

# WEDDINGS

At New Life Church





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# PREMARITAL COUNSELING

At New Life Church: If you are interested in being married by a Pastor at New Life Church, you must first complete the premarital program. New Life Church asks that the couple satisfactorily completes their Premarital Counseling sessions and homework. Upon completion, the couple and counseling pastor will sign a Certificate of Premarital Completion, which is to be given to the officiating pastor. 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 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 New Life Church at 719.594.6602 six to eight months prior to your tentative wedding date to schedule an initial orientation session with the pastor of your choice. This orientation 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 material 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. We strongly urge you to complete the scheduled feedback sessions and homework assignments before establishing your firm wedding date. After you finish 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 the belief must be reflected in his and her lifestyle.
3. The couple should've known each other for at least one year.
4. New Life Church encourages and promotes a biblical and sexually pure lifestyle until after the couples 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 (Matthew 5:32).
  - B. An unbelieving partner left, allowing the believing partner to remarry (1 Corinthians 7:15).
  - C. The previous marriage and divorce occurred before either party came to know Christ (II Corinthians 5:17).
  - D. The death of a spouse.

The bride or groom must be a member at New Life Church to receive member pricing.

Members of New Life Church 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 at weekend services and small groups, supporting the church to regular financial giving, and praying for and supporting the leadership of the church.



# PRICING DIAGRAMS

A nonrefundable deposit of \$150 and your completed request form is required to secure your ceremony/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 dollars refundable security/damage deposit.

*Wedding receptions are no longer allowed inside the World Prayer Center Prayer Room.*

## OUR PACKAGES

A Ceremony: Prayer Room  
Reception: Courtyard  
\$900 Member + \$200 refundable security/damage deposit

B Ceremony: Prayer Room.  
Reception: Tent  
\$1000 Member + \$200 refundable security/damage deposit

C Ceremony: Prayer Room  
Reception: Student Chapel/Room 107  
\$800 Member + Plus \$200 refundable security/damage deposit

All the packages include ceremony in the Prayer Room and reception following. There is a small kitchen which includes two stoves, two ovens, two microwaves, two sinks, and an ice machine. Refrigerator space is not guaranteed. Courtyard reception must be held during the same allotted time frame of the Prayer Room

Please be aware dancing is not allowed for courtyard receptions. Except for traditional dances (first dance, mother/son, father/daughter). Courtyard reception only. Hanging decorations from the ceiling is not permitted.

# RENTAL OPTIONS

Ceremony option only

Prayer Room  
World Prayer Center  
\$600 Member + \$200 refundable security/damage deposit

This option includes the following:

1. Seating for 250 (or more if needed, up to 400)
2. Seven hours for the entire rehearsal/wedding event to include one hour for the rehearsal and six hours the wedding day for decorating the ceremony, photos, and cleanup.
3. You may choose a six-hour time slot (anytime between 8 AM to 5 PM), based on the availability, for your wedding (Saturdays only).
4. Rehearsal will be scheduled (as available) the evening before the ceremony. Rehearsal is a one hour timeslot only.
5. Bride and Groom dressing rooms.
6. Four hours of AVTech Support, including rehearsal. Additional hours will be \$50/hr per Technician.

Additional Information:

Aisle length is 90 feet from stage to back doors. Hanging decorations from the ceiling is not permitted in the Prayer Room.

Address to use an invitation's: World Prayer Center, 11005 Voyager Pkwy., Colorado Springs, CO 80921

# RENTAL OPTIONS

Reception option only

The Tent  
North Side of Campus  
\$500 Member + \$200 refundable security/damage deposit

This option includes the following:

1. Maximum seating for 300 people at roundtables.
2. Use of up to 8- eight foot (96" x 30") rectangle tables, 6- five foot (60" x 30") rectangle tables, 20 (6' x 18") lecture tables and 50"- 48" roundtables.
3. Warming kitchen includes: one stove, one oven, one microwave, one dishwasher. It is located in the fourth hallway of the main church building. Refrigerator space is not guaranteed.
4. Use of the room between 8 AM and 5 PM, per hours available on Saturdays (explained in the policies section).

