

WESTBROOKE CHURCH WEDDING POLICIES

(Updated 8/31/2010)

CONGRATULATIONS ON YOUR ENGAGEMENT

We are excited to hear that you are taking such an important step in your life. We believe marriage is instituted of God, regulated by His commandments, and blessed by the Lord Jesus Christ. A wedding is a very special occasion and we are excited to be a part of it!

SCHEDULING YOUR WEDDING

We encourage you to schedule your wedding as soon as you know you plan to be married. Weddings cannot be booked more than 12 months in advance. First, please read this policy in its entirety. If you think Westbrooke would be a good fit for your wedding, please contact the church office at 913-888-4750 to request a wedding date. Please provide two dates, a first and second choice. At this time, please schedule an appointment with the Pastor for a premarital interview.

After your meeting with the Senior Pastor and reviewing the church calendar, you will be contacted to confirm your wedding date and time, as well as the date and time for the rehearsal. You will then need to meet with the Wedding Coordinator to complete and sign Westbrooke's Wedding Agreement. Also, at that time, we will collect a \$100 non-refundable deposit. This deposit will be applied to your final bill.

WEDDING COORDINATOR

To facilitate your wedding, Westbrooke has a Wedding Coordinator who will act as your wedding advisor to assist you in making this one of the most joyful occasions of your life. The services of Westbrooke's Wedding Coordinator are required for weddings conducted at the Westbrooke facility. You will need to make an appointment with the Wedding Coordinator as soon as your wedding is confirmed. The Wedding Coordinator will guide you through your planning and preparation and answer all questions regarding wedding policies and use of church facilities. All the details of your wedding should be directed to her. She will be present at your wedding rehearsal and the wedding itself to assist in meeting your needs.

SCHEDULING YOUR REHEARSAL

Please reserve Westbrooke's facilities for your rehearsal when you schedule your wedding. Westbrooke's wedding coordinator will be at your rehearsal to assist you. It is highly encouraged to have the officiating pastor at your rehearsal. Rehearsals can start no earlier than 5:30 p.m.

PRE-MARITAL COUNSELING

A prerequisite to being married at Westbrooke is your participation in premarital counseling with an approved Biblical counselor.

OFFICIATING PASTOR

If for any reason the wedding is not conducted by one of the staff of Westbrooke Church, the officiating clergy must be approved by the Senior Pastor or Elders.

FACILITIES

Dressing Areas:

There are various rooms throughout Westbrooke's facility that could be used for dressing rooms for the bride and groom. These two rooms, designated with the wedding coordinator prior to your wedding, are included in your rental of the sanctuary. An additional charge of \$25.00 per room will be charged for rooms not reserved that require clean up. Dressing rooms must be cleared of clothing and personal items immediately following the wedding. Personal items cannot be stored at the church. Westbrooke is not responsible for lost or stolen property.

Rehearsal Dinner:

You may have your rehearsal dinner at Westbrooke. The details need to be discussed with the Westbrooke Wedding Coordinator and the related fees are included in the fee schedule below. The rehearsal should precede your dinner.

Reception:

Westbrooke Church has three spaces suitable for a reception and/or a rehearsal dinner – the Community Room, which seats 100 people and the Gym which seats 200, and the Barn Room, which seats 75. Schedule permitting, Westbrooke will allow decorating of these spaces to begin at 9:00 a.m. the day preceding the event. It is requested that evening receptions be concluded by 10:00 p.m. for cleanup and security reasons. Your rental fees include a 4 hour reception plus set up and clean up.

Date and Time:

While the facilities are generally available for your wedding each day of the week, due to Westbrooke's busy Sunday schedule of ministries, we are unable, in most instances, to perform weddings on Sundays. Monday through Saturday weddings may be held between the hours of 8:00 a.m. to 7:00 p.m. We request that rehearsals happen in the evening, starting no earlier than 5:30pm.

Smoke and Alcohol:

Westbrooke is a smoke-free and alcohol-free facility. No alcoholic beverage may be served or consumed on any part of Westbrooke's property. Guests under the influence of alcohol will be asked to leave. Any evidence of alcohol or smoke on the premises will result in the loss of the \$500 damage deposit.

DECORATIONS

All decorations and decorating equipment must be furnished by the wedding party or florist. Please remember to be respectful of church property and observe the following: Decorations and equipment may not be attached using nails, tacks, staples or tape to walls, woodwork, furniture or floors as this may deface church property. It is your responsibility to see that items rented or borrowed for your wedding are returned promptly following your wedding.

Stage:

The Wedding Coordinator will work with you to determine the need for which sound equipment and instruments need to be left on stage for the ceremony. Under no circumstances can the piano be removed. The drum set can be removed for a fee. This fee for this service is listed in the fee section of this document.

