

# *New Life Church*

## *Weddings*

A Christian marriage is a total commitment of one man and one woman to God and to one another.

*Matthew 19:6*

*So they are no longer two, but one flesh.*

*What therefore God has joined together,*

*let no man separate.*

*Congratulations* on your upcoming wedding and thank you for considering New Life Church as part of your special day. As a church, we are committed to assisting you, and preparing you for your marriage.

## *Campus Policies*

- Contact New Life Church Reservations at 719.265.3148 to complete and submit the facilities request or send an email to [weddings@newlifechurch.org](mailto:weddings@newlifechurch.org)
  - Please wait to order wedding invitations, reserve your reception site, caterer, florist, or DJ until bride and groom have signed the building use agreement.
- **New Life Church does not hold weddings on the following weekends: Easter, Memorial Day, Independence Day, Labor Day, Thanksgiving, Christmas, or New Years.**
- Weddings are scheduled on Saturdays only.
- In order to prepare for Sunday mornings, wedding and reception reserve times cannot go past 10:00 P.M.
- Christian Guest ministers may perform weddings at New Life Church with prior approval. Ministerial credential must be submitted to the wedding facilitator no later than 30 days before the wedding.
- Certificate of completion of premarital counseling is required no later than 30 days prior to the wedding.
  - See premarital counseling section for requirements and details
- In keeping with New Life Church values and beliefs, we do not allow any alcoholic beverages on the premises or smoking inside the buildings.
- Dancing is allowed, except in the World Prayer Center Prayer Room and Courtyard. In keeping with the values of New Life Church, all music must be appropriate and free of profanity and inappropriate themes.
- **All decorations must be approved through your wedding facilitator.** All candles must be enclosed in glass with the exception of the unity candles and candelabras. *For floating candles, please leave water at least one inch from the top of the glass.* In most rooms, nothing can be hung from the ceiling, and anything hung from the wall can ONLY be attached using painters tape.
- It is the responsibility of the bride and groom to ensure that someone is assigned to **setup** and **remove** all decorations and personal belongings within the allotted time slot for all rooms reserved.
- All outside rentals and decorations must be delivered and removed on the day of your wedding or reception. We do not have any storage space available.
- NLC will not provide any of the following: tools, tape, pipe and drape, dishes and serving equipment, utensils, water coolers, pitchers, paper products, decorations, dance floor, chair covers, etc.
- You are responsible for any damaged or broken items used during the event beyond normal wear and tear, and will be charged accordingly.
- All children that are on the premises must be under adult supervision at all times. Groups are not permitted to provide their own childcare on the premises.
- New Life Church is not held responsible for any injuries caused to anyone (outside of NLC staff) while on the property.
- New Life Church is not held responsible for any lost, stolen, or damaged property not provided by NLC.
- Sparklers are allowed outside the buildings only. You must have a water bucket nearby to place used sparklers.
- The following are not permitted on the premises:
  - Rice and bird seed
  - Live flower petals in the processional (Silk petals are available at craft stores)
  - Red punch

# Premarital Counseling

**At NLC:** If you are interested in being married by a Pastor at NLC, you must complete the premarital program. Please call (719) 594-6602 to schedule an initial appointment with the officiating pastor.

**Off site:** Counseling must be scripture based and a “Verification of Completion” letter, including the subjects that were covered and the time spent, must be submitted to the wedding facilitator a minimum of 30 days before the Wedding for approval.

As you consider the sacred covenant of marriage, we want to make the preparation experience a positive and rewarding one for you. We believe God has a wonderful plan for your life! One of the greatest ways to prepare is to participate in an in-depth premarital program. In order to assure that you make the necessary preparations for your marriage, the following steps are required:

1. If you are considering marriage, contact NLC at 594-6602 six to eight months prior to your *tentative* wedding date to schedule an initial orientation session with the pastor of your choice. This orientation session will require approximately one hour.
2. At the Conclusion of the premarital orientation session, you will complete the PREPARE Inventory questionnaire online to form the basis for the four feedback sessions that follow. You’ll be given a packet with additional materials used during the premarital counseling process and a copy of the *Building a Strong Marriage Workbook*.
3. Once the results of the PREPARE Inventory are received, you will meet with a pastor; or a mature, trained married couple for four to five subsequent feedback sessions. These appointments can be scheduled at the conclusion of the orientation session.
4. We strongly urge you to complete the scheduled feedback sessions and homework assignments before establishing your firm wedding date. After you go through the feedback sessions, you should meet with the officiating pastor to plan your wedding.

