wedding coordinator will direct the rehearsal.
- Bring all items that will be used during the ceremony to the rehearsal, i.e. program, unity candle, payment envelopes for honorariums, and any pre-recorded music. Do not bring any bridal or bridesmaid dresses or tuxes the evening of the rehearsal. Wedding garments cannot be stored at the church.
- During the rehearsal, only the sanctuary, upper foyer, and upper restrooms are available for use by the wedding party. If other areas of the building are required during this time, approval must be given by the wedding coordinator and an additional fee may apply.
- **Rehearsal dinners** are not part of the wedding package, but can be held at the church for an additional fee. Dinners are held in the café or Fellowship Hall only. Access to these spaces for decorating are available during normal office hours on Thursday and Friday. Attendees of the rehearsal dinner must abide by the Wedding Policies. Any damage or deviation from these policies may result in a loss of the wedding deposit refund.

Wedding Day

- The wedding party may **arrive no earlier** than the specified wedding open time. No wedding open times may be scheduled earlier than 7:30 a.m. regardless of the start of the wedding.
- A women's and men's **dressing room** is provided. All items must be removed from the dressing rooms before the building close time. If requested, the wedding coordinator will lock the dressing room doors just before the wedding ceremony and will unlock the dressing rooms when requested by a member of the bridal party. Lockers are available near the men's dressing room and also in the gym for anyone to use.
- A closet is available to lock gifts during the ceremony. The wedding coordinator will lock this closet just prior to the ceremony and will unlock the room for the couple or their representative.
- **Photo sessions** in the church should end 45 minutes prior to the ceremony. This will allow time for the wedding party to be out of sight before guests arrive. Make sure all guests and family members included in the photo session know what time to arrive. Plan at least one hour for your photos.
- Consider providing a light snack for the wedding party prior to the ceremony. Counter space for serving and chairs for the wedding party will be available in the dressing rooms. The wedding party must provide paper plates, napkins etc. and be responsible for cleaning up the room prior to the ceremony.
- Absolutely **no rice, birdseed, bubbles, or sparklers** may be used in the church building. Any item to be thrown in the building must be approved by the wedding coordinator and will need to be cleaned by the wedding party or representatives.
- If more than 375 guests are anticipated, a **parking attendant** will be required. If a parking attendant is not provided by the wedding party a GracePoint parking attendant will be provided for an additional fee.

Decorations

- **Decorating times** must be coordinated with the wedding coordinator. The sanctuary is not available for decorating until 9:00 a.m. Friday. The gym and/or fellowship hall are available for decorating during normal office hours on Thursday and Friday. Specific timing must be coordinated with the wedding coordinator to ensure access is available for outside decorators and tables and chairs are set before decorating. If additional times are required additional fees may apply.
- Nails or any other type of mechanical fasteners **may not be used** to attach decorations to any surface. An approved tape may be used to attach light weight decorations to pews and walls. Any other attachment devices must be approved.
- **Extension ladder use is prohibited.** Only step ladders owned by GracePoint may be used by non-GracePoint personnel on GracePoint property. Ladder use is limited to individuals 18 to 65 years of age and must be approved by GracePoint. Any ladder use must have two additional parties: one holding the ladder, and one available in case of an emergency. Six and twelve-foot step ladders are available for use. Any additional elevation requires operation of the GracePoint lift by GracePoint staff. An additional fee is required for lift use and use must be scheduled in advance with the wedding coordinator.
- If flower petals are dropped, an **aisle runner** is required. Flower petals must be removed by the wedding party or their representative. If the aisle runner is provided to the Wedding Coordinator at the time of rehearsal, the coordinator will pin the aisle runner down for you.
- **Two candelabras** are available for use at no additional charge. Non-drip candles must be provided by the party.
- **Movable walls** in the fellowship hall or gym can only be moved by the custodial staff.
- **White or Ivory round table linens** are available to use. They will be placed on the tables non-pressed and may be pressed, as needed, by the wedding party. Linens **may not** be pressed directly on the tables. An ironing board and iron are available to use for pressing if desired. After the wedding, the wedding party is responsible for laundering all table linens. All table linens must be returned within one week of the wedding. Once returned, they will be assessed for damages. A replacement fee of \$15.00 per linen may be assessed for holes, or immovable stains. If requested, the linens will be washed by the Wedding Coordinator for a fee of \$10.00 per linen.
- No decorations may be removed from church grounds without express permission from the wedding coordinator or office staff.

