

Congratulations on your engagement!

We look forward to helping you make your wedding a happy and memorable experience. If you have questions please contact:

Amber Warrick, Wedding Coordinator 303-688-0777 ext. 204

amber@therock.org

Wedding Scheduling

The church sanctuary and the chapel are normally available for weddings on Saturday during the day, as well as Friday and Sunday evenings. We cannot schedule weddings on a holiday.

The Rock allots four hours per wedding for decorating, preparation, pictures, ceremony & clean-up. Our scheduled wedding times have been designed with this time frame in mind. We cannot hold Saturday weddings after 1:00 pm due to our 6:00 pm service on Saturday evening.

Saturdays

A Saturday wedding ceremony may be scheduled between 10:00 am and 1:00 pm

The Rock holds an evening worship service at 6:00 pm on Saturday. For this reason Saturday weddings may be scheduled with the ceremony beginning at 10:00 am through 1:00 pm. Each wedding is allotted four hours. The church facility will be available two hours prior to the ceremony for decorating, preparation and pictures. The remainder of the two hours is allocated for the wedding ceremony, pictures and clean-up. The sanctuary must be vacated no later than 3:00 pm.

Fridays and Sundays

A Friday wedding ceremony may be scheduled between 10:00 am and 6:00 pm.

A Sunday wedding ceremony may be scheduled between 3:00 pm and 6:00 pm

Each wedding is allotted a four hour time slot. The church facility will be available two hours prior to the ceremony for decorating, preparation and pictures. The remainder of the two hours is allocated for the wedding ceremony, pictures and clean-up. The sanctuary must be vacated no later than 8:00 pm.

Fees

Fees are structured to cover the cost of conducting the wedding at the church. The fee is inclusive of everything except the pastor's honorarium.

Honorariums for Pastors

\$250 Pastor JR Polhemus

\$200 Pastor Bob Holloway, Pastor Paula Clodfelder, Pastor Lindy Killmer and Pastor Betsy Falvey

Officiating Pastor will depend on availability. If you have a special request, please discuss with your Wedding Coordinator.

You may bring in a Pastor from a different church if you desire.

Wedding/Facility Fees

The total wedding fee amount includes the use of the church and equipment for four hours, your Wedding Coordinator (pre-planning, rehearsal and wedding), a Facility Staff person and a Sound Technician.

Fees are paid directly to your wedding hosts (Coordinator, Facility Staff and Sound Tech). The officiating Pastor fee is not included in the total wedding fee and is paid directly to the Pastor.

Sanctuary

The Sanctuary seats up to 850 people.

Member/Regular Attender

\$300 Facility Fee

\$200 Wedding Coordinator

\$50 Facility Staff

\$100 Sound Technician

\$650 Total

Non Member/Non Attender

\$500 Facility Fee

\$200 Wedding Coordinator

\$50 Facility Staff

\$100 Sound Technician

\$850 Total

Chapel

The Chapel can seat up to 50 people, depending on arrangement of chairs. The chapel is only appropriate for very small weddings.

Member/Regular Attender

\$150 Facility Fee

\$200 Wedding Coordinator

\$50 Facility Staff

\$400 Total

Non Member/Non Attender

\$250 Facility Fee

\$200 Wedding Coordinator

\$50 Facility Staff

\$500 Total

Receptions

You are welcome to hold your reception at The Rock if the facility is available. A reception coordinator and facility staff person is required and will be assigned to guide you through the reception process. The Youth Center will seat approximately 200 people for a sit-down dinner and The Den will seat up to 50 people. The Atrium is available for larger receptions, but has limited availability.

Due to our Saturday evening church services, The Rock can only accommodate one reception per Saturday wedding. The reception must be concluded and facility vacated by 3:00 pm to allow for clean-up and resetting of the church for services. If you have questions, please discuss with your wedding coordinator.

Receptions held on a Friday or Sunday will be limited to four hours for set-up and four hours for the reception party and clean-up. The building must be vacated by 9:00 pm.

Example: Wedding at 4:00 pm on Sunday, reception beginning at 5:00 pm. Decorators would be allowed in to the gym at 1:00 pm. Decorations and personal items must be removed and the gym vacated by 9:00 pm.