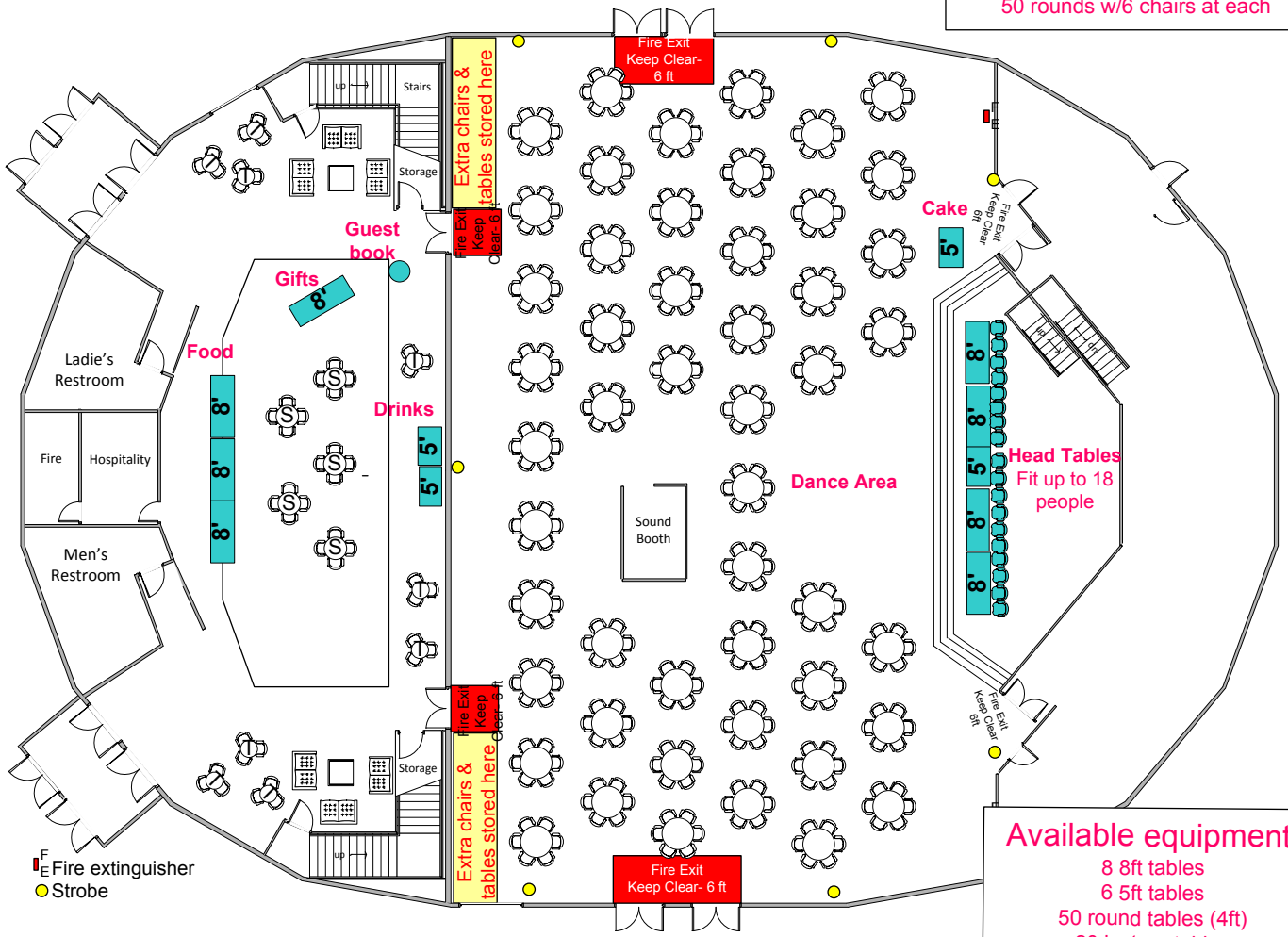
#### Additional Information:

Audio/visual support is not included but can be hired for \$50 per hour. This is required for events in the Tent. We do not have any extra storage space in the Tent, so there will be some extra chairs stacked against the back wall of the Tent auditorium. You're welcome to rent pipe and drape from an outside service to cover the chairs. Hanging decorations from the ceiling is not permitted in the Tent auditorium or lobby.