Outside Vendors/Caterers

- Parties may contract with **third party vendors** to provide services at GracePoint. Vendors must abide by all GracePoint policies and procedures. Vendors must provide **certificates of insurance** for liability from their insurance carrier **BEFORE** GracePoint will allow access to the building. Their policy must include coverage for use of GracePoint equipment. Vendors may use GracePoint ladders but must abide by the policy for ladder use described previously. **No outside ladders, extension ladders, or lifts may be used in the facility.** Vendors requiring access to areas in the facility above 10' in height must use GracePoint's lift. A **lift rental fee** will apply and payment agreement must be signed before use is granted if they can provide **certification of lift training.** If the vendor cannot provide certification, they must use a GracePoint lift operator. A **lift operation fee** will apply.
- **Decorators, caterers, and suppliers** must coordinate with the wedding coordinator to avoid conflicts with other church activities.

Clean Up

- The wedding party must be out of the building, having all **clean-up completed by 9:00 p.m.** on Saturdays and **11:00 p.m.** on Fridays.
- The wedding party or representative must complete the **Check Out Form** and have it approved by the wedding coordinator or custodial staff before leaving. Any labor cost associated with clean-up that was assigned to the wedding party **will be deducted** from the deposit refund.
- A **dressing room cleaning fee** will be deducted from the security deposit if the dressing rooms are not left in the condition in which they were found.
- A **children's room cleaning fee** will be deducted from the security deposit if the children's room is not left in the condition in which it was found.
- It is the responsibility of the wedding party to **remove all decorations**. All non-GracePoint **rental items** used in the sanctuary must be removed within one hour after the end of the ceremony. All other rental items must be removed by the building close time. Items may not remain at the church beyond the day of the wedding. Anything remaining after the building close time will be disposed of by the custodial staff and additional custodial fees may be applied.
- If the **kitchen** is used, it must be left clean (countertops and dishes cleaned and put away, refrigerators cleared, etc).
- GracePoint custodial staff is responsible for moving any major sanctuary furniture/equipment, taking down the chairs and tables in the reception area after the reception, and removal of trash. The sound technician is responsible for moving any sound equipment or musical instruments.
- If more than 250 people are in attendance, an additional fee will be charged for **extra garbage service**.

Wedding Cancellation Policy

If the wedding is cancelled by the wedding party through a written notice, GracePoint will return a portion of the security deposit within two weeks based on the timing of the cancellation. If the cancellation notice is received greater than 60 days prior the wedding date, \$200.00 of the security deposit will be returned. If the wedding is cancelled between 60 to 30 days prior to the wedding date, \$100.00 of the security deposit will be returned. If the wedding is cancelled less than 30 days prior to the wedding date, no portion of the security deposit will be returned.

Order of Service

The following is a general outline for an evangelical wedding ceremony. There are many variations from which you may choose. This is provided simply to help you consider your preferences for the elements common to most ceremonies.

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| <ul style="list-style-type: none"> • Music Prelude (often begins 15 to 30 minutes prior to ceremony) • Candle Lighters light candles on platform (option – candles lit before prelude begins) • Music for seating parents/grandparents (option – continuation of prelude music) • Seating of parents/grandparents • Processional • Giving of the Bride/Call to Worship/Welcome/Charge to Couple | <ul style="list-style-type: none"> • Special music: solos, song or hymn • Scripture Reading • Message • Vows/Ring/Pronouncement/Kiss • Unity Candle/solo or special music • Prayer • Presentation of Bride and Groom • Recessional |
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Capacity

- **PARKING**

187 spaces at church, 80 spaces at golf course (only during non-golfing hours). **Parking is NOT permitted at neighboring business.** If additional parking is required, special arrangements must be made. **Any cars parked in neighboring businesses will be towed at the expense of the owner.** For winter weddings, overflow parking is available at the golf course.

