

# Your Wedding

*at*

EVERGREEN CHURCH  
LAKEVILLE



16165 Kenwood Trail  
Lakeville, MN 55044  
[www.evergreenlakeville.com](http://www.evergreenlakeville.com)

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Congratulations on your engagement! We would love to host your wedding at Evergreen Church in Lakeville.

Due to our weekend services, weekly events and other special activities, our facilities are somewhat limited. We recommend you contact the wedding coordinator to see if your preferred date is available. Your request may take up to two weeks for confirmation.

After the date is set, the wedding information and damage deposit forms, along with your damage deposit, will need to be sent to the wedding coordinator to secure your date.

Your wedding coordinator is:                      Evergreen Church Lakeville  
   Kathy Lathrop  
   16165 Kenwood Trail  
   Lakeville, MN 55044  
   952-564-5896  
   kathlath@hotmail.com

### **Your Wedding Coordinator**

Even a small wedding can be logistically complex. Your wedding coordinator will take the guesswork out of coordinating the “church side” of your wedding. Your wedding coordinator will:

- Serve as your Evergreen liaison – available to answer questions, plan and direct all church staff, procedures, policies, rooms, and equipment
- Help you create a unique wedding ceremony that honors Christ and celebrates your marriage
- Direct the rehearsal
- Direct facility-related wedding day activities of the church staff, flower and rental decoration deliveries, caterer, photographer, musicians and vocalists
- Coordinate the wedding day, the ceremony, and reception if applicable

At the initial meeting with your wedding coordinator you will tour the church, review the wedding packet, and put together the general plan for your wedding.

Please schedule the second and final meeting with your wedding coordinator for six weeks prior to your wedding. At this meeting, please bring the facility fee payment and music and projection data (if applicable).

## Evergreen Marriage Requirements

If you desire to be married by an Evergreen pastor, please consider the following questions:

1. Is either of you not sure whether or not you have a personal relationship with Jesus Christ and have accepted Him as your only Lord and Savior?
2. Are you living together or physically intimate?
3. Has either of you been previously married?

If you answered “yes” to any of these questions, sit down with an Evergreen pastor. A “yes” answer does not mean you cannot hold your wedding at Evergreen Lakeville; however, it may raise some questions that need to be addressed in order to be married by an Evergreen pastor.

If you would like to meet with Evergreen pastor officiating your wedding, please do not hesitate to call and schedule a meeting with them.

Mark Bowen	952-564-3793	mbowen@evergreenlakeville.com
Charlie Meyer	952-564-3791	cmeyer@evergreenlakeville.com
Mike Langlois	952-564-3792	mlanglois@evergreenlakeville.com

## Premarital Seminar

Many couples never learn what makes a marriage successful before they get married. That’s why Evergreen offers the pre-marriage seminar “Fit to be Tied.” This ten-week seminar helps couples learn the basics of a happy, successful and fulfilling marriage. Topics include communication, conflict resolution, finances, physical intimacy, expectations, husband and wife roles, and parenting.

The format for each meeting includes a message by the facilitator followed by smaller group discussions. Weekly projects are assigned for the couples to complete outside of the class. Attendance at this seminar is required for couples who desire to get married by an Evergreen pastor, but we encourage all engaged couples to take the course.

For upcoming seminar dates, check our announcements online. Generally this 10-week seminar begins in mid-September and late February each year. The cost is \$69 which includes the materials. If you take the seminar, you are eligible for a marriage license fee reduction of about \$100 in the 7 county metro area.

Contact FTBT coordinator Tara Odegard at 952-240-1878 or [ftbt@evergreenbloomington.com](mailto:ftbt@evergreenbloomington.com) for more information.

## Wedding Facilities

Evergreen Church in Lakeville has two areas available for wedding ceremonies, the Sanctuary and the Chapel.

### The Sanctuary

The sanctuary comfortably seats 425 guests. There is a main center aisle with two side aisles. The center section has 12 aisles on one side and 10 on the other. The two side sections have 7 pews each. The center aisle is approximately 43 feet from the back door to the front step.