## Marriage Qualifications

Couples desiring to be married by a New Life Church pastor must meet the following conditions:

1. The couple should have the approval and blessing of parents or guardians.
2. Each person must be a believer in the Lord Jesus Christ, and that belief must be reflected in his and her lifestyle.
3. The couple should have known each other for at least one year.
4. NLC adheres to the scriptural position of a sexually pure lifestyle and abstinence outside of marriage. The pre-married couple must agree not to cohabit or be involved in a sexual relationship until after their wedding ceremony.
5. If either party has been married before, the previous marriage should have been terminated for one of the following reasons:
  - A. Adultery on the part of the former spouse (Matt. 5:32).
  - B. An unbelieving partner left, allowing the believing partner to remarry (I Cor. 7:15).
  - C. The previous marriage and divorce occurred before either party came to know Christ (II Cor. 5:17).
  - D. The death of a spouse.

Pastors at New Life Church will not marry a couple unless they have satisfactorily completed their premarital counseling sessions and homework. Upon completion, the couple and counseling pastor will sign a Certificate of Premarital Counseling Completion, which is to be given to the officiating pastor.



# Services Provided



## Audio Visual Technician

- ~ An A/V Technician will be assigned to your event and will be available during your wedding rehearsal and wedding ceremony.
- ~ An AV Technician can be hired to support you reception at \$50/hour. This is required for receptions in the Tent, unless you bring in a DJ. It is not required for receptions in Student Chapel or WPC 107.
  - Our A/V Technicians will not act as a DJ or a MC for your reception.
  - The church sound system will not be available to any outside DJ, the company must be self sufficient.
- ~ You are required to provide any video elements (slideshow, video, PowerPoint, etc.) on DVD at least one week prior to the wedding date.
- ~ You are required to provide your own music, on Ipod or CD. It is your responsibility to make sure the CD works in a standard CD player.
- ~ You are responsible for arranging your own musicians
- ~ Trusses (4) by themselves are \$100 to rent. Trusses and Christmas lights are \$300 plus \$50/hr for setup and teardown.
- ~ If lighting needs go above and beyond what is already in the room, then setup, teardown and support during the reception will be charged at \$50/hr per lighting technician required.
- ~ Depending on your needs additional A/V Tech fees may apply.
- ~ A/V Tech will not move the drums in the Tent, World Prayer Center, or Student Chapel
- ~ Moving the drums in the Tent, World Prayer Center, or Student Chapel is not permitted and *will result in the forfeit of your security deposit.*

## Hospitality

- ~ Hospitality will setup and tear down tables and chairs, maintain the facility during your event, and take care of trash removal, floors, and vacuuming. They will not be available for setup or tear down of personal belongings, food and dishes, rental items, pipe and drape, linens, or any decorations.
  - If you rented the linens through New Life Church, they will need to be gathered together and just put in a pile somewhere in the room.
- ~ Please turn in a diagram and setup count to the Reservations Coordinator 1 week prior to your wedding.

## Catering

- ~ Outside catering is permitted.
- ~ You are welcome to bring in your own food.
  - If you do, you are responsible for providing your own serving platters, utensils, dishes, coffee makers, punch bowls, etc.
- ~ Alcohol is not permitted.
- ~ Red punch is not permitted.