Candles:

The use of wax candles are welcomed at Westbrooke as long as they are enclosed in glass. In the instance of a unity candle, a protective covering (such as plastic) must be placed under all three candles to ensure wax not dripping and damaging a table or carpet. If there are wax drippings found, the bride and groom will be held responsible, through their damage deposit.

Flower petals:

Real flower petals may be used at Westbrooke Church when an aisle runner is also being used. Silk or cloth flower petals are a great alternative if a runner is not desired.

Send-off:

Bubbles are permitted to be used at Westbrooke, but only outside the building. Most other things are permitted (birdseed, rice, flower petals, etc) but will require an additional \$50 cleaning charge. Use of glitter or confetti is strictly prohibited.

MUSIC

All music, whether instrumental, recorded, or vocal, must be appropriate for a worship service. The texts of all songs must be appropriate and be approved by Westbrooke's music leader at least four weeks prior to your wedding. You

need to make arrangements with our music team if you desire their services at your wedding. The Wedding Coordinator can assist you with arranging their services and providing you with their fee schedules. Their fees are to be paid directly to them and it is best to do that at the rehearsal.

SOUND SYSTEM

Our sound team is happy to help facilitate your wedding. Westbrooke's sound systems are quite complicated. Our trained technicians are the only people authorized to operate the sound systems. They are responsible for clearing the stage of our regular Sunday worship equipment, assisting in the setup of equipment for wedding, and resetting the stage for our next regular worship gathering. The fees associated with their services are based on an hourly rate. It requires approximately 10 man-hours to facilitate a typical wedding. There is a fee for this service which is included in the fee section of this document.

If you will be using pre-recorded music during your ceremony, you need to provide the music on a CD, in the order you want it to be played and queued to the appropriate times.

If live musicians will be performing, it is recommended that they attend the rehearsal, so that we can ensure the correct connectors, cords, microphones etc. are available and setup for their use. Your Wedding Request Form includes a section to provide details on number of performers, types of equipment and other detailed information that we need to make sure your musicians sound their best.

VISUAL MEDIA

Westbrooke's sanctuary is equipped with a projector and screen suitable for showing photos, slideshows and videos before, during or after your wedding.

The projector screen is a 4:3 (square) projector screen, which is centered on the wall above the stage. It can be raised or lowered during the ceremony from the media booth in the back of the sanctuary.

The media booth is equipped with a Windows XP computer hooked up to the projector for visual presentations. It is currently not capable of sending audio to the sound system in the sanctuary. Presentations must be in PowerPoint XP or newer format. Videos may be in WMV, MOV, AVI, or MP4 format.

The media booth is also equipped with a DVD player, which is hooked up to the projector and the sound system. If you want to show a DVD or part of a DVD during your ceremony, we prefer that you deliver a copy queued to the appropriate location.

The use of the Westbrooke media equipment is included in your usage fees, however, due to the highly technical nature of our equipment, only authorized technicians are authorized to operate it. It requires approximately 3 man-hours to facilitate a typical wedding. There is a fee for this service which is included in the fee section of this document.

It is the assumption of Westbrooke Church that you have obtained the appropriate license to use all audio, video and imagery you provide to us for use during your event.

PHOTOGRAPHY & VIDEO TAPE

Photographs and video taping of your wedding are permitted.

PERSONAL PROPERTY LIABILITY

Westbrooke Church will not be liable for dresses, silver, jewelry, purses/billfolds, or any personal items lost, stolen or damaged at any event related to this wedding.

MARRIAGE LICENSE

The marriage license may be procured from the Office of the Probate Judge in any county. The officiating pastor is responsible for signing it and returning it to the issuing officer.

WEDDING & REHEARSAL FEES

Westbrooke Church has two payment groups, one for non-members, and one for members, regular attendees, and their children. A regular attendee is defined as attending Sunday worship service and participating in ministry for over 6 months.

Wedding fees are based on your desire for various spaces and services and the personnel necessary to perform them. The payment is to be made to Westbrooke Church. We will, in turn, contract for the services needed. A \$100 non-refundable deposit is required to secure your wedding date. This \$100 will be applied to your final bill. Also, a damage deposit check will be collected in the amount of \$500. In the event that our facility is damaged or not returned to the original state, this money will be forfeited. You will be billed for any additional expense above this amount. In the event that no additional cleaning or repair is required, this check will be returned to you by mail after the building is inspected.

A fee schedule is listed below.