The following equipment is available for your ceremony:

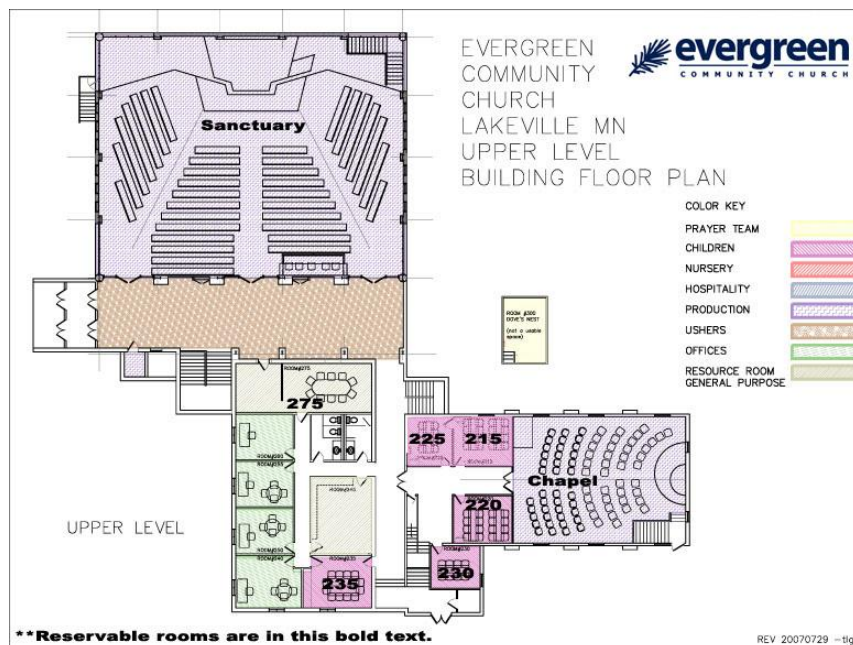
- Basic microphone set-up
- Sound system
- Projection system
- Keyboard and drum set

### The Chapel

Up to 75 guests can be seated in the chapel. The chairs are movable so there are many ways to configure the space. The center aisle is approximately 35 feet from the back door to the step.

The following equipment is available for the ceremony:

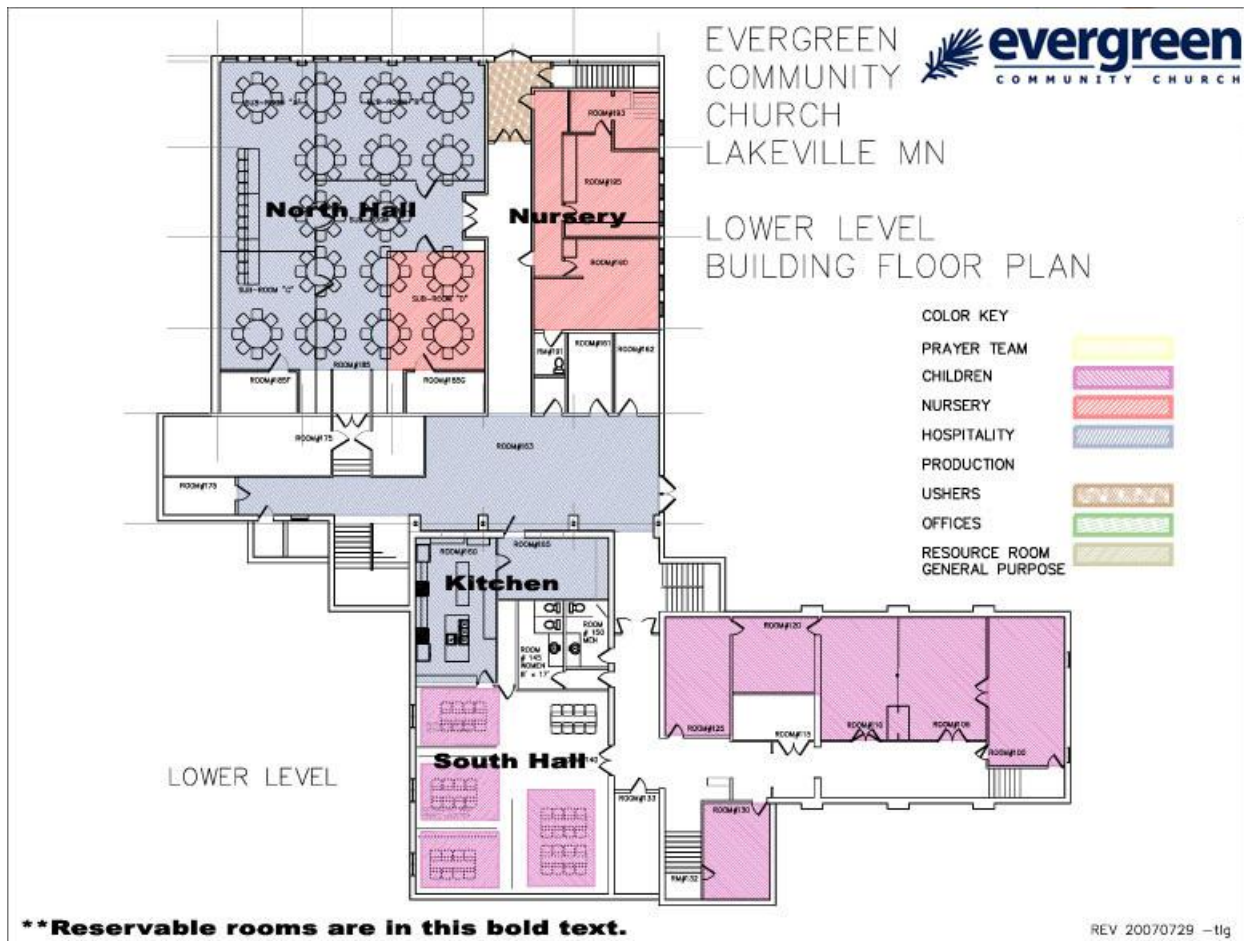
- Basic microphone set-up
- Sound system
- Keyboard



