



EFree Church Diamond Bar Wedding Policies and Guidelines

Evangelical Free Church of Diamond Bar is pleased to offer its facilities to make your wedding ceremony a beautiful and enjoyable event. A wedding ceremony is a spiritual covenant with God. Everything pertaining to the wedding must be viewed and planned in that context in order to tie the hand and hearts of couples to Christ and His church. We are glad to assist you in making your wedding a special and memorable experience.

Wedding Coordinator

Please use the church's Wedding Coordinator for all wedding, wedding vow renewals, and wedding related activities at the church. The extent of her involvement can vary according to the desires of the wedding party.

The Wedding Coordinator will help you with the following:

- Booking your wedding and confirming the date
- Collecting all payments. Make checks payable to: EFree Church of Diamond Bar
- Consultation of pre-wedding details after the wedding date is confirmed
- Act as the liaison between the church and your wedding party or your own wedding planner, including set-up, rehearsal and the wedding ceremony

Touring the Facilities

- Seating Capacity 330
- Call the church office at (909) 594-7604 and we will put you in contact with the Wedding Coordinator to schedule a date to view the church facilities.

Scheduling a Wedding Date

Due to the heavy scheduling of our facilities for church programs and activities, we encourage requests for weddings to be made at least five months in advance. EFree Church does not usually schedule weddings in the month of December due to Christmas programs, rehearsals and other seasonal events.

Complete a written Wedding Request Form and submit it to the Wedding Coordinator. Your request will be reviewed and approved by the church staff.

Reservations are accepted on a first come, first served basis. The Wedding Coordinator may be able to assist you in identifying available dates.

Wedding Policies & Guidelines

Selecting an Officiant

Reserving the church facility does not include the services of a Pastor or other Officiant. If you would like a Pastor from our church to perform your wedding ceremony, you may contact them directly and make arrangements for this.

The Pastor's honorarium should be arranged by the groom prior to the ceremony. Clergy from other churches or other qualified persons of your choice are also welcome as Officiants. However, officiants who are not part of our church must seek approval from Pastor Mark Hopper at (909) 594-7604. Please advise the Wedding Coordinator with your choice of who will officiate at your ceremony.

The marriage license must be obtained by the wedding couple prior to the wedding and must be presented to the Officiant prior to the ceremony.

Premarital Counseling

There are two important requirements for couples getting married at our church, (1) come to church and (2) come to counseling. We encourage couples to attend church regularly together. This can provide a healthy foundation for their faith as they begin married life together. We also request that they participate in premarital counseling before the wedding and attend at least one follow up session within three months after the wedding. Premarital counseling is available through our pastoral staff.

Wedding Rehearsals

Wedding rehearsals are ordinarily scheduled for the day prior to the wedding unless otherwise specified. The Wedding Coordinator will be available to assist the couple at the rehearsal along with the officiating pastor. Couples are reminded that church and staff schedules are busy ones. Your rehearsal is expected to start on time. Rehearsals are limited to one hour and staff personnel are not required to remain past that time. Please note that EFree Church's first commitment will always be to our regular church programs. For this reason we normally do not book weddings in December and on the following days: Good Friday, Easter weekend, Thanksgiving Day, Christmas Eve or Christmas Day. No weddings may be booked for Sunday mornings or Wednesday evenings.

Wedding Policies and Guidelines

Decorations

The church will be open two hours prior to the wedding ceremony for decorating. T-pins may be used to secure ribbons or bows on the chairs. Please do not use tape or staples.

Decorations and rental equipment are to be removed promptly following the ceremony to make room for the next event. They may not be left overnight. The florist should make arrangements to have all of his or her property picked up immediately after the wedding ceremony.

The church will not be responsible for any article left behind after the wedding.

Confetti, rice and birdseed are not allowed in the worship center or on the property.

Music and Sound

The wedding fee includes basic sound and lighting. Additional soloists and musicians may be arranged for independently by the wedding couple at their additional expense. Soloists and musicians may rehearse one hour prior to the beginning of the wedding ceremony when the sound technician arrives.