Address to use on invitations: Tent (at New Life Church), 11035 Voyager Parkway, Colorado Springs, CO 80921

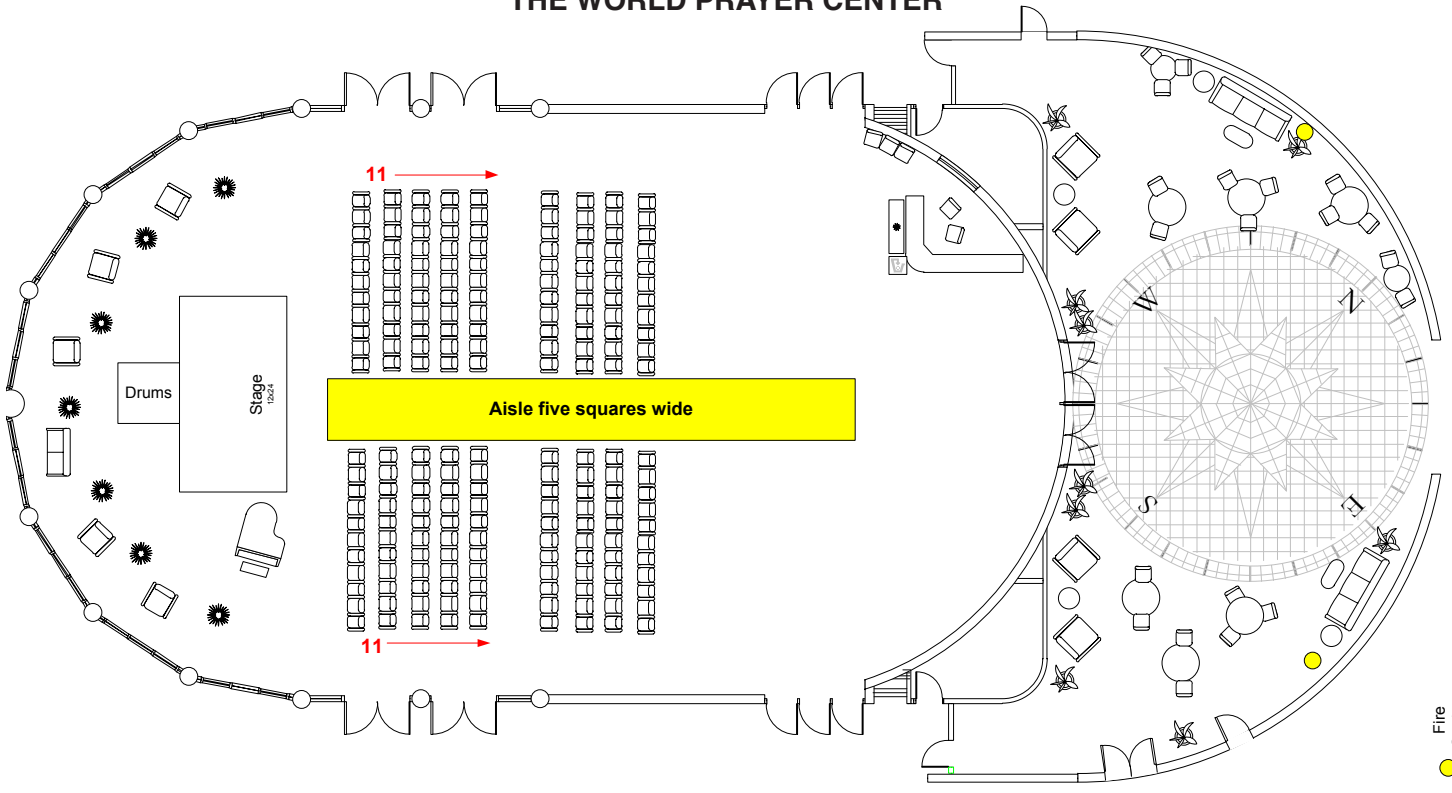
# The Tent

Sample Tent reception diagram for 300 people  
50 rounds w/6 chairs at each



**Available equipment:**  
8 8ft tables  
6 5ft tables  
50 round tables (4ft)  
20 lecture tables

# THE WORLD PRAYER CENTER





# RENTAL OPTIONS

Reception option only

Student Chapel/Room 107  
\$250 Member + \$200 refundable security/damage deposit

This option includes the following:

1. Maximum seating for 100 people at roundtables.
2. Use of up to 6- eight foot (96" x 30") rectangle tables, 2- five foot (60" x 30") rectangle tables, and 17"- 48" roundtables.
3. Use of the room between 8 AM and 5 PM, for the hours available on Saturdays (explain the policies of section).
4. AV Tech support is required for \$50 an hour per technician.