# Pricing

A non refundable deposit of \$150 and your completed request form is required to secure your ceremony and/or reception date (which will be applied to your total balance). **The remaining balance is due 30 days prior to the wedding date along with the \$200 refundable security/damage deposit.**

## Ceremony Options

### The Prayer Room in the World Prayer Center

\$600 Member\*, plus \$200 refundable security/damage deposit

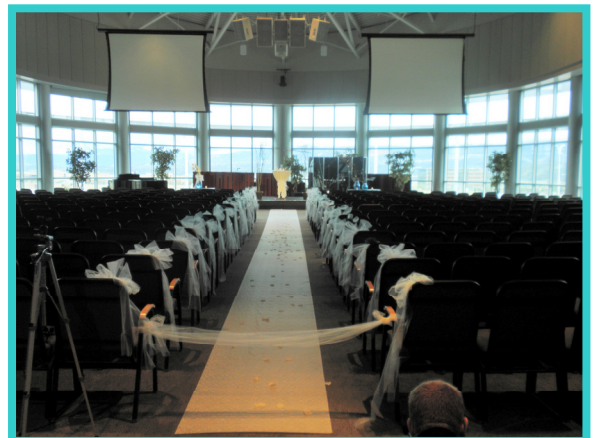
\$900 Non-member, plus \$200 refundable security/damage deposit

Includes:

- Seating for 250
  - All chairs remain in The Prayer Room regardless of how many are used, we can add more than 250 though if needed. We can setup those chairs in the arrangement you prefer, whether it be straight rows, curved rows, 2 different sections, etc.
- 7 hours for the entire rehearsal/wedding event to include 1 hour for the rehearsal and 6 hours the wedding day for decorating, the ceremony, photos, and clean up.
- You may choose a 6 hour time slot, based up availability, for your wedding(Saturdays only):
  - The 6 hour time slot can be anytime between 9am and 9pm
- Rehearsals will be scheduled as available the evening before the ceremony.
  - Rehearsal is just a 1 hour time slot.
- Bride and Groom Dressing Rooms
- One A/V Technician will be available for 4 hours total *including* the wedding rehearsal
- Aisle length is 90 ft from stage to back doors
- Hanging decorations from the ceiling is not permitted in the WPC Prayer Room.
- Address to use on invitations:
  - World Prayer Center, 11005 Voyager Parkway, Colorado Springs, CO 80921



Left –WPC Prayer Room, view from front to back.  
Right-WPC Prayer Room, view from back to front.  
*\*decorations not*



Left and right- view of the foyer/courtyard area before you enter the WPC Prayer Room. This area is available for gift table, guest book table, etc. during your ceremony.  
*\*decorations not provided*



## Reception Options-

Audio Visual support is not included in the reception prices, but can be hired at \$50/hour.

### Tent

\$500 Member\*, plus \$200 refundable security deposit

\$750 Non-Member, plus \$200 refundable security deposit

Includes:

- Maximum seating for 300 people at round tables (177 armless chairs)
- Use of up to 8- 8ft (96"x30") rectangle tables, 6-5ft (60"x30") rectangle tables, 20 (6ft x 18") lecture tables and 50-48" round tables.
- Warming kitchen which includes: 1 stove, 1 oven, 1 microwave, 1 dishwasher. It is located in the 4<sup>th</sup> hallway of the main church building. Refrigerator space is not guaranteed
- Use of the Tent between 8am and 10pm for decorating, reception, and clean up (Saturday only). Additional decorating time may be available on Friday upon request.
- Audio Visual Support is **not included**, but can be hired for \$50.00 per hour. This is required for the Tent unless you bring in a self-sufficient DJ or your own sound system.
- We do not have any extra storage space at the Tent, so there will be some extra chairs stacked against the back wall of the Tent auditorium. You are welcome to rent pipe and drape to cover the chairs.
- Hanging decorations from the ceiling is not permitted in the Tent Auditorium or Lobby.
- Address to use on invitations
  - Tent (@ New Life Church), 11035 Voyager Parkway, Colorado Springs, CO 80921