Reception Facility Rental Fees

Youth Center/Gym

- includes use of the kitchen
- includes 10 large round tables w/8 chairs
- seats approx. 200 people

\$300	Facility Fee
\$100	Reception Coordinator
\$100	Facility Staff
\$500	Total

The Den

- includes use of the kitchen
- includes existing tables & chairs
- seats up to 50 people

\$200	Facility Fee
\$100	Reception Coordinator
\$50	Facility Staff
\$350	Total

Atrium & Den (limited availability)

- includes use of the kitchen
- includes 10 large round tables w/8 chairs and existing table/chairs in the Den

\$400	Facility Fee
\$100	Reception Coordinator
\$100	Facility Staff
\$600	Total

- Youth Center includes 10 large round tables with 8 chairs each.
- The Den includes use of existing tables & chairs.
- Atrium & Den includes use of existing tables and chairs in the Den plus 10 large round tables with 8 chairs each.
- Your rental fee includes the use of the kitchen.
- We have tables/chairs, place settings (plates, flatware and glasses) and tablecloths (ivory, green or dark mauve) available for rent.

- All place settings must be washed and put away after use. You do not need to wash the table clothes.
- You may request a Sound Technician if desired.
- Reception coordinator and facility staff payments are paid directly to your reception hosts.

Equipment Rental Rates for Receptions

\$25/hr	Sound or AV Technician, with a 2-hr minimum
\$26.00/ea	Large round table and 8 chairs (over and above included equipment)
\$2.65/ea	Place setting
\$10.00/ea	Table clothes and skirting
\$2.00/ea	Chairs only

Payment

Facility Deposit & Damage Deposit

A 50% facility deposit will be due with your wedding contract. Deposit will include reception fees/rental fees if holding your reception at The Rock. Please make check payable to The Rock.

A refundable damage deposit of \$200 is due with your facility deposit. Please write a separate check for \$200. *The Rock will hold and return this check to you unless the monies are needed to repair damages incurred.* Please make check payable to The Rock.

Please pay to *The Rock* within two weeks of reserving church:

- Deposit check for sanctuary (and reception, if applicable). You may pay by cash, check or credit card. For credit/debit card payments, we accept MasterCard or Visa. A 3% transaction fee is added to all credit card transactions.
- Damage deposit check of \$200

Final Payments

The balance of the facility fee and reception fees will be paid to the wedding coordinator at the wedding rehearsal. Your Pastor will also need to be paid at the rehearsal.

The Rock maintains the right to withhold the performance of the wedding ceremony for which a balance is due.

Cancellation Policy

The deposit refund schedule for a canceled wedding is as follows:

- Full refund 60 or more days prior to the wedding date
- 50% of deposit 30 – 59 days prior to wedding date
- No deposit refund 29 days from wedding date

Wedding Reservation Form

Please review and sign the included Wedding Reservation form. Please return the completed form to the church office. Your wedding date & time will be scheduled on the church calendar once this document has been received.

Your Wedding

The Rock Pre-marital Counseling Policy

Every engaged and newly married couple experiences great joy and excitement, as well as, surprises and pressures. God's desire - our desire - the church's desire - is to help you build a thriving, strong marriage which is the foundation of a healthy community.

If you are being married by one of the pastors here at The Rock we require you to participate in some kind of premarital counseling program. You can choose the one we offer or another similar program. Couples who are being married by a Rock Pastor and elect to use another premarital counseling program, should have their counselor submit a letter indicating that the counseling program has been completed.

The Rock pastors reserve the right to refuse to marry a couple if he or she deems the couple not ready for marriage or has serious concerns about the marriage.

Please contact Pastor Bob Holloway at 303.688.0777 ext. 220 to set up a time for pre-marital counseling.

Planning

The Wedding Coordinator at The Rock will make arrangements including scheduling the following:

- Facility
- Pastor
- Wedding Coordinator
- Sound Technician
- Reception Coordinator (if holding reception at The Rock)

Couples will need to meet with the pastor who is performing the wedding ceremony prior to the wedding. Please contact your officiating pastor directly to set up a time to meet.

Couples will meet with the Wedding Coordinator 4-6 weeks prior to the wedding. This meeting will include a walk-through of the building, discussion of photography, music, flowers and set-up requirements.

