



## WEDDING FACILITY RENTAL POLICY AND CONTRACT

### Scheduling:

Scheduling is subject to availability. The epikos sanctuary seats about 225 guests comfortably. With added chairs and tighter seating, the sanctuary can seat upwards to 260+ guests. Depending on other events happening that day, you may or may not be able to use the café, fellowship basement, or the upstairs multi-purpose room at an additional cost. Once the date and time have been cleared and placed on the calendar, a non-refundable security deposit of \$100 will be required along with a signed contract. The balance of all wedding fees must be paid in full 30 days prior to the wedding date.

### Minister and Counseling:

You are responsible for finding your own officiate for your wedding. epikos church does not require pre-marital counseling for non members, however we strongly encourage all couples to consider this and we would be glad to point you in the right direction. If you don't already have a church home, we would love for you to consider coming to our church before and after you get married. A relationship with God through Jesus Christ, and the support of a church family is crucial to fostering a strong marriage.

### Base Fees:

- Sanctuary for Ceremony \$500
- Rehearsal Night \$0
- Light and Sound tech: Rehearsal and Ceremony \$75\*

\*Please note that a Light and Sound tech is required and will be assigned to you by epikos church.

### Rehearsal Night:

The evening before the ceremony, a two hour rehearsal is included in the standard fee with the latest leaving time of 8pm. The doors of the church are opened and closed by a custodian, so it's important that the time frame you reserve is respected. If additional time is needed, or if you'd like the leaving time to be past 8pm you can choose to add that for an additional charge, but it must be pre-arranged. Please plan accordingly.

### Ceremony:

The ceremony includes a 4 hour time slot; 2 hours before the ceremony start time and 2 hours after the ceremony start time. If your wedding is scheduled at 2pm, you can arrive as early as 12pm and stay as long as 4pm. This allows time for set up, take down, getting ready, and photography.

### Use of Café, Fellowship Basement, or Multi-Purpose Room:

For an additional charge, you may use the café, fellowship basement downstairs, or upstairs multipurpose room for your rehearsal dinner or wedding reception. This is subject to availability and planned use. If interested, please inquire and also check the fee sheet for more information.

**Sound Equipment:**

Certified technicians will operate all sound and lighting equipment during the wedding ceremony. Please submit an order of service that includes any special music you will be having 2 weeks prior to your ceremony to [facilityrequest@epikos.org](mailto:facilityrequest@epikos.org). This is to ensure clear communication and to ensure that the correct expectations are in place. There are a limited number of microphones and pick-ups that can be used. The piano is available for use as well. The drum set and a few amps do remain on stage, though they can be easily covered up. If you would like the drum set disassembled and removed from the stage, please see the fee sheet.

**Audio Recording:**

The wedding ceremony can be recorded by the technician and given to the wedding couple at no extra charge.

**Decorations:**

- You are responsible for providing all of your own decorations (candles, runners, linens, items for communion, etc.) There are tables and chairs available for your use.
- Flowers must be in clean, leak-proof containers.
- Drip-less candles may be used *if* a protective covering is placed under the candelabra. Candles used in the centerpieces for table decorations must be handled carefully to prevent damage to chairs, tables, and flooring.
- Chair decorations are allowed, but are subject to approval.
- All decorations must be cleaned up immediately following the ceremony.

**Alcohol:**

No alcohol is permitted to be used in the church.

**Cleaning:**

The church must be cleaned back to the original state immediately after the wedding ceremony. This means that all decorations must be removed, carpets vacuumed, pews are cleared of all wedding bulletins and garbage, and all trash be taken out to the dumpster. If you would like to hire the church custodian for a minimal charge, please talk to one of the epikos staff to arrange that.

**Contact Info (Please print):**

Name: \_\_\_\_\_

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

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

E-Mail: \_\_\_\_\_

**Wedding Info:**

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

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

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

**Wedding Fees:**

Ceremony Base Fee:	\$ 500	\$ 500
Sound and Light Technician	\$ 75	\$ 75
Wedding Rehearsal Dinner (optional)	\$ 275	
Wedding Reception Dinner (optional)	\$ 400	
Complete Drum Removal (optional)	\$ 50	
Additional Time: Rehearsal (optional)	\$ 75/hr	
Additional Time: Wedding Ceremony (optional)	\$ 75/hr	
<b>TOTAL CHARGES</b>		\$
<b>SECURITY AND RESERVATION DEPOSIT DUE WITH CONTRACT</b>		\$ 100
<b>BALANCE DUE 30 DAYS PRIOR TO WEDDING CEREMONY</b>		\$

**CONTRACT AGREEMENT:**

\_\_\_\_\_  
Groom

\_\_\_\_\_  
Bride

\_\_\_\_\_  
epikos church

\_\_\_\_\_  
Date

**Office Use Only:**

Deposit Paid: \_\_\_/\_\_\_/\_\_\_

Remaining Balance Paid: \_\_\_/\_\_\_/\_\_\_