View of the tent stage from left of sound booth

*\*Fabric & decorations not included*



View of the tent stage from the back side of the room

*\*Lights, pipe, fabric & decorations not included*



View of the front right of the Tent from the back left

*\*Decorations not included*



Tent Wedding Reception

*\*Decorations not included*



Tent Lobby Area

*\*Decorations not included*

## Reception Options Cont.

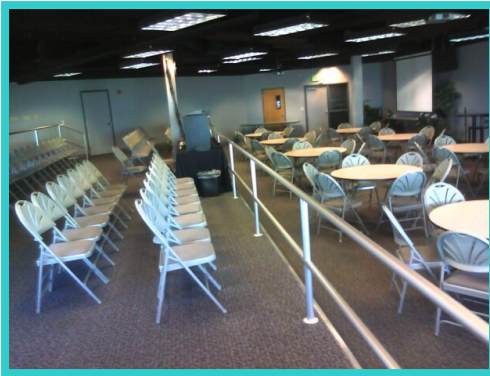
### Student Chapel or World Prayer Center 107

\$250 Member\*, plus \$200 refundable security deposit

\$350 Non-Member, plus \$200 refundable security deposit

Includes:

- Maximum seating for 100 people at round tables
- Use of up to 6- 8ft (96"x30") rectangle tables, 2-5ft (60"x30") rectangle tables, 17-48" round tables.
- Use of the room between 8am and 10pm for decorating, reception, and clean up (Saturdays only). Additional decorating time may be available on Friday upon request.
- Sound system, projector, and screens are available in both rooms. You can hire a New Life AV Tech at \$50 to support your event, or schedule a training session through the AV department to have someone you know run it at no cost.



WPC 107- view of 1<sup>st</sup> & 2<sup>nd</sup> tier



WPC 107- view from back to front



WPC 107- view of 2<sup>nd</sup> & 3<sup>rd</sup> tier

*\*Disreard the table and chair arranaement in pictures shown above and below; room setup is done accordina to your needs*



Student Chapel-view from back left



Student Chapel-view of stage area



Student Chapel-view from back right

## *Ceremony and Reception Packages*

**Effective September 1, 2009, wedding receptions are no longer allowed inside the World Prayer Center Prayer Room.**

**WPC Prayer Room Ceremony and Courtyard Reception**- Based on availability for only those holding their wedding ceremony in The Prayer Room.

\$900 Member\*, plus \$200 refundable security deposit

\$1,200 Non-Member, plus \$200 refundable security deposit

Includes:

- Ceremony in The Prayer Room, Reception following in the Courtyard.
- Maximum seating for 90 people.
- Small kitchen which includes 2 stoves, 2 ovens, 2 microwaves, 2 sinks, and an ice machine. Refrigerator space is not guaranteed
- Reception must be held during the same allotted time frame of The Prayer Room.
- No dancing allowed (except traditional dances-1<sup>st</sup> Dance, Mother/Son, Father/Daughter)
- Hanging decorations from the ceiling is not permitted in the Courtyard or WPC Prayer Room.

## *Ceremony and Reception Packages Cont.*

**WPC Prayer Room Ceremony and Tent Reception**

\$1,000 Member\*, plus \$200 refundable security deposit

\$1,500 Non-Member, plus \$200 refundable security deposit

- Same timelines, policies, and information as previously listed for the WPC Prayer Room and Tent apply

**WPC Prayer Room Ceremony and Student Chapel or WPC 107 Reception**

\$800 Member\*, plus \$200 refundable security deposit

\$1,100 Non-Member, plus \$200 refundable security deposit

- Same timelines, policies, and information as previously listed for the WPC Prayer Room, WPC 107, and Student Chapel apply

*\*The bride OR groom must be a member of NLC to receive member pricing. Members of NLC are identified as those who have professed faith in Christ as their personal Lord and Savior, committed to the vision of the church through regular attendance of weekend services and small groups, supporting the church through regular financial giving, and praying for and supporting the leadership of the church.*

*\*\*For staff/elder pricing, contact [weddings@newlifechurch.org](mailto:weddings@newlifechurch.org) or 719.265.3148*



# *Additional Information*

- ~ \$50 per hour per A/V Technician for receptions, and in excess of 4 hours for ceremony/rehearsals.
- ~ \$100 for each half hour that you occupy the facility beyond allotted time.

