**Wedding Policy**
​**Impact Church of The Woodlands**
**Wedding Policy**

What an exciting time in your lives! We rejoice with you that God is guiding you into the covenant relationship of marriage. As your church family, we are honored to assist you in preparing for the joyous and sacred occasion of your wedding.

There are many details to consider as you plan a Christian wedding ceremony and accompanying events. We hope the information in this guideline will answer many of your questions. This guide will inform you about the procedures for arranging a wedding at Impact Church of The Woodlands as well as set forth our policies, so that together we can be good stewards of the church facilities.

#### **Reservation**

A wedding application and $200.00 deposit for members and $400 for non-members is required to reserve a wedding date.

Once received, you will be contacted by the Office Manager to setup and discuss the following policies. **Please remember, only submit the wedding application and deposit.**

#### **Wedding Liaison**

All weddings held at Impact Church of The Woodlands will require the presence of the church’s Wedding Liaison. The Wedding Liaison’s responsibilities are as follows:

* The Wedding Liaison will be the point of contact between the church, and the bride and groom; and will be your contact person throughout the wedding process.
* The Wedding Liaison will conduct the initial consultation with the bride and groom and will review the church’s wedding policies and procedures.
* The Wedding Liaison will attend the wedding rehearsal and the ceremony.

#### **Reserving Your Wedding Date**

Due to the seasonal demands of the facilities, weddings are not scheduled on the following holiday weekend. This includes but is not limited to: Easter, Thanksgiving, Christmas, New Years, etc. Weddings planned during the Christmas season should be prepared to coordinate decorations with existing decorations. In addition, weddings which conflict with church services or special events will not be scheduled.

**Important note:**  **Impact Church OTW** reserves the right to refuse any date requested that it deems necessary.

**Who Will Officiate?**

Pastor Coleman will officiate all weddings unless otherwise approved.

 Any requests for another pastor to officiate, or assist in the service, must be approved by Impact Church of The Woodlands administration.

**Weddings for Non-members and Inactive Members\***

 Conducting weddings for people who are non-members of Impact Church of The Woodlands is determined by the church leadership.

**PowerPoint Presentations**

 If you desire to use a PowerPoint presentation at any point during the ceremony, you must submit the final form to the church office ***2 weeks prior*** to the wedding ceremony for review. If the PowerPoint is not received ***2 weeks*** prior to the wedding, Impact Church of The Woodlands cannot guarantee the presentation viewing during the wedding. PowerPoint presentations should not exceed five minutes in length. PowerPoint must be emailed to info@myimpactchurch.org

**Childcare**

The church does not provide childcare for weddings or rehearsals. Children must be always supervised and not allowed to run throughout the facility.

#### **Wedding Rehearsal**

Your wedding rehearsal will be scheduled for ***one (1) hour***. All participants should be at rehearsal and ready to start on time. Your vocalist should arrange a rehearsal time other than during the wedding rehearsal. **There will be a late penalty of $30.00 if your wedding rehearsal starts or ends between 15-30 minutes late, and a $10.00 charge for every 15-minute interval thereafter.**  No personal items can be left overnight at the church prior to the wedding ceremony or after the ceremony is completed.

#### **Musician and/or Music Selections**

**Please email song selections, including title and artist, to assigned Wedding Liaison. Only music which is suitable for worship service may be used. No Secular music is allowed-no exceptions.**

#### **Wedding Coordinator/Director**

**You are required to have a coordinator/director to direct your rehearsal and wedding day events. This person *should not* be a member of your wedding party. You must provide their information and they must meet with Wedding Liaison for a final consultation prior to the rehearsal/wedding.**

#### **Wedding Program**

**You are required to submit a final draft of your program to the Wedding Liaison for approval *three (3) weeks prior* to the wedding date. Your wedding must reflect a worship experience that includes a scripture and a prayer. You may email your program for approval to your assigned Wedding Liaison.**

#### **Photography**

**The location chosen for your wedding ceremony and the surrounding church grounds are available for photographs.**

#### **Videotaping**

**The videographer must consult with the Wedding Liaison and comply with Impact Church OTW policies. Video equipment should be stationed in a fixed location during the ceremony, which will not cause a distraction. Impact Church OTW may provide video service for an additional fee.**

#### **Sound Technicians**

**Our sound technicians are trained professionals that will be here to provide sound and lighting for you (i.e., microphones, tracks played, and music). See fee chart.**

#### **Rental Equipment**

**The bride and groom are completely responsible for ordering of all wedding equipment and all related charges. This includes pick-ups and deliveries.**

#### **Dressing Rooms**

**The bride and groom will be provided a holding space prior to wedding. Absolutely NO food or drinks are allowed in this area. The bride and groom are responsible for all clean-up of holding areas after the wedding ceremony. All items left after the ceremony will be discarded.**

#### **The Ceremony**

**The wedding ceremony location will be available for decorating four (8) hours prior to the ceremony scheduled time. Please arrive at the church promptly to ensure all of your needs are met within the time allotted.**

**There will be a late penalty of $30.00 if your wedding starts or ends 15 - 30 minutes late, and a $10.00 charge for every 15-minute interval thereafter.**

**Important Note: All personal items must be secured by its owner. The church will not assume any responsibility for lost or stolen items.**

#### **Cancellations**

**Important Note: CANCELLATIONS THAT OCCUR LESS THAN FOURTEEN (14) DAYS FROM THE WEDDING DATE WILL INCUR A 50% PENALTY CHARGE FROM THE WEDDING DEPOSIT.**

