



Weddings

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

MARK 10:8-9



FOR MORE INFORMATION, CONTACT: ec@forestgate.org

ONLINE EVENT REQUEST FORM: [Event Request Form](#)

Updated 9/11/2023

Congratulations on Your Upcoming Wedding!

Thank you for considering Forestgate as part of your special day. In order to process your event request and to ensure that our sanctuary is an appropriate venue for your wedding, please carefully review this packet, paying special attention to the Wedding Supplement found on page 3. If you would like to proceed with the application, please complete an Online Event Request at your earliest convenience so we may begin the approval and planning process.

In addition, we'd like to highlight a few logistical details:

- A simple/traditional wedding, including a rehearsal but not including a reception or any food/drink service, typically costs around \$1600. However, the final cost is based on building usage and staff time so the cost may be less or more than the original estimate given. Discounts are only available for current members of Forestgate and current members of a sister PCA church in the Rocky Mountain Presbytery (includes Colorado, Wyoming & Montana).
- In addition to our pastor's approval of the ceremony, a \$50 non-refundable fee and a 50% deposit is required to reserve the date/times of your event. The \$50 non-refundable fee will go towards the final cost. If the date is cancelled and a new date is not rescheduled within 30 days, the \$50 is forfeited. The remaining balance is due one week after the wedding and will be based on the actual space used and staff hours expended, including pre-planning, rehearsal(s), set-up, and final wrap-up/billing.
- Forestgate does not have a separate reception area; our ability to host large receptions is limited. Should you want to hold your reception at FPC, there will be a \$500 damage deposit that must be received thirty (30) days prior to the wedding. Your total cost of reception, minus damage deposit amount if there is no damage, will be your total amount due one week after reception.

Please feel free to contact us should you have any questions or require any additional information. And once again, congratulations!

Blessings,

The Forestgate Event Staff

Table of Contents

Wedding Supplement.....	3
Guidelines for Weddings & Receptions at Forestgate.....	4
Sanctuary Seating Layout.....	6

Wedding Supplement

To the FPC Building Use Policy

Forestgate has a restrictive building use policy to ensure its facilities are used effectively and efficiently to further the mission of the church, including worship, training, and outreach to the glory of God.

To this end, before your request may be approved, please provide sufficient evidence to satisfy the Senior Pastor of Forestgate Presbyterian Church (“Pastor”) that the following applies to your wedding:

- Both bride and groom must give a credible profession of faith in Christ.
- The bride and groom must complete at least six-weeks of pre-marital counseling prior to the wedding with someone experienced in Biblical marital or pre-marital counseling. The Pastor must approve the course of counseling, preferably prior to its onset.
- The officiate of the wedding ceremony must be duly ordained and know Christ as his Lord and Savior.
- The wedding vows, while not required to be traditional, must incorporate the Biblical understanding of marriage.

Also, please provide the following details, to assist in developing an accurate estimate, to enable effective communication, and to avoid misunderstanding when the final costs are tallied/billed:

- Name, address, cell phone, and e-mail of the applicant/requestor, bride, and groom.
- Date, start time and estimated length of the set-up, rehearsal, service and other times needed for access to the building (reception, clean up, etc.).
- Estimated number of people expected.
- A draft outline of the actual service.
- Church membership/affiliation of bride and groom, and their parents (if applicable).

To submit an application to utilize Forestgate as your wedding venue, please submit the online request: [Event Request Form](#) if you like to include some of the information requested above via email, after submitting the event request, email the additional information to ec@forestgate.org as soon as possible, to allow the Pastor time to review it for approval.

Guidelines for Weddings & Receptions at Forestgate

DECORATIONS

- No new nails or hooks may be placed on any walls in the church. Existing hooks and nails may be used to hang decorations.
- No tape may be used on the walls, and only poster tape may be used to affix decorations to the doors.
- The church announcements can be taken off of the foyer bulletin boards if desired, but the Missions bulletin board will remain as is.
- Use of any church-owned decorations must have prior approval from the EC.
- Lit candles are allowed only if specifically approved by the EC, who will consider fire risks, special precautions to be taken, and the age and maturity of those likely in attendance. If approved by the EC, candles must be placed in or on stable, fire-resistant (e.g. glass) holders that will catch any drips.
- Forestgate's tablecloths may be used with advance permission, but they must be laundered and returned by the client.
- Rice, confetti, silly string, birdseed, or sparklers are *not* allowed. Bubbles, imitation flowers, and other non-messy celebration items may be used for the send-off.

FURNITURE

- The use of any furniture other than chairs and tables must be approved in advance by the EC and Building Manager.

FOOD ITEMS & KITCHEN USE

- Service of **alcoholic** beverages is **prohibited**.
- Food and drink selections and serving locations should be carefully selected (with the EC's input) to avoid added costs of stain removal.
- Forestgate's coffee maker, carafes, and water pots may be used, but the client must provide their own coffee, creamer, sugar, etc. and must ensure everything is properly washed & put away.
- Only food items/condiments brought by the client may be used. Clients must provide their own paper goods, etc. if using the kitchen.
- Some fridge and freezer space may be available. Please coordinate any requirements to the EC ahead of time to insure availability. Due to that limited space, coolers may be necessary to keep items cold.

SOUND/PROJECTION SYSTEM

- Only a currently approved and trained Forestgate sound tech may use the audio/visual equipment located in the sound booth.
- Any personal audio/visual equipment that the client wishes to use must be approved and tested by the sound tech prior to the event.
- Any audio/visual material must have prior approval from the EC.

RECEPTION

- Sanctuary may be used for reception after ceremony.
- Double classroom and Foyer are available but have limited space.
- Secular music is allowed at the reception (not during wedding ceremony) but should be free of profanity or vulgarity.
- Dancing is allowed, but not in an immodest way.
- Reception Set Up & Clean Up Guidelines will be given for specific areas requested.

CHANGE/CANCELLATION POLICY

- The \$50 non-refundable fee for reserving a date will be applied to any date change but will not be refunded for cancellation.
- A wedding cancellation 3 month or less from the wedding date, will lose the 50% wedding deposit paid up front. Hardship and special circumstances will be review by the Senior Pastor.

Sanctuary Seating Layout

Note: 4 large risers (stacked 2 high) and 2 small risers are under the podium