**Honorarium fees for soloists and instrumentalists are not included in the price. Also, it is customary to give the officiating pastor a financial gift. (The amount is left up to the discretion of the couple.)**

## **If you need...**

Linens, chair covers, table skirting, kneelers, runners, dishes, dance floor, pipe and drape, etc. we recommend that you contact a rental company such as Brady's, Bruno's Party Time, Hobby Lobby, or AAA Rental. You may also utilize the linen rental company that New Life Church rents through by contacting the Reservations Department. Sizing and prices for those linens are listed below. Chair covers and table skirting are not available through that company though.



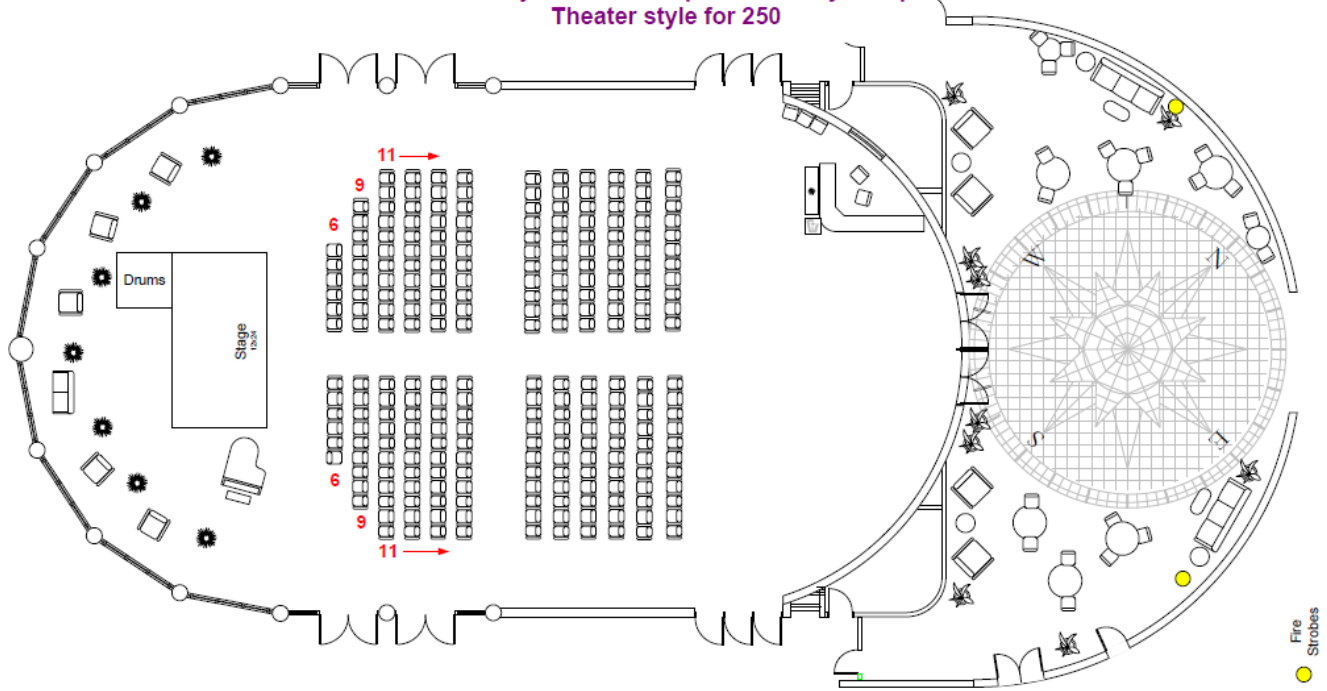
### **Linen Information**

Napkins	\$ .15
54 x 54	\$ .50
62 x 62*	\$ .60
72 x 72	\$ 1.00
52 x 69	\$ 1.50
90 x 90	\$ 2.60
54 x 96	\$ 2.60
54 x 120*	\$ 2.60
Environmental Fee	\$ 4.00
Service Charge	\$ 3.50