## North Hall and Kitchen

The North Hall and kitchen are available for receptions. Food may be catered or brought in by the wedding party, but it must be pre-prepared. The wedding party must arrange to bring in table linens and dishes. Alcoholic beverages are not allowed on church property. Red drinks, rice, confetti, bubbles, silly string and all similar items are prohibited. The wedding party is responsible for setting the tables (linens, centerpieces, dishes, etc.) and removing them. All receptions, including clean up, must be completed by 9:30 p.m.

North Hall maximum capacity: 134 (20 tables, 6 per table) to 160 (20 tables, 8 per table), with a head table for 8. Round tables are 5' in diameter. The head table can be 8' to 12'.



## **Your Wedding**

### **The Rehearsal**

Please decide on the time and date of the wedding rehearsal as soon as possible so we can secure your time. Possibilities are the Thursday evening before the wedding date or Friday evening at 8:45. Please speak with your wedding coordinator to help you decide on the best time.

Your wedding coordinator will direct the rehearsal according to all of the decisions the bride and groom have previously made. This relieves the bride and groom from remembering logistics and details and enables them to fully enjoy the rehearsal along with their friends and family.

All members of the wedding party should attend the rehearsal. This includes all bridesmaids, groomsmen, parents, flower girls, ring bearers, readers, and ushers. Grandparents do not need to attend, but can certainly do so.

Please bring the service fees to the rehearsal. Fees should be in separate envelopes with each person's name written on the front.

### **The Wedding Day**

With all the preparation over and decisions made, now is the time to relax and enjoy this special day!

#### **Dressing Rooms**

3 ½ hours in advance of your wedding ceremony your wedding coordinator will have the dressing rooms ready for the wedding party.

#### **Flowers, Rented Decorations, and Wedding Cake**

Delivery of these items can be accepted at the church no sooner than 3 ½ hours before the ceremony. The wedding coordinator will direct their initial placement based on the general design already decided on by the bride and groom.

#### **Decorating**

3 hours prior to the ceremony the Sanctuary or Chapel will be available for the wedding party to decorate.

#### **Photographs**

2 ½ hours prior to ceremony the sanctuary will be available for pictures of the wedding party. Please note that some decorating and sound check of musicians and vocalists may also be happening at this time.

#### **Musicians and Vocalists**

1 ½ hours prior to the ceremony the vocalists and musicians should arrive to conduct sound checks and rehearse.

