

ABC On-site Wedding Policies

Please review the policies below and complete the attached On-site Wedding Application if you plan to hold your wedding and/or reception at ABC.

PROCESS FOR SETTING THE DATE FOR YOUR CEREMONY

Before the church can be reserved for your ceremony, you must be approved to be married at ABC. This involves completing the 2-B-1 Registration Form and having a pastor review it. The 2-B-1 program must then be completed before the wedding date. Alternative premarital counseling courses must be approved prior to the submission of your wedding application.

Membership is not required to have a wedding at our church. Couples who attend another church or who do not have a church home may use ABC’s building for weddings and receptions provided they comply with our marriage policies and premarital counseling requirements.

Please submit the ABC On-site Wedding Application with your 2-B-1 application.

Please plan at least 6 months ahead when requesting the church for your wedding.

TIME AND LOCATION CONSTRAINTS

For Saturday weddings in the Worship Center, or Downtown, room **must be vacated by 1:30pm** (i.e., the ceremony and photos must conclude by 1:30pm). If the gym or E102/103 is used for the wedding and/or reception, the event must **end by 3:00pm**.

Please note that weddings may not be scheduled in the building on Sunday mornings.

COSTS

Please contact the church administrator’s office for details regarding the cost of having your wedding and/or reception at ABC. Below is a list of basic charges for those using church facilities for their wedding/reception at ABC. These charges do not include a ministerial honorarium; suggested honorarium is \$300 for non-members and \$200 for members.

Description	Member ABC Church		Non-Member ABC Church	
	Wedding Only	Wedding & Reception	Wedding Only	Wedding & Reception
A/V Tech- Basic Package*	\$75.00	\$150.00	\$100.00	\$200.00
Custodial Fee for Wedding	\$50.00	\$150.00	\$100.00	\$200.00
Wedding Coordinator Fee	\$200.00	\$300.00	\$250.00	\$350.00
Ceremony/Reception Fee	\$175.00	\$350.00	\$350.00	\$500.00
Total:	\$450.00	\$900.00	\$800.00	\$1,250.00

*Note: The AV/tech fee includes one tech person for the setup, rehearsal, strike/reset if needed, wedding, strike/reset. It also covers an overhead for lamps and other disposables. The fee includes what one person can reasonably contribute to the wedding party. We would provide a basic microphone package for the wedding party and some talent. We would also provide a PowerPoint slide or two on the screens that could be left up for the duration of the program and perhaps a few transitions if the tech person is able to do so. It would also cover basic stage lights and house lights as accessible by the small dimmer bank on the wall in the control area. Anything beyond this is subject to additional fees.

CHURCH WEDDING COORDINATOR

Atascadero Bible Church has a Church Wedding Coordinator who will contact you once you are officially on the church calendar.

The ABC Church Wedding Coordinator must be present at your ceremony regardless of any other wedding coordinators you have personally hired to assist you. The ABC Wedding Coordinator will act as a liaison and helper in working through the details of planning the actual execution of your wedding in the building. Specifically, the Church Wedding Coordinator will help in the following ways:

- Interview the bride-to-be.
- Coordinate the use and placement of all wedding supplies.
- Coordinate and direct the rehearsal (if on-site).
- Coordinate the reception (if on-site).
- Receive flowers.
- Ensures return of all wedding supplies to storage and clean up by janitor.
- Provide other supplies as needed by Bride or Groom (iron, sewing needle, etc.).
- Coordinates use of facilities with Bride-designated Wedding Coordinator (if applicable).
- Responsible for seeing that facilities used are set up as requested by the Bride/Groom.
- Responsible for seeing that facilities used are returned to original condition.

The Church Wedding Coordinator, along with the Bride and Groom, plans the wedding under the authority of the officiating minister. The Church Wedding Coordinator will direct the wedding rehearsal as well as oversee the wedding ceremony.

ROOM SIZES & OPTIONS

Room #	Seating Capacity If Using Rows of Chairs	Seating Capacity If Using Round Tables	Location
Worship Center	550 (permanent setup)	N/A	1 st floor
Downtown	300	N/A	1 st floor, Student Center
E102/103	200	120	1 st floor, Education Center

ROOM PREPARATION & RESTORATION

Preparation and restoration of the rooms, such as cleanup and replacement of items, will be done by the custodian. This person will prepare the church for the wedding and rehearsal. Opening the building, arranging for heat/air conditioning and lighting will be done by the Wedding Coordinator.

AISLE RUNNER

The church does not have an aisle runner. If you choose to have your ceremony in the Worship Center and decide to rent an aisle runner, the aisle is 54 feet long. For other rooms, please work with ABC's Wedding Coordinator to determine aisle length.

MUSIC AND MUSICIANS

Please remember that your wedding ceremony is a worship service. The music should serve to glorify and praise God for joining the bride and groom in one heart and mind. Musicians are the responsibility of the wedding party. ABC, however, will be glad to recommend qualified musicians if so desired.

DANCING

Dancing is not permitted.

PHOTOGRAPHS AND VIDEO TAPING

The photographer may take pictures during the processional and recessional portion of the service. Non-flash pictures may be taken during the ceremony as long as they remain inconspicuous and quiet. The wedding party may return for as many pictures as required after the wedding ceremony. Videotaping is permitted.

FLOWERS AND DECORATIONS

Florists are required to check in with the church's wedding coordinator prior to decorating the sanctuary or any other part of the church. Flowers must be in rust-free, leak-proof containers. No nails, tacks, or tape are to be used.

Decorations may be used as long as they do not cause damage to walls or structures. No nails, tacks, or tape are permitted. Candles must be dripless and will be provided by ABC. (The Coordinator may have suggestions where to rent decorations, or to hire a decorator.) Decorations must be removed the day of the wedding, immediately after the ceremony. Decorations for the reception must be removed immediately after the reception.

