

NorthCreek  Weddings

Information Packet



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NorthCreek Weddings

WEDDING INFORMATION

Thank you for your interest in planning a wedding at NorthCreek Church (NCC). Our church holds a high view of marriage, as it is God's design for human relationships and provides the framework for society itself. Because of this, our decision to be involved with you in your marriage ceremony is not something that we take lightly. Our desire is to provide tools for a successful, godly marriage, not merely to assist you with a wedding ceremony. The ceremony passes quickly, but we want your marriage to last a lifetime. Because of our commitment to the counseling and planning process, we normally will not commit to a date for a wedding ceremony that is not at **least six months** from the date of application. Our policy is to book only one wedding per day on campus. Weddings cannot be held on the NCC campus on New Year's Eve/Day, Easter, Thanksgiving, Christmas Eve, or Christmas Day. If it is your intent to have a Christian wedding through our church, please follow the steps below:

STEP ONE - INITIAL CONTACT AND APPLICATION:

Contact the premarital and wedding administrative assistant to discuss potential wedding dates. A tentative booking on the church calendar can be made at that time. Complete the Wedding Application Packet (**within two weeks**), and return to the **wedding administrative assistant** with deposit to confirm date. The wedding assistant or Wedding Coordinator will provide facility tours as requested.

STEP TWO - PREMARITAL INTERVIEW:

Upon receipt of the completed forms, there will be an appointment with the officiating pastor to determine whether the couple meets the criterion (spiritual readiness) to be married at our church. No referral will be made for premarital counseling, nor will the wedding application be approved, until those issues are affirmed by the pastor.

STEP THREE - BEGIN PREMARITAL COURSE:

Premarital counseling is required of any couple getting married at NCC. All couples married by a pastor of our church are to complete this course, whether the wedding is on or off campus. Exceptions are considered if couple is receiving premarital counseling at another church, and is approved by pastor. Couples receiving premarital counseling at NCC will be assigned to a mentor couple who will guide them through the premarital course. It is expected that the premarital course and any further discussions will be completed prior to the wedding.

STEP FOUR - MEET WITH WEDDING COORDINATOR:

The Wedding Coordinator is to meet with the bride/couple in order to:

- Review the Wedding Information Packet.
- Discuss ceremony, wedding party placement, and platform decorations/arrangement.
- Discuss family seating, photography, florist, and answer any questions.
- Couple is instructed to acquire marriage license and bring it with them to the rehearsal (Invoice of wedding fees will be sent following the determination of facility and services utilized. **The final fees for services are due six weeks before the ceremony, payable to NorthCreek Church.** If you do not receive an invoice 8 weeks prior to the wedding, contact the church office.)

STEP FIVE - CEREMONY REVIEW MEETING:

The Wedding Coordinator meets with bride/couple (at least one week prior to rehearsal date) to discuss final details of the ceremony.

- Review Order of Ceremony and stage/facility diagram.
- Confirm final numbers for guests and discuss any outstanding details.
- Any changes to service, facility, or technical needs must be made no later than one week prior.

STEP SIX - WEDDING REHEARSAL:

The officiating pastor will direct the rehearsal in coordination with the Wedding Coordinator. Typically an hour in length, the rehearsal accomplishes the following:

- Couple is to bring marriage license to the rehearsal and give it to the pastor.
- Rehearsal of ceremony including processional and recessional (complete run through).
- Placement of wedding party and groomsmen/usher seating protocol.
- Wedding Coordinator will cover wedding day details.

STEP SEVEN - THE WEDDING DAY:

Enjoy the wedding day and let our Wedding Coordinator handle the rest.

NorthCreek Weddings

WEDDING AND RECEPTION POLICIES

At NorthCreek Church (NCC), we understand that your wedding day is an important day in your life, and your future lives together. We consider your wedding a worship service. In an attempt to help provide you with a wonderful event, we have several policies set in place.