# Wedding & Facility Policies

## Liability

Evergreen Church is not liable for loss, damage, or injury to person or persons renting church facilities. If any physical damage to the church occurs by guests or the wedding party, the couple is responsible for the cost of repairs.

## Facility Fees

All facility fees, payable to Evergreen Church, must be provided to the wedding coordinator six weeks prior to the wedding ceremony.

## Service Fees

All service fees, payable to specific people, must be provided to the wedding coordinator the night of the rehearsal.

## Time and Date Limits

On Saturday, the latest ceremony time is 5:00 p.m., with pictures before. Receptions, including clean-up, must be completed by 9:30 p.m. The sanctuary is not available on Friday evenings from 5:00 to 9:00 p.m. or Sunday mornings from 8:00 a.m. to 1:00 p.m. Weddings are not scheduled during Thanksgiving, Christmas, or Easter weekends.

## Decorations

The sanctuary, chapel, and North Hall are available for decorating 3 hours prior to wedding start time. Any decorations must be removed immediately following the wedding. The wedding party is responsible for clean-up. The wedding coordinator must approve all decorations.

## Music

Music should bring glory to God. All music must be approved by the wedding coordinator.

## Candles

All candles, with the exception of unity candles used during the ceremony, must not be taller than the container that holds them. The wedding coordinator will provide two dripless taper candles to be used during the lighting of the unity candle.

## Furniture Limits

All furniture, band equipment, and church decorations are to remain in place unless approved by the wedding coordinator. The facility coordinator is responsible for moving any furniture or band equipment.

## Room Use Limits

Dressing rooms are assigned by the wedding coordinator. If you need additional rooms, please make arrangements with your wedding coordinator prior to the day of the wedding. The nursery is not available for child care during the wedding/reception.

## Smoking and Alcohol

The building is smoke-free, but smoking is allowed outside the lower east entrance. Alcohol use or possession is prohibited on church property.

## Rice/Silly String

Throwing rice, confetti, bird seed, flower petals, use of silly string or any similar items are not allowed on church property. Blowing bubbles is allowed outside of the building.

## Gifts and Personal Items

Evergreen assumes no responsibility for lost or stolen gifts or personal items. Please designate someone to be in charge of gifts and personal items at all times.

*\*Please read the Facility Use Policy for a full description on using the facility (found at [www.evergreenlakeville.com](http://www.evergreenlakeville.com)). You are responsible for this information.*

## Fees

LAKEVILLE Rooms	EC Member*	EC Regular Attender	Non-Attenders
<b>Damage Deposits – refundable</b>			
Sanctuary	\$250	\$250	\$250
Chapel	\$250	\$250	\$250
North Hall & Kitchen	\$100	\$100	\$100
<b>Rental Fees – payable to Evergreen</b>			
Sanctuary	Waived	\$150	\$300
Chapel	Waived	\$115	\$225
North Fellowship Hall & Kitchen	Waived	\$100	\$150
<b>Service Fees – payable to individuals</b>			
Wedding Facility Coordinator Fee – Sanctuary	\$200	\$200	\$200
Wedding Coordinator Fee – Chapel	\$200	\$200	\$200
Wedding Coordinator Fee – Reception	\$150	\$150	\$150
Custodian – Sanctuary	\$150	\$150	\$150
Custodian – Chapel	\$75	\$75	\$75
Custodian – Reception	\$100	\$100	\$100
EC Projector Technician*	\$100	\$100	\$100
EC Sound System Technician*	\$100	\$100	\$100
EC Sound Technician* - Chapel	\$75	\$75	\$75

Included in Sanctuary/Chapel Rental are:

- 1 hour of rehearsal time
- Dressing rooms 3 ½ hours prior to wedding
- 5 hours in the sanctuary or chapel on the wedding day (3 ½ hours prior to the wedding and 1 ½ hours for the ceremony and clean-up)
- Wedding Coordinator and Custodian are required as part of every wedding rental

Included in Reception Rental are:

- 4 hours in North Hall and Kitchen (in addition to 3 ½ hours prior to wedding for decorating, 3 hours for reception, and 1 hour for clean-up)
- Facility coordinator to set up tables and chairs in North Hall
- Wedding Coordinator and Custodian are required as part of every reception rental
- Additional hours for reception billed at \$50/per hour for services