WEDDING FEES

Damage and Cleaning Deposit: Required and Refundable	\$500
Facility Use: Includes - sanctuary, dressing areas, wedding coordinator, maintenance, and sound technician.	\$900
Visual Media Technician: rehearsal & wedding	\$100
Drum Set Removal:	\$150
Officiating Pastor: The wedding party should pay the honorarium directly to the officiating Pastor. If you have questions about an appropriate amount, please contact the Wedding Coordinator.	

RECEPTION AND/OR REHEARSAL DINNER FEES

Community Room: Includes wood tables and chairs, janitorial services, and wedding coordinator	\$450
Gymnasium: Includes janitorial services and wedding coordinator	\$550
Barn Room: Includes janitorial services and wedding coordinator	\$350
Sound Technician:	\$25 per hour
Tables: 60" round and 6' rectangle	\$5ea
Chairs: Plastic, black with chrome	\$.50ea

KITCHEN USE

If you require the use of the kitchen, please notify the Wedding Coordinator.

WESTBROOKE WEDDING AGREEMENT FORM

Wedding Date _____ Time _____

Bride _____ Groom _____

Person(s) Financially Responsible _____ phone _____

Address _____

() Regular Attendees of Westbrooke () Non-Member

Rehearsal Date _____ Time _____

Is reception at Westbrooke? Yes ___ No ___ If not, where? _____

Is rehearsal dinner at Westbrooke? Yes ___ No ___ If not, where? _____

Wedding Coordinator: _____ Phone (____) _____

BRIDE INFORMATION

Name _____

Address _____ City _____ State _____ Zip _____

Home Phone (____) _____ Cell (____) _____

Email Address _____

Church Membership _____

Parent(s) _____

Address _____ City _____ State _____ Zip _____

Home Phone (____) _____ Cell (____) _____

GROOM INFORMATION

Name _____

Address _____ City _____ State _____ Zip _____

Home Phone (____) _____ Cell (____) _____

Email Address _____

Church Membership _____

Parent(s) _____

Address _____ City _____ State _____ Zip _____

Home Phone (____) _____ Cell (____) _____

POST WEDDING ADDRESS

Address _____
City _____ State _____ Zip _____

WEDDING INFORMATION

Number of Guests _____
Number of Bride's Attendants _____ Number of Groom's Attendants _____
Flower Girl(s) _____ Ring Bearer(s) _____
Pianist _____ Soloist _____
Florist _____ Phone (____) _____
Caterer _____ Phone (____) _____
Photographer _____ Phone (____) _____
Pastor(s) performing wedding

If not a Westbrooke Pastor, what is name of his church? _____
Address _____ Phone (____) _____

FEE SCHEDULE

Your \$100 non-refundable deposit is due when you book your wedding date. Thirty days prior to your wedding the balance of fees is due. This includes your refundable \$500 damage and cleaning deposit. Any additional fees accrued after 30 days will be collected at the time of the request or at the time of service.

Item	Amount	Total
Date Deposit	\$100	
Damage and Cleaning Deposit	\$500	
Wedding Facility Charge	\$900	
Visual Media Technician	\$100	
Drum Set Removal	\$150	
Community Room	\$450	
Gym	\$550	
Barn Room	\$350	
Sound Technician	\$25 per hour	
Tables	\$5 ea #needed	
Chairs	\$0.50 ea #needed	

Total Due: _____

AGREEMENT

We have read the Wedding and Facilities Use Policies of Westbrooke Church and agree to abide by said policies. We understand we are responsible for any damage or destruction that may result to Church property related to the events of this wedding. We understand it is our responsibility to inform the wedding party, caterer, florist and photographer of the Westbrooke Church Wedding Policies.

Bride _____ Date _____

Groom _____ Date _____

Person Financially Responsible _____ Date _____

Wedding Coordinator _____ Date _____

Facilities Administrator _____ Date _____

Pastor _____ Date _____

WESTBROOKE WEDDING MUSIC APPROVAL SHEET

WEDDING DATE: _____ TIME: _____

BRIDE: _____ PHONE (_____) _____

GROOM: _____ PHONE (_____) _____

PIANIST: _____ PHONE (_____) _____

VOCALISTS: _____

INSTRUMENTALISTS:

_____ INSTRUMENT: _____ Mic/Amp/DI

_____ INSTRUMENT: _____ Mic/Amp/DI

_____ INSTRUMENT: _____ Mic/Amp/DI

MUSICAL SELECTIONS

PRELUDE: _____

PROCESSIONAL:

_____ (Seating of Grandparents/Parents)

_____ (Wedding Party)

_____ (Bride)

UNITY CANDLE/COMMUNION: _____

VOCAL SELECTIONS: _____

RECESSIONAL: _____

POSTLUDE: _____

Approval

Music Leader _____ Date _____

Sound Technician _____ Date _____