

# Your Wedding

*at*

EVERGREEN CHURCH  
LAKEVILLE



Updated 10/27/2017

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

## Evergreen Marriage Requirements

Congratulations on your engagement! In order for us to host your wedding at Evergreen Church in Lakeville you must:

1) Have successfully completed a pre-marriage class offered by Evergreen Church prior to your wedding date. Contact one of the pastors to learn more:

Mark Bowen	952-334-1040	<a href="mailto:mbowen@evergreenlakeville.com">mbowen@evergreenlakeville.com</a>
Rob Busse	612-839-9594	<a href="mailto:rbusse@evergreenlakeville.com">rbusse@evergreenlakeville.com</a>
Mike Langlois	952-465-6347	<a href="mailto:mlanglois@evergreenlakeville.com">mlanglois@evergreenlakeville.com</a>
Eric Cram	952-212-7365	<a href="mailto:ecram@evergreenlakeville.com">ecram@evergreenlakeville.com</a>

2) Agree to have an Evergreen/Urban Refuge/Rock pastor participate in the wedding ceremony.

If you are able to satisfy the two criteria listed above prior to your wedding date, then please read this wedding planning document over and send in your request to ensure your preferred wedding date is available. **Your request may take up to weeks for confirmation.**

Send your request to:

Evergreen Church Lakeville  
Tammy Welford  
16165 Kenwood Trail  
Lakeville, MN 55044  
[twelford@evergreenlakeville.com](mailto:twelford@evergreenlakeville.com)

Your initial contact will be our administrative support person, Tammy Welford. She will help determine facility availability and connect you with a church wedding coordinator.

### 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 (if applicable) and music and projection data (if applicable).

# 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:

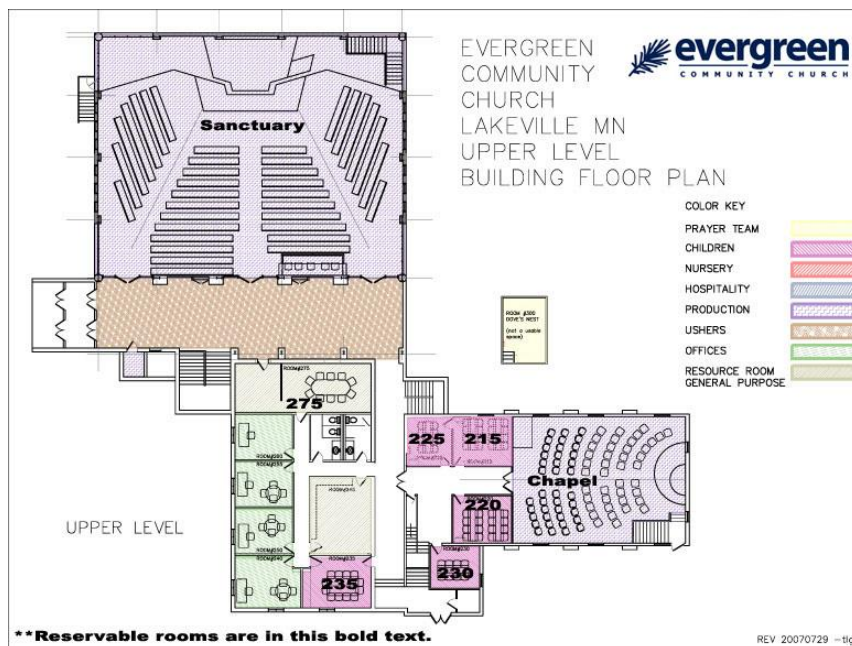
- Basic microphone set-up
- Sound system
- Projection system
- Keyboard and drum set

