

## Destiny Through Christ Church Wedding/Facility Rental Policy & Forms

Please read this packet in its entirety and return the required forms to the church office in order to continue the process.

### **Step 1: Review Facilities Information**

#### Venue

- Our sanctuary will accommodate weddings up to 300 guests.
- Our building is not available for receptions; however, the lobby area may be used if you are planning to serve cake/punch immediately following the ceremony.
- Weddings and rehearsals are scheduled on days and at times that do not conflict with regular or pre-scheduled church activities.

#### Facility Guidelines

- We respectfully ask that there be no smoking on church property.
- We ask that no rice, confetti or bird seed be thrown on church property.
- Alcoholic beverages are not permitted on church property.
- No food or beverages are allowed in the sanctuary at any time during rehearsal or the wedding ceremony.
- All personal belongings including floral arrangements, decorations, etc. of the wedding party are to be removed from the building immediately following the wedding ceremony.
- The wedding party, guests and vendors should only access the parts of the facility that have been rented. Other parts of the facility should be considered off-limits (with exception to the restrooms).
- The bride/groom will be held responsible for any damage done to the facility, furnishings, or grounds.
- The bride/groom are responsible for seeing that these policies are adhered to by all who participate in the wedding. This includes the wedding party, guests, the wedding coordinator, photographer, decorator, florist, etc.
- Please report any damage to equipment, furniture, property, etc. to the Wedding Hostess or church office promptly.

## **Step 2: Review Fees**

The wedding fees are divided into two categories.

- *Members.* For those couples that are members of DTC Church, we provide lower fees as a service to them. To receive member rates, either the bride or groom must be a member of DTC Church. We consider members of DTC as those who have been faithfully attending DTC Church for at least 3 months and have completed the Growth Track.
- *Non-Members.* To those who are not members we offer fees comparable to other churches.

Wedding costs are based on the value of the time and resources that are required of the facilities and individuals involved.

- *Facility Usage.* Covers heating/cooling, electricity, plumbing, equipment/supply use, etc.
- *Officiating Pastor.* Guides couple to pre-marital coaching and/or resources, meets with couple to plan ceremony, writes wedding message, leads rehearsal, and conducts ceremony.
- *Wedding Hostess.* Serves as contact person for the bride. Assists Pastor with ceremony needs, coordinates with custodian, Audio/visual Tech, available at rehearsal and ceremony to answer questions that arise, unlocks/locks doors for rehearsal/wedding. The DTC Wedding Hostess does not perform services of a personal Wedding Coordinator.
- *Audio/Visual Technician.* Available for rehearsal (1 hour) and wedding ceremony (2 hours), responsible for set up and tear down of necessary equipment, runs necessary equipment for microphones, music, visual aids (slideshows/dvds/etc.).
- *Custodian.* Does necessary clean up prior to and following rehearsal and wedding ceremony (sanctuary, hallway, bathrooms, trash cans, etc.).

<b>Wedding Fee Structure</b>		
<b>Facility Rental</b>	<b>Member Fee</b>	<b>Non-Member</b>
Sanctuary <i>(Rehearsal/Ceremony)</i>	\$100	\$200
Lobby Area <i>(For use after the Wedding Ceremony - includes use of tables for cake/punch)</i>	\$25	\$50
<b>Required Personnel - Onsite Venue</b>		
Wedding Hostess	\$100	\$100
Audio/Visual Technician	\$50	\$50
Custodial Fee	\$50	\$50
<b>Officiating DTC Pastor</b>	\$200	\$200
<b>Deposit*</b>	\$200	\$200

### **Step 3: Fill Out & Return Information Forms to Church Office**

Return the Forms to the DTC Church office located at:  
1201 W Polk, Pharr, TX 78577 during regular office hours of Monday - Friday/9:00AM to 5:00PM.

- *Request for Wedding Reservation form.* This form gives you the opportunity to request your preferred rehearsal and wedding date/time. \*Once availability has been confirmed, your deposit of \$200 is required to secure the date(s) on the DTC master calendar.
- *Wedding Fees Worksheet.* This form contains information on your responsibility for all applicable fees. \*The deposit amount will be applied towards your remaining balance due.