- **SANCTUARY**

- Lower level 274 (15 double rows)
- Balcony 160
- Overall total 434
- The middle aisle is 48' long.
- The stage's widest step (bottom) is 33'; the narrowest step (top) is 23'

- **FELLOWSHIP HALL**

- 160 comfortably (20 rectangle tables with 8 per table) or
- 192 tightly (24 rectangle tables with 8 per table).
- The fellowship hall is 45'x55'.
- The serving area outside the kitchen is 19'x29'.

- **GYM**

- Gym's main floor can seat up to 320 without stage (40 – 5' round tables with 8 per table)
- Gym's main floor can seat up to 256 with stage (32 – 5' round tables with 8 per table)
- Alcove can hold up to 144 (18 rectangle tables with 8 per table)
- Overall total of 464
- If serving tables are used (rather than serving directly out of the kitchen), reduce total number by 30. If the stage sections are used, reduce total number by 15.
- The gym is 50' wide (north/south) and 88' long (east/west); this does not include the alcove.

- **EQUIPMENT**

- 560 molded white chairs
- 40 molded tan chairs
- 40 round tables (8 chairs/table)
- 24 rectangular tables (8 chairs/table)

- **GRACEPOINT OWNED ITEMS AVAILABLE FOR USE**

- 390 glass goblets
- 240 china settings including dinner plate, bowl, cup and saucer
- 240 silverware settings including fork, spoon and knife
- 5 chandeliers
- 9 – 4'x8' stage sections
- Stage skirting
- Cream backdrop
- 2 silver candelabra (7 candles each)
- 45 white or ivory (round) table linens

Fee Descriptions

All fees include the setup and tear down of all required tables, chairs, and use of GracePoint owned items. Fees also include sound technician and wedding coordinator services as outlined in the policies and garbage removal. Fees are subject to change. Final fee is due 14 days prior to the wedding date.

Security Deposit **\$300.00**

A \$300 security deposit is required to secure the date of the wedding. Once the security deposit is received, the wedding date will be reserved and no other events will be scheduled on that day. The security deposit will be refunded within two weeks after the date of the wedding. Portions of the security deposit will be withheld to cover any damages, time overages, or deviations from the policies. Checks and credit cards can be received for all payments. Checks are made payable to GracePoint Church with wedding party's name and wedding date in the memo field. All fees are due 14 days prior to the wedding date.

Ceremony Only **\$300.00**

Rental of the Sanctuary includes access to the building as outlined in the policies. Fee also includes use of two dressing rooms, a lockable closet for gifts, and any GracePoint owned item listed in the policies. If an aisle runner is used, fee includes the wedding coordinator pinning this down the night before the wedding. Not included is a Rehearsal Dinner or the purchase of an aisle runner or candles.

Ceremony & Reception **\$500.00**

In addition to what is included, and not included, for the Ceremony Only fees would be access/use of the upstairs kitchen for receptions in the Gym and downstairs kitchen for receptions in the Fellowship Hall. Not included is table setting or washing of linens, dishes, silverware, glasses, pots, pans, utensils or kitchen clean up.

Rehearsal Dinner **\$150.00**

Fee includes use of downstairs kitchen, café and Fellowship Hall. Fee also includes use of any GracePoint owned item listed in the policies (decorations, table linens, dishes, etc.) Not included is washing of linens, dishes, silverware, glasses, pots, pans, utensils or kitchen clean up.

Pre-Marital Training **\$200.00**

Fee includes pre-marital training by GracePoint Pastor and associated online materials used during counseling sessions. Training must begin no later than 3 months before the wedding date.

GracePoint Musician **\$100.00/musician**

If a GracePoint musician (organist, pianist, soloist, etc.) is requested, a \$100 fee is required. Any musician not provided by GracePoint will not be compensated by GracePoint.