Church premises should be left clean and in the same condition they were in prior to the wedding. The Church Wedding Church Coordinator will verify that the premises have been cleaned appropriately.

TABLES AND CHAIRS

ABC can provide tables and chairs for your event. Our round tables are 60 inches in diameter and will seat 8-10 people. ABC also has numerous rectangle tables.

CATERER AND FOOD PREPARATION

The ABC Café does not provide food for events, but an outside caterer may be hired. If you use a caterer, the caterer must meet with the Administrator prior to the event.

WEDDING SUPPLIES / ACCESSORIES

The church has a grand piano. Other available equipment from ABC: 4 white candelabra (candles provided); [1 unity stand]; 1 guest book podium.

AUDIO / VISUAL

The sound system is not to be used or adapted for use with other equipment. Arrangements for a sound system engineer to run the system and/or provide audio (cassette) taping of the wedding ceremony will be made at least 4-6 weeks prior to your ceremony by the ABC's Church Wedding Coordinator. There is a charge for this. A charge will be imposed for additional items needed.

RICE / CONFETTI

Rice and confetti are not allowed. Birdseed is permitted outside of the building beyond the entry walkway. It is not to be thrown in any part of the building.

SMOKING /ALCOHOLIC BEVERAGES

It is expected that members of the wedding party will refrain from consuming alcoholic beverages immediately preceding or during the rehearsal and the wedding. Should you use ABC for your reception, no alcoholic beverages are to be used during the reception, nor are any alcoholic beverages allowed elsewhere on the premises. There shall be no smoking in any part of Atascadero Bible Church. It is the bride and groom's responsibility to familiarize all members of the wedding party with these policies.

PERSONAL ITEMS / VALUABLES

Atascadero Bible Church is not responsible for any personal property, including automobiles, or property in automobiles on the church premises. Members of the wedding party should not leave purses, clothing or any other valuables unattended.

CHANGES IN POLICIES AND PROCEDURES

Please contact the Church Wedding Coordinator as soon as possible if you wish to make any special arrangements not addressed in this policy. The musicians, friends who attend ABC, and ABC custodians do not have the authority to change these policies.

ABC On-site Wedding/Reception Application

After reading the ABC On-site Wedding Policies, please complete this On-site Wedding/Reception Application if you plan to hold your wedding and/or reception at ABC.

1. BRIDE'S CONTACT INFORMATION

Name:

Home Address:

Home Phone:

Work Phone:

Cell Phone:

Email:

2. GROOM'S CONTACT INFORMATION

Name:

Home Address:

Home Phone:

Work Phone:

Cell Phone:

Email:

3. WEDDING DETAILS

Wedding Date:

Time of Ceremony:

Decorator / Bridal party would like access to the building at: (please estimate)

Location requesting for ceremony:

Worship Center Downtown E102/103

Pastor Officiating:

I am in the process of requesting an ABC pastor

I would like to have a pastor from another church: *(please specify name and church affiliation)*

Size of wedding:

Total number in wedding party:

ABC On-Site Wedding/Reception Application

4. WEDDING REHEARSAL

Rehearsal Date:

Rehearsal Time:

5. BRIDE'S ROOM

Please reserve a room for my bridal party to get dressed. (*Typically room 1 or the library is reserved for this.*)

Please indicate bridal party's arrival time:

6. RECEPTION

Reception Date:

Reception Start and End Time:

Reception Location:

I am requesting a location at ABC: Gym E102/103 Other (please specify):

If at ABC, please estimate size of reception:

7. CONTACT INFORMATION

Please provide your contact information for after the wedding - If not known, please leave a reliable third party's contact information - local contact is best.

Address:

City, State, Zip:

Phone:

Your signature at the bottom of this form along with your \$100.00 deposit indicates your willingness to comply with our wedding policies and procedures. Your deposit will be applied to the total fee.

Bride's Signature _____ Date _____

Groom's Signature _____ Date _____

Please return this form along with a \$100 check (made payable to ABC with "your name-wedding" in the memo line) to:

Atascadero Bible Church
Attn: Administrator
P.O. Box 987
Atascadero, CA 93423

You can also fax the form to 805 466-3973 or email to chrismontykey@hotmail.com

THANK YOU!

**STATEMENT OF DOCTRINAL AGREEMENT FOR
VISITING PASTORS PARTICIPATING IN ABC WEDDINGS**

Note: *The statement below should NOT be construed as a complete representation of Atascadero Bible Church's STATEMENT OF FAITH. It is for the singular purpose of allowing pastors from other churches to perform and/or participate in weddings at ABC. Permission to perform and/or participate in weddings at ABC is limited to the dates given below.*

1. We believe the Bible to be the inspired, the only infallible, authoritative Word of God.
2. We believe that there is one God, eternally existent in three persons: Father, Son and Holy Spirit.
3. We believe in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His victorious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal return in power and glory.
4. We believe that the salvation of sinful people is a sole work of Jesus Christ through the Holy Spirit.
5. We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life.
6. We believe in the resurrection of both the saved and the lost; they that are saved unto the resurrection of life and they that are lost unto the resurrection of eternal separation from God.
7. We believe in the spiritual unity of all who trust in our Lord Jesus Christ, who makes up His body, the church.

Wedding Date: _____

I subscribe to the beliefs listed above without reservation.

Signature: _____ **Date:** _____

Printed Name: _____

Church Affiliation: _____

Address: _____ **City:** _____ **St:** _____ **Zip:** _____

Phone: (off/wk/cell) _____

Email: _____