Your music must be in MP3 format, pictures in JPEG format, all on a thumb drive. Please submit in writing, which songs are to be played and when during the ceremony. The tech needs to receive the thumb drive and instructions one week prior to the wedding.

Photography & Video

The Wedding Coordinator will meet briefly with the photographer and videographer to answer any questions. Photographs and videos may be taken before, during and after the ceremony. Any pictures taken after the wedding should be taken immediately following the ceremony. Please instruct the wedding party, including parents and ushers, to not leave the auditorium after the ceremony to minimize any delay.

Conduct and Activities

Smoking is not permitted on the grounds or in any facility. Alcoholic beverages will not be served or consumed on the church grounds or in any facility. Please be courteous to our neighbors with your conduct and conversation.

Wedding Policies and Guidelines

Wedding Fees and Costs

The cost of using the church facilities is listed below. These fees include the use of the specified building(s), custodial services, basic sound and lighting and the Wedding Coordinator. The honorarium for the pastor and the fees for musicians and additional technicians are **not included** and payment should be made directly to them by the wedding party.

Wedding: Church Worship Center: \$1,000

- Includes one hour for the rehearsal and four hours for the wedding and the basic lighting and sound, plus Wedding Coordinator and custodian.
- EFree Church family (regular attenders) enjoy a 40% discount off the regular fees.
- Please make checks payable to "EFree Church Diamond Bar.

Cake Reception: Fellowship Hall, Kitchen and Patio: \$500

- Includes two hours for the reception, reception hostess, Wedding Coordinator, and custodian plus tables and chairs.
- A fee of \$40 per hour will be charged for each hour thereafter.
- EFree Church family (regular attenders) enjoy a 40% discount off the regular fees.
- Please make checks payable to "EFree Church Diamond Bar.

Security Deposit: \$200 (a separate refundable check)

Any damage done to our facilities by the florist, guests, or wedding party is strictly the responsibility of the bride and groom. A \$200 refundable deposit is held until 10 days after the ceremony and may be used to repair or cover the maintenance costs if required.

Confirmation and Cancellation Policy

At the time the wedding is approved and placed on the church calendar, fifty percent (50%) of the fee is due at contract signing (Wedding Agreement) as a down payment as well as the Security Deposit (\$200). The remaining 50% of the wedding fee is due one month prior to the wedding. If the wedding is canceled, the wedding fee and security deposit will be returned minus a \$100 processing fee.

Wedding Policies and Guidelines

Additional Notes

It is the responsibility of the Bride, Groom and their families to inform their guests of all policies and guidelines.

The facilities of the Evangelical Free Church of Diamond Bar are both *non-smoking and alcohol free*.

The church will be unlocked two hours before the scheduled wedding time unless otherwise approved ahead of time. There will be additional fees involved for additional requested hours.

Deliveries and wedding party members are welcome during the two hours prior to the wedding. Dressing rooms are provided for the wedding party.

The church will not be responsible for any personal items. Please do not leave any valuables, gifts and personal items unattended on the church campus. We suggest that you lock purses, wallets, gifts and other valuables in the trunk of your vehicles.

It is the responsibility of the wedding party to inform any florist, photographer, and videographer of the churches policies and guidelines.

Initial _____

EFree Church Diamond Bar Wedding Request Form

Wedding Date: _____

Time of Wedding: _____

Rehearsal Date: _____

Time of Rehearsal: _____

Bride's Name: _____ **Date of Birth:** _____

Address: _____

Email Address: _____ Cell Phone: _____

Church Affiliation _____

Groom's Name: _____ **Date of Birth:** _____

Address: _____

Email Address: _____ Cell Phone: _____

Church Affiliation _____

Minister Performing Ceremony: _____

Email Address: _____ Cell Phone: _____

Church Affiliation _____

Officiant is to contact Pastor Mark Hopper at (909) 594-7604.

Staff Approval: _____ **Date:** _____