Reception Sound Technician **\$100.00**

Fee includes use of GracePoint's sound equipment and sound technician to be present for entirety of reception. The sound technician will set up and take down equipment and ensure that it is running correctly. Fee does not include DJ or music playing, emceeing or any involvement in any type of program.

Fee Descriptions cont.

Parking Attendant \$25.00/hour

A parking attendant is required for weddings with more than 375 anticipated guests. The parking attendant will assist drivers to find available parking spots and direct drivers as needed if the lot is full.

Laundering Service \$10.00/linen

An optional laundering service is available. All table linens should be left on the tables and be cleaned of spills, food and garbage following the event. The linens will be removed and washed by the wedding coordinator.

Extra Garbage Service \$100.00

For weddings with more than 250 guests, an additional garbage service fee will apply. This includes removal of garbage from building. Fee does not include gathering or bagging of garbage.

Lift Rental or Operator \$100.00

Third party vendors must provide certification of lift training before they can use GracePoint's lift. Fee for lift use by a vendor is \$100. An additional \$100 fee for a lift operator will be charged if the vendor cannot provide certification of lift training.

GracePoint Officiating Pastor \$150.00

Fee includes Officiating Pastor to be present at the Rehearsal and Wedding Ceremony. This is to be paid directly to the Officiating Pastor and is not included in the final payment to GracePoint Church.

Post Wedding Charges

The signing party assumes the responsibility of the group, and agrees to compensate GracePoint for any damages, labor costs related to extended rehearsal, ceremony, or reception time or extra cleanup costs which may occur as a result of any of the events performed on church property. Any damages, labor costs or violation of GracePoint Wedding Policies will be deducted from the security deposit refund. Additional fees may also apply for damages or labor costs that exceed \$300.00. Already determined fees are listed below.

Overtime Facility Use \$50.00/hour

Any member of the wedding party that remains in the facility 15 minutes past building close. This includes guests, third-party vendors, or clean-up crew provided by the wedding party. A fee of \$50.00/hour will be deducted from the security deposit refund.

Children's Room Clean-up \$50.00

A fee of \$50.00 will be deducted for any garbage, toys, or furniture that is not put away. Fee will also be applied for any spills or clean-up required following building close.

Dressing Room Clean-up \$25.00/room

A fee of \$25.00/room will be deducted for any garbage, toys, or furniture that is not put away. Fee will also be applied for any spills or clean-up required following building close.

Table Linen Replacement \$15.00/linen

A replacement fee of \$15.00 per linen may be charged for holes, or immovable stains following the event.

FEE WORKSHEET

Wedding Party _____

Wedding Date ____ / ____ / ____

Today's Date ____ / ____ / ____

Wedding Day Building Open _____

Wedding Day Building Close _____

Please make checks payable to GracePoint Church, putting your name and wedding date in the memo line. *Fee for GracePoint Officiating Pastor must be paid directly to the pastor no later than the date of the wedding. Security Deposit is due to secure facility use. Remaining fees are due 14 days prior to the wedding date.

Security Deposit	\$300.00	_____	\$300.00
Ceremony Only	\$300.00	_____	
Ceremony & Reception	\$500.00	_____	
___Fellowship Hall ___Gym			
Rehearsal Dinner	\$150.00	_____	
GracePoint Musician	\$100.00/musician	_____	
Pre-marital training	\$200.00	_____	
Sound Technician for Reception	\$100.00	_____	
Parking attendant (if more than 375 guests) Hours: ____	\$25.00/hr.	_____	
Laundering Service Number of linens: ____	\$10.00/linen	_____	
Extra Garbage Service (if more than 250 guests)	\$100.00	_____	
Lift Rental	\$100.00	_____	
Lift Operator	\$100.00	_____	
TOTAL DUE		_____	
GracePoint Officiating Pastor (*paid directly to Pastor)	\$150.00	_____	

GracePoint owned items available for use:

Children's Room (must staff with own responsible persons)	Needed: _____
Chandeliers (6)	Needed: _____
4' x 8' stage sections and Black skirting (9)	Needed: _____
Dishes and Silverware (approximately 240)	Needed: _____
Glass goblets (approximately 390)	Needed: _____
White (round) table linens at \$10.00/each	Needed: _____
Cream colored stage backdrop 10'x16'	Needed: _____
2 Silver Candelabras	Needed: _____

FAQ's

Do I need to be a member to get married at GracePoint?