**IMPORTANT: The process for getting married at DTC or requesting a DTC ordained pastor to officiate the wedding ceremony begins with the Wedding Reservation Form and payment of \$200 deposit.**

### **Step 4: Schedule and Payment to Reserve Facility and/or Officiating Pastor**

- Once we receive your "Request for Wedding Reservation form," your information will be reviewed and the date will be considered.
- Request for Wedding Reservation form must be submitted at least 90 days in advance of your preferred wedding date.
- The full deposit of \$200 will be required before we can reserve your wedding and rehearsal date on the church calendar.

### **Step 5: Begin Pre-Marital Coaching and/or Resources**

- One of our most important and exciting roles as a partner in your wedding comes in helping you prepare for your lifetime commitment of marriage. That is why we encourage all couples to participate in a marriage Lifegroup. We hope that you will utilize the wisdom and training you receive as you begin a marriage that will be God-glorifying, mutually satisfying and a lifelong union.
- You will be contacted by the Wedding Hostess with the Lifegroup schedule and will be given any other pre-marital resources (books, dvds, etc.).

### **Step 6: Planning Your Wedding Ceremony**

- As soon as a wedding date is confirmed, you will be contacted by the Wedding Hostess to set an appointment with the officiating Pastor to start making arrangements for your wedding ceremony. The Wedding Hostess will serve as your point of contact for scheduling your dates as well as physical and logistical questions related to the rehearsal/ceremony.
- The Wedding Hostess can be contacted through the church office at: (956) 787-7750.

## **Step 7: Rehearsal & Wedding Day/Ceremony Information**

### **Rehearsal Day**

- Rehearsal times must be scheduled with the Wedding Hostess well in advance.
- Rehearsals may be scheduled no earlier than 6:00pm on weekdays that do not conflict with regular scheduled church activities/events.
- Doors will be opened 30 minutes before rehearsal, unless otherwise coordinated with the Wedding Hostess.
- The Wedding Hostess will show the bride the separate dressing room that will be available before the wedding.
- Please present the marriage license to the Wedding Hostess on the day of the rehearsal.
- All music/video selections must be brought ready to use by rehearsal time.
- If outside musicians or singers will be performing during the wedding ceremony, this must be communicated with the Wedding Hostess prior to the rehearsal date to make necessary arrangements with the Audio/Visual Technician.

### **Wedding Day/Ceremony**

- Saturday weddings must start no later than 6:00pm. The building must be vacated of all wedding decorations and attendees by 8:30PM in order to facilitate cleaning and set-up for Sunday services.
- Weekday weddings may be scheduled at times that do not conflict with regular church office hours and other scheduled activities/events. The building must be vacated of all wedding decorations and attendees by 8:00PM in order to facilitate cleaning and set-up for the following day's activities.
- No weddings may be scheduled on Sunday.
- It is the responsibility of the wedding party to clean the dressing room of all personal belongings after their use. DTC Church is not responsible for security or loss of any personal possessions.

### Decorating for your Wedding

- It is the responsibility of the bride/groom to make arrangements with the Wedding Hostess regarding scheduling for decorating the sanctuary.
- All stage decorations and their placement must be coordinated with the Wedding Hostess prior to placement.
- All lighting on the stage is to be supervised by the Audio/Visual Technician. Nothing is to be plugged in to the stage power receptacles by anyone other than the Audio/Visual Technician.
- The building may be unlocked up to 2 hours prior to the wedding time for flower delivery and decorating for Saturday weddings.
- For weddings scheduled during the week, arrangements must be made through the Wedding Hostess for floral delivery and/or decorating the sanctuary.
- DTC Church does not provide candelabras, candle lighters, candles, or any other type of decorations.
- No tacks, nails, screws or adhesives that leave a residue are to be used on chairs, furniture or walls.
- When potted plants or greens are used, floors and furniture must be protected from stains or drips.
- Rearranging of chairs, furniture or stage design is not permitted in the sanctuary.
- The bride/groom will be held responsible should any damage occur as a result of any decorations used.