FACILITY/ROOMS

- The Chapel is typically reserved for wedding parties of 350 or less, the Sanctuary for 350 or more. The Sanctuary can be used for groups of 350 or less as long the higher facility fees are paid.
- Times: Wedding and receptions have a maximum event time. This time includes all drop off, setup, decoration, events, teardown and clean-up from your event. Any time that a member of your wedding party, or someone involved in your event, is on campus is considered part of your event time. Event hours cannot roll over to the next event. The wedding reception can be setup/decorated during the rehearsal and/or the ceremony. It will be considered part of that event's time.
 - ~ Wedding Rehearsal: up to 3 hours
 - ~ Wedding Ceremony: up to 5 hours
 - ~ Wedding Reception: up to 3 1/2 hours
- Overtime: The wedding party is responsible for all time that exceeds the hours above. Overtime will be charged at \$25.00 per person, per hour.
- Rooms: Weddings are permitted to use the Chapel or Sanctuary, a bride's room, a groom's room, and reserved restrooms.
- Room Security: Tuxes, dresses and other items for the wedding are allowed to be left in the reserved rooms the night before the wedding with the understanding that NCC is not responsible for any theft or damage. To help prevent this, the room should be booked from the night of rehearsal through the ceremony and reception. Please remove all valuables when you are not in the rooms.
- Curfew: Cutoff time for receptions in the courtyard is 9:00 p.m., due to noise ordinances.
- Damages: Wedding party is responsible for carpet cleaning and any damage that occurs.

DEPOSITS/FEES

- The \$150 facility deposit is nonrefundable after meeting with the wedding coordinator.
- A \$150 cleaning deposit will be required for any receptions held on our campus. All or part of this will be refunded after the wedding based on condition of facility.
- There will be a \$300 cancellation fee applied within six weeks of the wedding.
- Weddings on holiday weekends will have higher fees.

WEDDING COORDINATOR

- Wedding Coordinator is responsible for rehearsal and ceremony only, not reception.

TECHNICAL SUPPORT

- NCC reserves the right to deny the communication, presentation, or display of items that go against the beliefs of NCC or is deemed inappropriate for a worship service.
- Audio support includes a pastor's mic, a groom's mic, a vocal and instrument mic or pickup, and cd/mp3 players. Additional support is available for an additional fee, and must be requested in advance.
- Lighting in the Chapel is limited to basic stage lighting while the sanctuary has dramatic lighting upon request in advance.
- If the NCC sound system is used in the courtyard, a member of the technical team is required, and an additional fee is charged.
- New technical support requests must be submitted to the Wedding Coordinator one week prior to the event and only technical team members are approved to run technical equipment.
- Although not expected, NCC is not liable for equipment or wiring malfunctions, or any inability to produce your event, as a result of actions or events beyond its control prior to, during, or after your event. This includes, but is not limited to: video recording, audio recording, audio system malfunctions, graphics, lighting system malfunctions and video editing.

PHOTOGRAPHY/VIDEOGRAPHY

- In order to preserve the spirit of reverence, the photographer and videographer **are not allowed on the stage during the ceremony** and **flash photography is prohibited while the Pastor is officiating the wedding**. Please consult the Wedding Coordinator about your photography and video-taping plans.

SETUP/DECORATION

- The wedding party is allowed to setup, decorate and drop off wedding items only during the times the campus is reserved. Any additional time will be charged as overtime.
- Buildings and Grounds hours needed to clear the stage are included in the rental fees.
- If piano is requested for ceremony, NCC is responsible to make sure it is tuned. The couple is responsible for any damage done to the piano. If the wedding party requests the removal of the baby grand piano from the Chapel stage, they will have to pay to have it removed and re-tuned.
- Wedding party will need to rent and erect their own tent (under the supervision of NorthCreek's Buildings & Grounds crew) if reception is held in courtyard. NCC does not provide a tent.