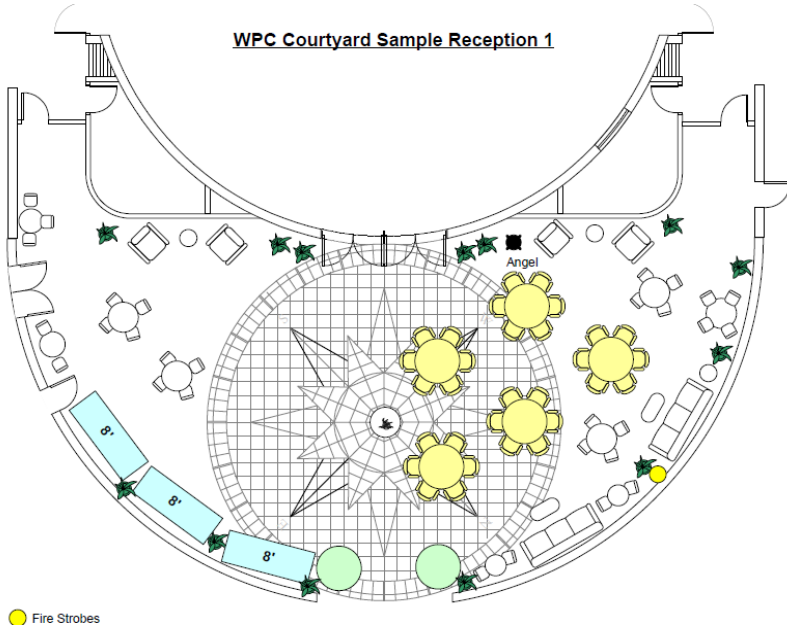
\*Most people use the 62 x 62 for our 4 ft round tables and the 54 x 120 for our 8ft by 2.5ft rectangular tables.

# Sample Ceremony and Reception Diagrams

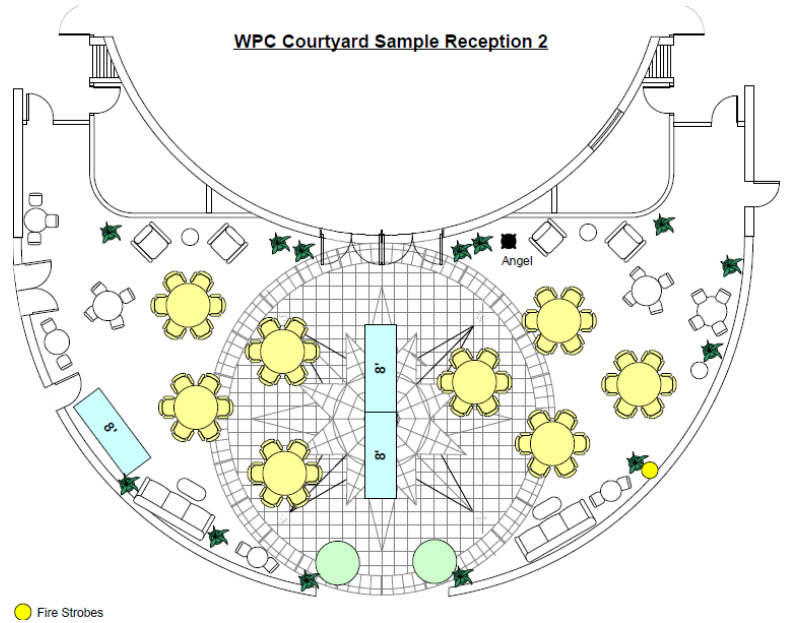
**WPC Prayer Room Sample Ceremony Setup  
Theater style for 250**