#### **Ceremony Policies**

1. Only authorized church personnel may operate the sound, lighting, and musical equipment. Unauthorized persons are not allowed in the sound room.
2. No decorations of any kind shall be applied to walls, ceilings, or glass. Nails and staples are not permitted. **No adhesives** of any kind are permitted. Pew/Chair makers must be secured with plastic hooks. Only **silk** rose petals may be used. **No rice, bubbles or décor containing water or glitter** are permitted.
3. Only **mechanical** or **dripless** candles may be used. Votive candles may be used in hurricane lamps. To protect the carpet and furniture, plastic material must be placed under the unity candle.
4. No furniture or plants may be moved without prior approval of the Wedding Liaison.
5. No one is allowed on the platform, pulpit, sound room, without approval.
6. Impact Church of The Woodlands does not provide wedding accessories such as candelabras, kneeling benches, linens, etc. These items will need to be rented at your expense.
7. The bride and groom are responsible for all outside scheduling of vendors for the wedding. Impact Church OTW Wedding Liaison should be kept abreast of your plans to eliminate conflicts. Should your coordinator or vendors have questions, they should contact Impact Church OTW’s Wedding Liaison regarding the church’s Wedding Policy and procedures.
8. The bride and groom will be held liable for any damage to the carpet, furniture or building. Impact Church of The Woodlands reserves the right to restrict the privileges of any outside vendor who violates the Wedding Policy of Impact Church OTW.
9. The bride and groom are responsible for ensuring the Wedding Policy is adhered to by all who participate and attend the wedding. This includes family members, the wedding party, and wedding vendors.
10. Impact Church OTW is a “Smoke Free” environment. Absolutely **no smoking** is permitted in any church building or anywhere on the campus.
11. Alcoholic beverages are **not permitted** on the premises.
12. Maintenance staff is **not permitted** to assist with decorating or set up.

#### **Deposit**

**The deposit, $200 for members or $400 for non-members, must be submitted with your Wedding Application in the form of a money order or cashier’s check made to Impact Church of The Woodlands upon approval of date. The deposit is NOT applicable to any fees. The deposit in its entirety will be refunded within sixty (60) days, unless one or more of the following occurs:**

1. There is damage to any part of the church building because of your wedding and/or reception.
2. Your wedding is cancelled less than fourteen (14) days prior to the scheduled date (50% of the deposit is forfeited). **Cancellations must be submitted to the Wedding Liaison in writing.**
3. There is a late penalty of $30.00 if your wedding **starts or ends** 15 - 30 minutes late, and a $10.00 charge for **every** fifteen (15) minute interval thereafter.
4. There is failure to adhere to rules and regulations of the Wedding Policy.

#### **Wedding Fees**

**All building related fees must be submitted to the Impact Church OTW Administration Office at your final consultation, which will be one (1) month prior to your wedding date. All fees are non-negotiable. Please make your cashier’s check or money order payable to Impact Church of The Woodlands.**

Application Fee $200.00

Premarital Counseling $100 per session Member/$150 non-member

**All fees below required 2 weeks before THE WEDDING:**

Officiant $1,000.00

\*Includes rehearsal & ceremony.

Please write a separate check

payable to the officiant (i.e. Roche Coleman, Ph.D.)

Building use $2,000.00

Cleaning $250.00

Audio/visual Technician $400.00

Church Liaison (Assigned staff) $400.00

Recording technician (stage area only) $150.00

chapel - Children’s bldg. $1000.00

prayer garden (Pastor officiate) $500.00

Security TBD- \*\*if necessary

reception (if space available) $1500.00

#### **Premarital Guidance Private Session**

Premarital Guidance is highly encouraged for every couple entering the Marriage Covenant. Your premarital guidance must be completed one (1) month prior to your wedding date. The fee, $100 per session for members or $150 per session for non-members, must be submitted with your Wedding Application, payable to the minister performing the sessions upon approval of the date. There will be 6-8 sessions offered.

**These sessions will last forty-five (45) minutes to one (1) hour.**

**Special Note: Scheduled sessions must be cancelled within 24 hours, or this will be considered a paid session. All premarital counseling must be paid in advance before couples will be placed on the calendar.**

**IMPACT CHURCH OF THE WOODLANDS RESERVES THE RIGHT TO AMEND THE WEDDING POLICIES AND PROCEDURES AS NECESSARY.

A BOOKING FEE OR DEPOSIT OF $200.00 FOR MEMBERS, OR $400.00 FOR NON-MEMBERS IS REQUIRED TO SECURE THE DATE. THIS FEE IS REFUNDABLE ON THE CONTINGENT THAT THE FACILITY IS FOUND IN THE SAME STATE AS IT WAS UPON SECURING THE BUILDING.

IT IS AGREED THAT IMPACT CHURCH OTW’S WEDDING LIAISON SHALL ACT AS A LIASION BETWEEN THE CHURCH AND THE BRIDE AND GROOM, NOT AS AN INDEPENDENT CONTRACTOR OR AN EMPLOYEE OF THE CHURCH. THIS CONTRACT SHALL NOT IN ANY WAY, REPRESENT OR BE CONSTRUCTED AS TO CREATE A PARTNERSHIP OR JOINT UNDERTAKING BETWEEN THE PARTIES THEREOF.

IMPACT CHURCH OTW IS HEREBY RELEASED FROM ANY AGREEMENTS MADE WITH IMPACT CHURCH OF THE WOODLANDS HIRED STAFF PERFORMING SERVICES FOR THE BRIDE AND GROOM UNLESS OTHERWISE STAFFED BY IMPACT CHURCH OTW SPECIFICALLY.**

# **Signature of bride**

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Signature(s) Date

# **Signature of groom**

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Signature(s) Date

**All forms and fees must be submitted prior to moving forward with wedding arrangements.**