RECEPTION/RECEPTION HOSTESS

- The NCC reception hostess is required to be onsite any time a reception is held on the NCC campus, even if the event food is prepared off site, or is limited.
- The reception hostess is responsible for confirming details for the reception, acting as a liaison to the caterer, and overseeing setup and clean-up of the reception.
- **Dancing, alcohol, and smoking are not permitted on the church campus.**
- NCC will provide tablecloths, for a rental fee, only for tables belonging to NCC. Tablecloths are not provided for rented tables.
- NCC does not provide any cutlery or dishes for the reception.
- NCC is not responsible for any additional rented items.
- No red punch is allowed on the NCC campus due to staining concerns.
- If the Children's Ministries freezer is needed in the FH Kitchen for a reception, approval, and access must be given by Anne McNeff, Director of Children's Ministries.

BUILDINGS & GROUNDS

- Buildings and Grounds fees: Fees are for general grounds coverage, building access, room set up, room clean-up, and general support. If a wedding is held on the campus, Buildings and Grounds support is required at all times. The Buildings and Grounds team is not available to help with load in, decoration, or tear down of your event. They reserve final authority over facility decisions if no NCC director or pastor is available.
- Wedding party will need to rent and erect their own tent (under the supervision of NorthCreek's Buildings & Grounds crew), if desired for reception in courtyard.
- The **use of bird seed, rice, real flower petals, confetti, and sparklers are not permitted**. However, bubbles may be blown if available in individual containers or imitation rose petals.
- Additional time and extra requests will require additional fees.

CLEAN-UP/TEARDOWN

- The wedding party is responsible for teardown and removal of decorations and/or rented items from the campus. All items, including personal items should be off campus before the maximum time is reached.
- Disposal and/or storage fees will be charged to the wedding party if items are left behind. NCC is not responsible for items left behind.

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WEDDING AND RECEPTION FEES

Wedding: _____

Date: _____

Request		Fee Addition
Facility Deposit	(\$150)	\$ _____
Wedding Facility		
<input type="checkbox"/> Sanctuary	(\$750)	\$ _____
<input type="checkbox"/> Chapel	(\$600)	\$ _____
<input type="checkbox"/> Other	(varies)	\$ _____
Reception Facility		
<input type="checkbox"/> Chapel	(\$250)	\$ _____
<input type="checkbox"/> Fellowship Hall	(\$150)	\$ _____
<input type="checkbox"/> Chapel and Fellowship Hall	(\$350)	\$ _____
<input type="checkbox"/> Cleaning Deposit	(\$150)	\$ _____
<input type="checkbox"/> Hostess	(\$100)	\$ _____
<input type="checkbox"/> Tablecloth Cleaning	(\$100)	\$ _____
Optional Services		
<input type="checkbox"/> Sanctuary Theatrical Lighting Changes	(\$75)	\$ _____
<input type="checkbox"/> Chapel Graphic Support (slide shows)	(\$50)	\$ _____
<input type="checkbox"/> Sanctuary Graphic Support	(\$75)	\$ _____
<input type="checkbox"/> Chapel Video Recording (1 camera)	(\$300)	\$ _____
<input type="checkbox"/> Sanctuary Video Recording (1 camera)	(\$300)	\$ _____
<input type="checkbox"/> Sanctuary 4-Camera Video Recording	(\$700)	\$ _____
<input type="checkbox"/> Additional CDs (audio of service)	(\$4 each)	\$ _____
<input type="checkbox"/> Additional DVDs (video of ceremony)	(\$5 each)	\$ _____
<input type="checkbox"/> Additional Time on Campus	(\$25 per hour, per person)	\$ _____
<input type="checkbox"/> Other: _____		\$ _____
<input type="checkbox"/> Other: _____		\$ _____
Total:		\$ _____

The following services are included in the basic fee package:

- Time is considered any time any member of your wedding party is on our campus for any reason.
- Rehearsal time up to 3 hours
 - Use of Chapel/Sanctuary/bride's room day of wedding up to 5 hours
 - Wedding Coordinator (NCC coordinator required)
 - Reception time up to 3.5 hours
 - Technical support (Basic lighting and sound) 5 hours total
 - Buildings & Grounds support 8 hours total
 - 11.5 hours total, with reception

We understand and agree to pay the fees listed above (signatures required):

Groom: _____ Bride: _____ Date: _____



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