Fee schedule:

- Damage deposit is due within 2 weeks of reservation to secure date
- Facility fees are due 6 weeks prior to wedding date
- Service fees are due the night of the rehearsal (made payable to each individual)

*Fees are subject to change without notice.*

## **About Evergreen**

### **Experience God – Not Religion**

Evergreen Church is a non-denominational church with five locations throughout the Twin Cities. You'll find the perfect mix of timeless, Biblical principles presented in a non-traditional, contemporary way. When you come for a weekend service, you'll find a friendly, laid-back atmosphere that you don't need to dress up for.

### **Messages Designed for Today**

At Evergreen, we take a realistic approach to the problems of life and how God is relevant. Each message is uniquely designed, offering Biblical answers for today's challenges without making you feel guilty. Most attendees say they can go home and immediately apply the teachings to their everyday lives. Evergreen offers more than just church – we offer an authentic spiritual experience. Our programs and seminars provide in-depth opportunities for people to explore Christianity through worship, communion, relationships, and extended Bible studies. You can get involved at your own pace and in your own way.

### **Be a Part of the Evergreen Vision**

We hope you'll not only enjoy Evergreen, but that you'll want to join us. You can be part of our mission to attract the world to Christ. Our goal is to give you the tools you need for successful Christian living. You'll be able to grow in your faith, enjoy life, and share how Christ has made the difference for you.

For more information visit [www.evergreenlakeville.com](http://www.evergreenlakeville.com) or the information table at our services.

## Wedding Information Form

### Bride's Information

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

Email: \_\_\_\_\_

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

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

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

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

### Groom's Information

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

Email: \_\_\_\_\_

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

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

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

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

Date/Time of Ceremony: \_\_\_\_\_

Pastor officiating at ceremony: \_\_\_\_\_

Please complete if a member of Evergreen and/or being married by an Evergreen pastor:

Location currently attending: \_\_\_\_\_

Fit to Be Tied Completed YES or NO (circle one)

If no, scheduled completion date: \_\_\_\_\_

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### For Wedding Coordinator Use Only: Sanctuary OR Chapel

Reservation made: (day/date) \_\_\_\_\_ (time) \_\_\_\_\_

Ceremony time: \_\_\_\_\_ Reception time: \_\_\_\_\_

Rehearsal: (day/date) \_\_\_\_\_ (time) \_\_\_\_\_

Initial meeting date: \_\_\_\_\_

Final meeting date: \_\_\_\_\_

Facility: \_\_\_\_\_

Audio: \_\_\_\_\_

Visual: \_\_\_\_\_

### Damage Deposit Form

\_\_\_\_\_  
Bride's Name

\_\_\_\_\_  
Groom's Name

A damage deposit is due to the Wedding Coordinator within two (2) weeks of confirmation of the wedding date to **secure** the date of your wedding: sanctuary or chapel \$250, North Hall and kitchen \$100.

The check is payable to Evergreen Church with wedding date and couple's last names in memo section.

Please send check and form to wedding coordinator:

Evergreen Church Lakeville  
Kathy Lathrop  
16165 Kenwood Trail  
Lakeville, MN 55044

The check will be cashed and funds held until the conclusion of the wedding day. If Evergreen determines that no damage has taken place, the full amount will be returned within 21 days of the event. If damage has occurred, these funds will be applied to fixing the damage. Any excess will be returned. If the damage deposit does not cover the cost to fix the damage the additional charges will be billed to the reserving party.

Return deposit to:    Name        \_\_\_\_\_  
                                 Address     \_\_\_\_\_  
                                 \_\_\_\_\_

By signing below:

1. You acknowledge you have read, understood, and agree to abide by the regulations for the use of church property as written in the Wedding Packet and Facility Use Policies document.
2. You agree to confine all wedding-related activities to the areas confirmed, and will use the building only during the hours designated.

\_\_\_\_\_  
Printed Name of Requester

\_\_\_\_\_  
Day Phone #

\_\_\_\_\_

\_\_\_\_\_

Signature of Requester

Date