### Use of the Lobby Area

- If you have reserved the Lobby area for your wedding party to serve cake and/or punch immediately following your wedding ceremony, all arrangements must be coordinated with the Wedding Hostess.

### Non-DTC Pastor Officiating the Ceremony

- In most cases, we welcome sharing the leadership of your wedding ceremony with another Christian pastor if this person's presence would make the ceremony more meaningful to you. All wedding ceremonies will adhere to the biblical views of marriage between one man and one women.

### Legal Details

- You must apply for a marriage license at the office of the County Clerk. Marriage licenses are valid for 90 days from date of issuance. There is a 72 hour waiting period immediately following the date the license is issued.
- You should bring your marriage license to the Officiating Pastor or the Wedding Hostess before the day of the wedding, preferably on the day of the rehearsal.

We hope this wedding packet/policy is useful to you as you consider your desire to be married and to use our facilities as a location for your wedding ceremony. May God bless both of you as you have been faithful to build upon His foundation and design for your marriage. Please call the church office with any questions you might have on these policies at (956) 787-7750.

# **Request for Wedding Reservation**

Today's Date: \_\_\_\_\_

Bride's Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Groom's Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

*Couple's address after marriage:*

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

## **Wedding Date (First Choice)**

Date: \_\_\_\_\_

Time: \_\_\_\_\_

## **Wedding Date (Second Choice)**

Date: \_\_\_\_\_

Time: \_\_\_\_\_

*Depending on availability, one of the DTC ordained pastors will officiate your wedding ceremony.*

**Will a pastor from another church officiate the ceremony?** \_\_\_\_ YES \_\_\_\_ NO

If Yes, Name: \_\_\_\_\_ Phone: \_\_\_\_\_

**Will the Wedding take place at DTC Church?** \_\_\_\_ YES \_\_\_\_ NO

If No, where will the wedding take place? \_\_\_\_\_

**Will there be a Rehearsal?** \_\_\_\_ YES \_\_\_\_ NO

If Yes, Requested Date/Time: \_\_\_\_\_

Location: \_\_\_\_\_

\_\_\_\_\_  
Signature of Bride

\_\_\_\_\_  
Signature of Groom

There are many variables when determining a wedding & rehearsal date and we would like to accommodate your first choice. However, if the building is already being used on that date and time, we may need to try your second choice. For this reason, wedding or rehearsal dates are not confirmed until we have compared the request to DTC's master calendar and you have made your deposit payment in full.

# Wedding Fees Worksheet

Today's Date: \_\_\_\_\_

<b>Wedding Fee Structure</b>			
<b>Facility Rental</b>	<b>Member Fee</b>	<b>Non-Member</b>	<b>\$ Amount</b>
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Custodial Fee	\$50	\$50	
<b>Officiating DTC Pastor</b>	\$200	\$200	
<b>Deposit*</b>	\$200	\$200	
			<b>Total Amount Due</b>
			<b>\$</b>
<b>For DTC Office use only:</b>			<b>*Deposit Amount Paid</b>
			<b>\$</b>
			<b>*Balance Due</b>
			<b>\$</b>

**Reservations are guaranteed when the church office has received \$200 Deposit.**

- Checks should be made payable to Destiny Through Christ Church.
- Your \*Deposit of \$200 is required to secure the date/time of your wedding date/rehearsal on the calendar; and will be applied towards the Balance Due.
- The \*Balance Due is required 30 days prior to the wedding date.
- In the event of a cancellation on your behalf occurring more than 30 days prior to the wedding, your deposit of \$200 will be refunded.
- If a cancellation on your behalf occurs less than 30 days prior to the wedding, your deposit of \$200 will not be refunded.
- DTC Church reserves the right to cancel any event due to unforeseen circumstances. If DTC Church cancels your event, you will be refunded any and all fees paid. You may then rebook another date with a 50% discount on the Facility Rental fees.

\_\_\_\_\_  
Signature of Bride

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Groom

\_\_\_\_\_  
Date

*\*By signing above, we agree to adhere to the rules and regulations as listed in the Wedding/Facility Rental Policy.*