Courtyard (*Only available with package A*)  
World Prayer Center

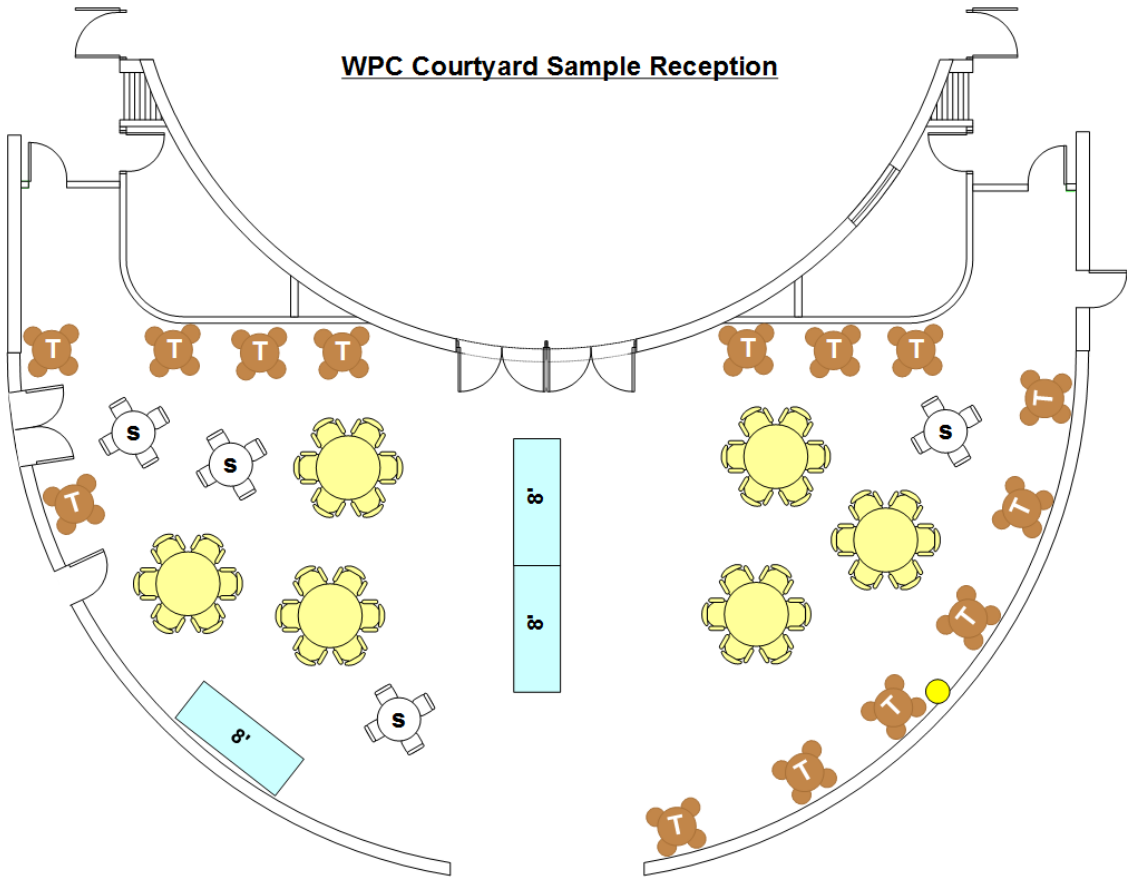
This option includes the follow:

1. Ceremony in the Prayer Room, reception following in the Courtyard.
2. Small kitchen which includes 2 stoves, 2 ovens, 2 microwaves, 2 sinks, and an ice machine. Refrigerator space is not guaranteed.
3. Courtyard reception must be held during the same allotted of timeframe of the Prayer Room.