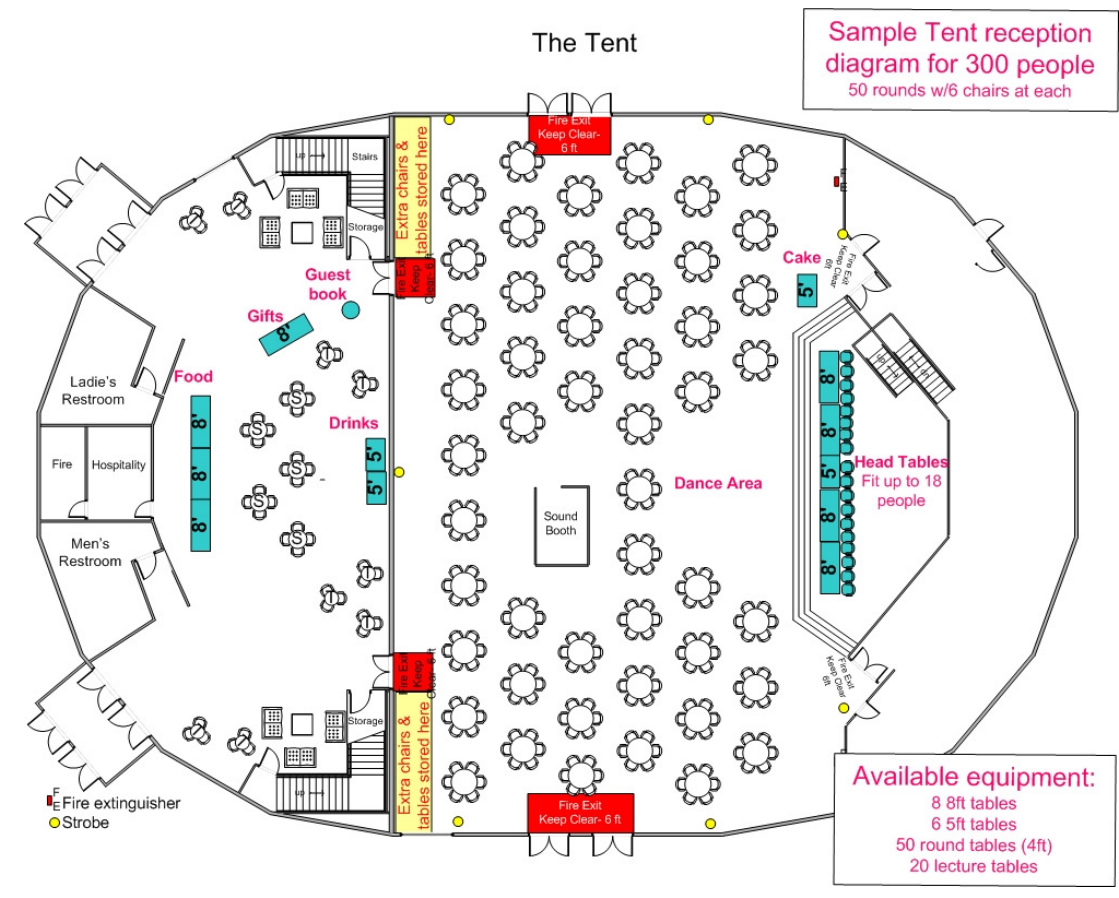
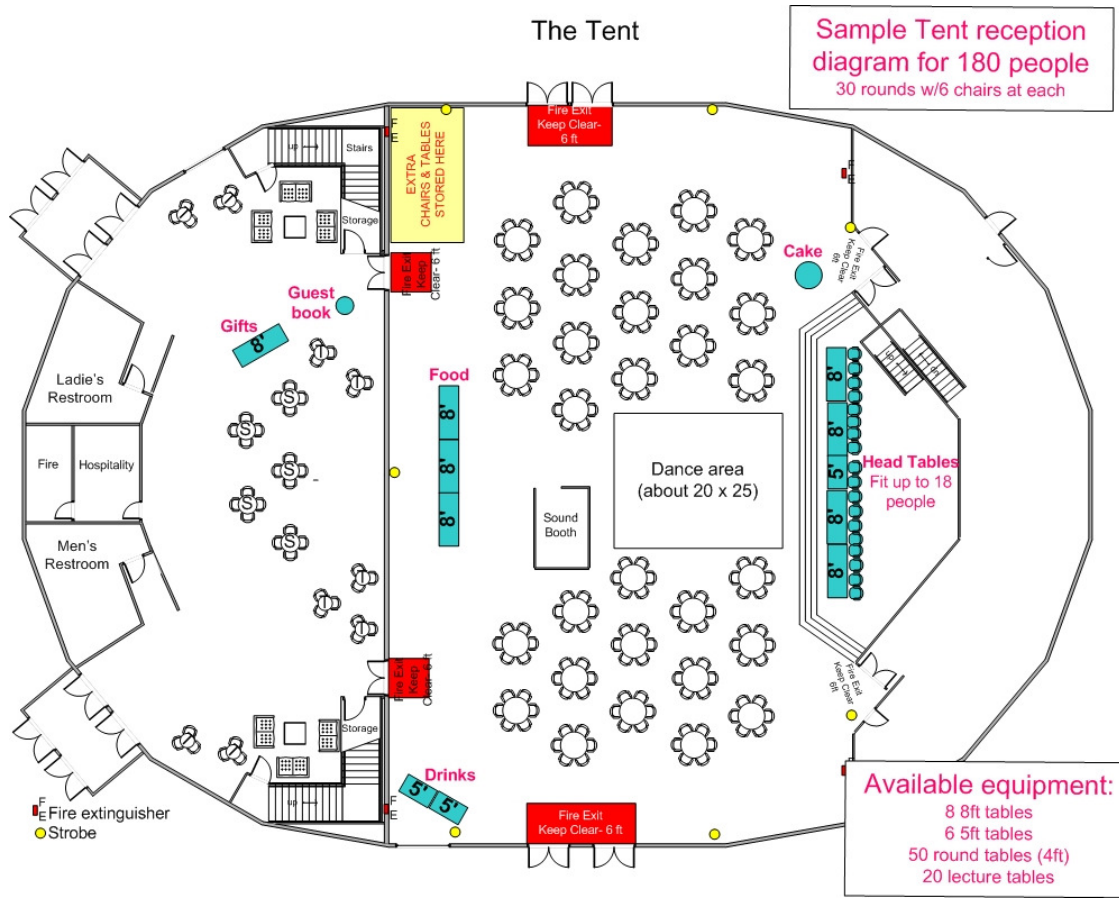