Flowers, Decorations and Set-up of Sanctuary

- It is the Couple's responsibility to supply all the flowers and decorations for their wedding.
- A helper should be designated to remove all the additional flowers and decorations as soon as the ceremony & pictures are over.
- The Wedding Coordinator will arrive at the church two hours prior to the ceremony for set-up. Please schedule flower deliveries during this time.
- Only silk flower petals may be tossed by the flower girl during the ceremony. Please assign a helper to pick-up the flower petals after the ceremony.
- The couple must provide the unity candle set, if using in your ceremony. Dripless candles must be used.
- Aisle runners are permitted. The length of the center aisle from doors to the bottom step is 68 feet. Please have helpers committed to rolling and un-rolling the runner.
- The church will provide communion elements (crackers & grape juice) if desired.
- The screen cannot be removed or covered, but may be used for a slideshow or a background.

- The drum set and keyboard on the stage cannot be moved or rearranged. The front line of the stage will be cleared, the back line must stay in place. The Worship Pastor will deem what items can and cannot be removed.
- A black drape can be placed in front of the instruments if desired.
- Decorative items (urns, greenery, etc.) can be removed (by church staff only).
- After the ceremony, you may have bubbles outside only. Bells are another option for sending the couple off. No rice or birdseed may be thrown.

Audio/Visual

- When you choose to be married in a church, you have affirmed the sacred context of marriage and that the wedding takes place within a worship context. We request that the music be appropriate for a worship setting. Please discuss the use of secular music with your officiating pastor.
- A Rock approved sound technician must be used for all sound (microphones, music, etc.)
- Use of the music equipment (keyboard, drums, etc) must be approved by the Worship Pastor via the Wedding Coordinator. The Rock owns a professional keyboard, but not a piano.
- Your Wedding Coordinator can provide a list of preferred musicians if interested in using live music in your ceremony.
- You may provide the music of your choice on CD.
- You are welcome to play a video or slide show before or during the ceremony. A Rock approved video technician will be required and an additional fee applies.

Photographer and Videographer

- The photographer may arrive up to two hours prior to the ceremony and may take pictures up to one hour after the ceremony is concluded.
- Please ask the photographer and/or videographer to remain as unobtrusive as possible. The Wedding Coordinator should be consulted with questions about where to stand and when to take pictures.
- Because of the nature of the Christian wedding, photographers should coordinate flash photos during the ceremony with the officiating pastor. Guests should be asked to follow the same rules as the photographer regarding flash photos.
- **The Rock Media team can offer videotaping of the wedding for \$150. It will also include one DVD, edited by our Technical Director. Additional DVDs are available for sale for \$5 each.**

Alcohol Policy

Please be advised - alcohol of any kind is not allowed in the church. Please make sure all members of the wedding party are aware of this policy. The Rock reserves the right to keep the \$200 damage deposit if evidence of alcohol (beer bottles, etc) is found.

Rehearsal

The Wedding Coordinator will begin the rehearsal at the appointed time. Rehearsal will be conducted by the officiating pastor and wedding coordinator. If the officiating pastor cannot attend, wedding coordinator will conduct the rehearsal with the pastor's outline. Rehearsals will be limited to one hour. The church's appointed Wedding Coordinator must be used. The wedding party, parents and ushers should be at the rehearsal. Family and friends who are not part of the wedding should not attend the rehearsal.

On occasion the sanctuary or chapel will not be available for a Friday night rehearsal. In such cases an alternate night or room will be assigned for the rehearsal. Rehearsals for Friday weddings will be held in the chapel or another room, because worship team rehearsals are held in the sanctuary on Thursday evenings.

Marriage License

The marriage license should be given to your Wedding Coordinator at the rehearsal. The license will be signed immediately following the ceremony. Pastor, Bride, Groom and witnesses (Maid of Honor and Best Man) need to be present to sign the marriage license.

Wedding Day

Your Wedding Coordinator will arrive at the church two hours prior to the wedding. It is recommended the wedding party also arrive at the church two hours prior to the wedding if taking photographs before the wedding.

Your Wedding Coordinator will:

- Ensure church and ceremony set up is correct (unity candle, communion elements, microphones, altar table, etc.)
- Supervise placement of flowers
- Instruct the photographers, videographer and musicians where to set-up equipment
- Assist wedding party in preparation for pictures
- Notify participants when the wedding is to begin
- Cue the wedding party down the aisle
- Get the marriage license signed by appropriate people

Childcare: Sorry, we cannot provide childcare for the rehearsal, wedding or reception. We do have a mother's room available for guests who bring small children.

If you have any questions, please contact your wedding coordinator!