Additional Information:

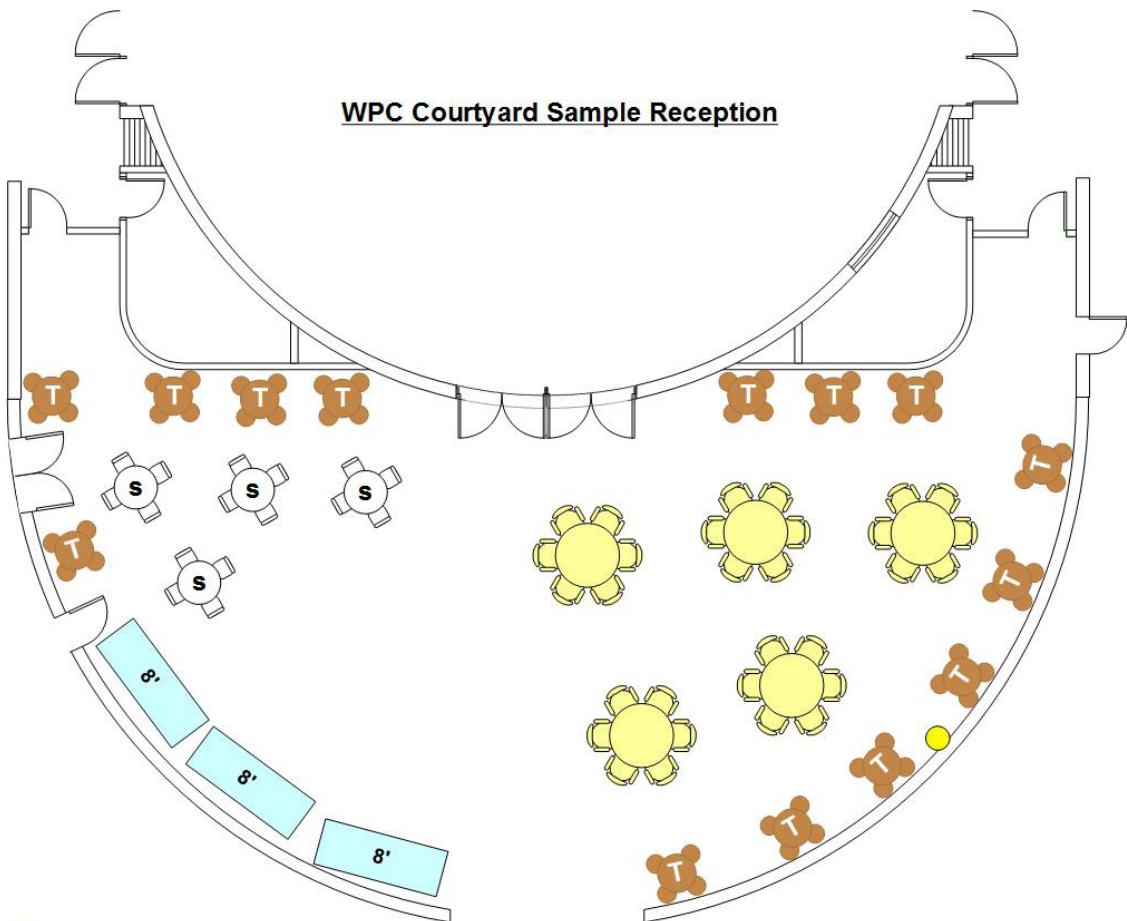
No dancing allowed (except traditional dances – first dance, mother/son, father/daughter)