**WPC Courtyard Sample Reception 1**



**WPC Courtyard Sample Reception 2**





# NEW LIFE CHURCH

## Wedding Ceremony and Reception Request Form

This form must be filled out completely before Reservations will process your request. If you don't know all the specifics, answer each question to the best of your knowledge. As stated in the Wedding Packet, a \$150 **non-refundable deposit** is required in order to secure your date, and must be submitted along with this form to the New Life Church Reservations department.

Bride's Contact Information					
Bride's Full Name				Are you a member of New Life Church?	
Full Address					
Home phone #		Cell phone #		Email	
Groom's Contact Information					
Groom's Full Name				Are you a member of New Life Church?	
Full Address					
Home phone #		Cell phone #		Email	
Ceremony Information <i>(If you are not having your ceremony here, just put N/A)</i>					
Officiating Pastor				Are you also doing pre-marital counseling with the officiating pastor?	
1 <sup>st</sup> choice day and date				2 <sup>nd</sup> choice day and date	
1st room choice <i>(typically weddings are in the WPC Prayer Room)</i>				2nd room choice	
What 6 hour time slot would you like? <i>(Pick anytime between 9am and 9pm)</i>					
What time is your wedding ceremony?				What is your estimated attendance?	
What day and date will the rehearsal be?				What time is the rehearsal? <i>(You get a 1 hour slot)</i>	
Reception Information <i>(If you are not having your reception here, just put N/A)</i>					
1 <sup>st</sup> choice day and date				2 <sup>nd</sup> choice day and date	
1st room choice <i>(typically receptions are in the Tent)</i>				2nd room choice	
What time is your wedding reception?					
What <u>start and end time</u> would you like to reserve the room? <i>(Typically available between 8am and 10pm)</i>				What is your estimated attendance?	
Do you want to hire an AV Tech to support your event? <i>(For most rooms this is required if you want to use the sound system, projector, screens, play video, music, etc. It is \$50/hour)</i>					
Other Information <i>(If you are not having your reception here, just put N/A)</i>					
Have you read the wedding packet and agree to follow all the guidelines and policies written within?					
Additional information/comments					