GracePoint welcomes its members and their immediate family to have their wedding celebration in its facility.

How much does it cost to rent GracePoint's facility for my wedding and what is included?

Ceremony & Reception: \$1,100 (including Security Deposit).

Ceremony Only: \$600 (including Security Deposit)

Security Deposit: The \$300 security deposit is used to secure your wedding date on GracePoint's calendar. If all aspects of the policies are met, the security deposit will be refunded 100% following your wedding. Failure to abide by the policies may forfeit a portion or all of the amount.

The fees above include meeting and working with GracePoint's Wedding Coordinator, Sound Technician for Ceremony, custodial fees and use of all GracePoint owned decorations.

Not Included: Rehearsal dinner, pre-marital training, GracePoint Musician, Officiate Pastor, etc. Please see page 9 & 10 for further details.

What is the first step in the process to get married at GracePoint?

The first step is to review the Wedding Packet and submit your completed application to GracePoint's Wedding Coordinator at christine.hicks@exploregracepoint.com. You should also contact the Officiating Pastor to confirm that he is available on the date of your wedding.

When do I have access to decorate for my wedding?

Saturday Weddings: You will have access to the building to decorate during normal office hours on Thursday and Friday. Decorating the Sanctuary stage is only allowed on Friday beginning at 7:30am. No access to the building is permitted during regularly scheduled church activities.

Friday Weddings: You will only have access to decorate during normal office hours on Thursday. Decorating the Sanctuary stage is only allowed on Friday beginning at 7:30am. No access to the building is permitted during regularly scheduled church activities.

When do I have access to the building on the day of my wedding?

You will have access to the building no sooner than 7:30am on the day of the wedding. All items that you bring into the building (garments, food, decorations, etc.) along with all individuals and guests must be vacated within 1 hour of the end of your ceremony. If you will be having your reception at GracePoint, building close time is 11pm for Friday weddings and 9pm for Saturday weddings. Any item or person left in the building following the building close time will result in a fee.

FAQ's (cont.)

Do you allow weddings on days other than Saturday?

Yes! We allow weddings/receptions on Fridays and Saturdays. If you are planning to have your wedding on a day other than Friday or Saturday, please indicate that on your application. We will do our best to accommodate your wedding.

Do you allow catering?

Yes! Please see page 6 (Outside Vendors/Caterers) for more details.

What rooms are available to get ready on the day of the wedding?

132/133 is available for use by the Bride and her attendants. Bathrooms are located around the corner if needed. This room is able to be secured/locked. This room is not available until 7:30am on the day of the wedding.

Room 101 is available for use by the Groom and his attendants. Bathrooms are located adjacent to this classroom. This room is not able to be secured/locked but lockers are available for valuables. This room is not available until 7:30am on the day of the wedding.

Is there anything prohibited on GracePoint's property?

The following are not allowed inside GracePoint's buildings: Red colored beverages, use of extension ladders, nails or glue. Rice and birdseed may not be thrown inside nor the use of sparklers. Smoking is not allowed in the building but is permitted out the back (south) entrance.

The consumption of alcohol or use of illicit drugs are not allowed anywhere on GracePoint's property.

What is the capacity for a wedding?

Sanctuary: 434 Total
Main floor: 274
Balcony: 160

Center aisle length: 48 feet

Fellowship Hall Reception: 160-190 Total

Gym Reception: 464 Total
With stage for Head Table: 256
Without stage: 320
Alcove: 144

Church Equipment:
40 round tables (8 chairs/table)
24 rectangular tables (8 chairs/table)
240 place settings (glass goblets, dinner plate, bowl, cup, saucer, fork, spoon, knife
40 round white or ivory table linens