**WPC Courtyard Sample Reception**



● Fire Strobes

**WPC Courtyard Sample Reception**



● Fire Strobes

# SERVICES PROVIDED

## Audio Visual Technician (A/V Tech)

1. An A/V Tech will be assigned to your event and will be available during your wedding rehearsal and wedding ceremony.
2. An A/V Tech must be hired to support your reception at \$50 an hour. Our A/V Tech will not act as a DJ or MC for your reception. Computer access in any room requires a technician. If you bring your own computer you can plug into our video system. Also, all outside parties are responsible for all video adapters to their own equipment. Contact A/V tech for more info at [production@newlifechurch.org](mailto:production@newlifechurch.org).
3. You are required to provide any video elements (slideshow, video, powerpoint, etc.) on a flash drive at least ten days prior to the wedding date.
4. You are required to provide your own music, on either a flash drive or spotify playlist link at least ten days prior to the wedding date.
5. You are responsible for arranging your own musicians.
6. Depending on your needs, additional A/V Tech fees may be applied.
7. Moving the drums in the Tent, Prayer Room, or Student Chapel is not permitted and will result in the forfeit of your security deposit. A/V Tech will not move the drums.

## Hospitality

1. Hospitality will setup and tear down tables and chairs, maintain the facility during the event, and take care of trash removal, floors, and vacuuming. They will not be available for set up or tear down of personal belongings, food and dishes, rental linens, pipe injury, linens, or any decorations. If you rented the linens through New Life Church, they will need to be gathered together and put in a pile somewhere in the room.
2. Please turn in finalized set up details to the Reservations Department one week prior to your wedding.

## Catering

Outside catering is permitted. You are welcome to bring in your own food. You are responsible for your own serving platters, utensils, dishes, coffee makers, punch bowls, etc. Alcohol is not permitted anywhere on campus. Red punch is also not permitted.

# CAMPUS POLICIES

New Life Church is open from 6:00 AM to 5:00 PM on Saturdays. Wedding hours are available from 8:00 AM to 3:00 PM. Our hospitality staff will need a 2 hour time frame to tear down and reset the room for the Sunday morning after a wedding. Our team will come in at 3:00 PM and begin tearing down and resetting the room for the next day. Members of the wedding may stay to help clean up but must be completely out of the building by 5:00 PM.

*Extended hours may be requested but are subject to additional fees. Requests are limited to availability and subject to approval.*

Contact New Life Church Reservations at 719-265-3147 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 weekend Easter, Memorial Day, Independence Day, Labor Day, Thanksgiving, Christmas, or New Year's. Weddings are scheduled on Saturdays only. In order to prepare for Sunday mornings, wedding and reception reserve times cannot go past 10 PM. 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.

Keeping to New Life Church values and beliefs, we do not allow any alcoholic beverages on the premises or smoking inside the buildings. Extended hours may be requested but are subject to additional fees. Requests are limited to availability and subject to approval. Dancing is allowed, except in the Prayer Room and Courtyard. All music must be appropriate and free from profanity and inappropriate themes. All decorations must be approved through the wedding facilitator. All candles must be enclosed in glass with the exception of the unity candle and candelabras. For floating candles, please leave water at least one inch from the top of the glass. 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 set up 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. New Life Church will not provide any of the following items: tools, tape, pipe and drape. 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 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 New Life Church staff) while on the property. New Life Church is not held responsible for any lost, stolen, or damaged property not provided by New Life Church.

Sparklers are allowed outside of the buildings only. You must have a water bucket nearby to place used sparklers.

The following are not permitted on the premises:

1. Rice and birdseed
2. Live flower petals in the processional (Silk petals are available at craft stores)

# LASTLY,

1. \$50 per hour A/V Tech charge beyond the 4 hours for ceremony and rehearsal.
2. \$100 for each hour that you occupy the facility beyond allotted time and/or regular business hours.
3. Honorarium fees for soloist and instrumentalist are not included in the price.
4. 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 any:

Tablecloths, candelabras, kneelers, runners or flower holders, we recommend that you contact a rental company such as Central Linen Supply, Brady's Rent All, Bruno's Party Time, 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 are listed below for those linens. Chair covers and table skirting are not available through that linen company.

## Linen Information

Napkins	\$0.17
54x54	\$0.60
62x62	\$0.70
72x72	\$1.16
90x90	\$3.01
54x120	\$3.01
Fees	approx. \$7.00

Most people use the 62x62 for our 48" rounds tables and the 54x120 for our 8ft by 2.5ft rectangular tables

Feel free to contact the Reservations Department for the most up-to-date copy of a color chart or to order samples.



**So they are no longer two, but one flesh.  
What therefore God has joined together, let no man separate.  
Matthew 19:6**