## 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:

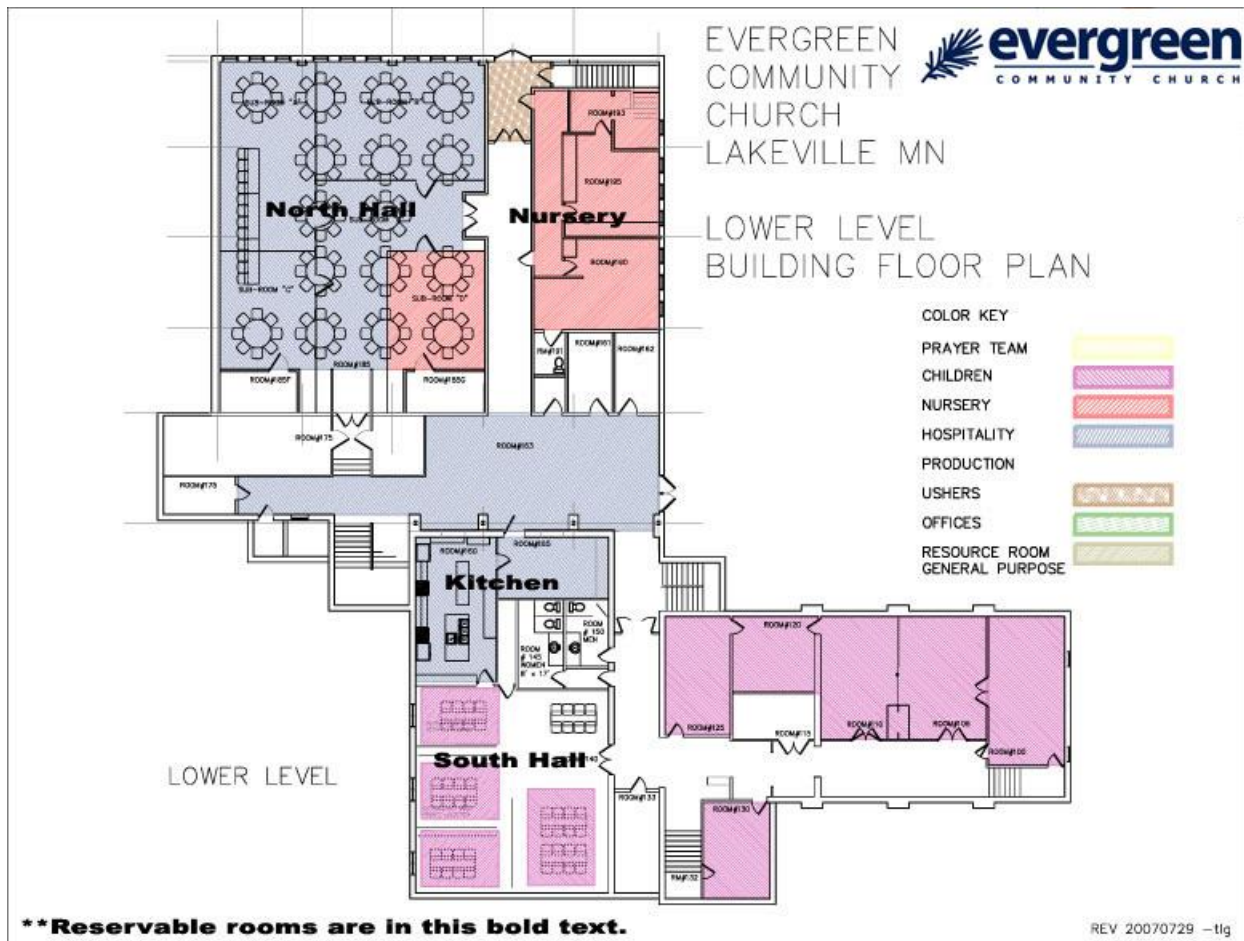
- Basic microphone set-up
- Sound system
- Keyboard



## 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 or Friday evening before the wedding date. 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 (if applicable), 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 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.*

## Wedding Facility Fees

LAKEVILLE Rooms	EC Member*	EC Attender**	Non-Attender
<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

\* **Evergreen Member** – have attended the Evergreen membership class (or a membership class at The Urban Refuge or The Rock) and signed the membership covenant document.

\*\* **Attender** – have attended an Evergreen location, The Urban Refuge or The Rock for at least 3 months.

**NOTE:** Those assisting you with wedding coordination, sound, production, set up and cleaning are not serving as employees of Evergreen Church. Thus, your payments for their services will need to be **checks made out to each individual** involved. The Wedding Coordinator will e-mail you the individual's names and amounts, based upon the fees listed above.

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:

- 3 ½ hours in the North Hall before the wedding for decorating, 3 hours in the North Hall and Kitchen for the reception, 1 hour in the North Hall and Kitchen 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:

- Facility fees are due 6 weeks prior to wedding date
- Service fees are due the night of the rehearsal (made payable to each individual)



## 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: \_\_\_\_\_ (Circle) Sanctuary OR Chapel

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

If the person officiating at your wedding is not an Urban Refuge, Rock or Evergreen pastor, please indicate which Urban Refuge, Rock or Evergreen pastor will also be participating in your wedding?

\_\_\_\_\_

### Evergreen Pre-Marriage Class

**Have you successfully completed the Evergreen Pre-Marriage Class? (Circle) Yes or No**

If yes, where did you take the class? \_\_\_\_\_

If yes, when did you take the class? \_\_\_\_\_

If yes, who were your instructors? \_\_\_\_\_

**If no, you must successfully complete the Evergreen Pre-Marriage Class prior to your wedding date**

Where will you take the class? \_\_\_\_\_

Who will be your instructors? \_\_\_\_\_

When do you expect to complete the class? \_\_\_\_\_

Prior to confirming your requested Wedding Date, the Wedding Coordinator will confirm that you are registered to complete the Evergreen Pre-Marriage Class prior to your wedding date or that you have already successfully completed the class.

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 Policy 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

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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:\_\_\_\_\_