Weddings

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

MARK 10:8-9

Forestgate
PRESBYTERIAN CHURCH

FOR MORE INFORMATION, CONTACT: EC@Forestgate.org

ONLINE EVENT REQUEST FORM: Forestgate.org/EventRequest

EVENT COORDINATOR: (719) 510-9636

CHURCH OFFICE: (719) 495-5672

Congratulations on Your Upcoming Wedding!

Thank you for your 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 2. 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:

- The minimum fee estimate for initial approval is $1600, which typically covers a simple/traditional wedding, including a rehearsal but without a reception or any food/drink service. A discount on the overall wedding cost is available for current members of Forestgate.
- In addition to our pastor's approval of the ceremony, a 50% deposit is required to reserve the date/times of your event. 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), and set-up.
- Because Forestgate does not have a separate reception area, our ability to host large receptions is limited. We may be able to accommodate some plans, but flexibility is required.

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

Blessings,

Becca Stanton

Event Coordinator
Forestgate Presbyterian Church
(719) 510-4939
EC@forestgate.org

Table of Contents

Wedding Supplement 3
Guidelines for Weddings & Receptions at Forestgate 4
Sanctuary Seating Layout 5

Wedding Supplement

To the FPC Building Use Policy

Updated 3/14/18

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).

If you would like to continue with the application to utilize Forestgate as your wedding venue, please submit this information via email to the Event Coordinator (EC) at EC@forestgate.org as soon as possible so the Pastor may 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 and other non-messy celebration items may be used for the send-off.

Furniture

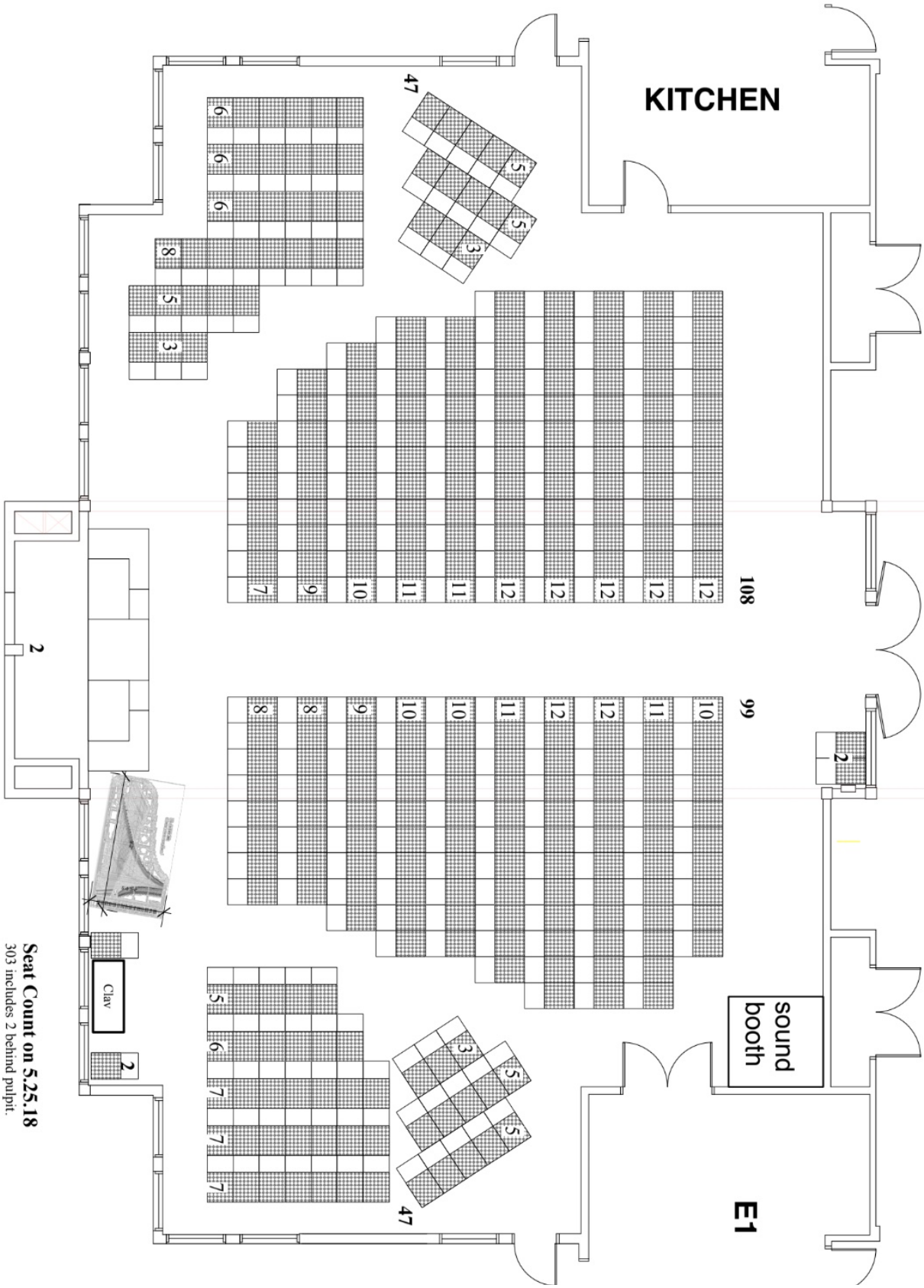
- The use of any furniture other than chairs and tables must be approved in advance by the EC and Building Manager.

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 brought 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.

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.

Sanctuary Seating Layout

Updated 5/25/18