

Wedding Guidelines



Scheduling Availability

Spring Lake Church (SLC) is not available on holiday weekends and only able to host wedding during the following times:

Bellevue Campus | 2240 Klondike Rd | Green Bay WI 54311

Fridays	11:00pm – 9:00pm
Saturdays	8:00am – 1:00pm (with a 2:00pm exit time)
Sundays	2:00pm – 9:00pm

Downtown Campus | 301 N Adams St | Green Bay WI 54301

Fridays	11:00pm – 9:00pm
Saturdays	8:00am – 9:00pm
Sundays	2:00pm – 9:00pm

Wedding Expenses

Weddings can be costly events for families, and we do not want to add to that burden in ways that are unnecessary. For that reason, the fee for reserving the Worship Center is waived for Spring Lake Church (SLC) Members in good standing. The added energy costs that are incurred for heating or cooling during rehearsals and weddings, will be absorbed by the church as a service to the members of SLC. Our experience, along with the experience of hundreds of other churches, shows that there are three or four individuals necessary to support the wedding. The presence of these individuals are required to support a well-run wedding, both for the wedding party and for the church. They are the Wedding Coordinator, the Audio Technician, the Custodian, and the officiating Pastor. Below are the services that each of these individuals will provide:

Wedding Coordinator (combined with staff)

The Wedding Coordinator will aid in the planning and execution of your wedding. Responsibilities include communication of SLC wedding policies and cost, coordination of the decorating, the rehearsal, and all wedding day events. The Wedding Coordinator will supervise and work with each of these individuals/vendors, as well as the appropriate church staff and leaders in order to coordinate the details of the wedding. The Wedding Coordinator will also provide a “church presence” in the building during the day of the rehearsal and the wedding. Use of the Wedding Coordinator (5 hours: includes pre-wedding, rehearsal, and wedding day)

above the 5 hour criteria and beyond the “duties” listed here will require additional fees. Additional fees may be considered after balance has been paid depending on the number of hours of work involved. The Wedding Coordinator will let you know if a request will incur additional cost.

Audio Technician

The Audio Technician must be trained technicians from the church. He/ she will be present at both the rehearsal and the wedding (3 hours total) and will supply the “standard” use of the church’s audio board. Note: We do not allow people who are not on our list of qualified technicians to operate the church’s equipment. Use of the audio system beyond normal use will require additional fees, to be determined based on hours of work involved. Pre-recorded wedding music should be submitted to the church one-two weeks prior to the wedding. Submit songs (in order of the ceremony) on a jump drive with a list indicating song title, artist, and when it is being played in the ceremony (i.e. Bridge entrance, attendance entering, etc.).

Custodian

It is expected that the church building will be left in good order after the wedding. In other words, it is the responsibility of the families to pick up, put away and/or remove all decorations, return items used and/or moved to their original location, and remove all personal items. The Custodian will complete the cleaning and re-stocking of restrooms, mopping and vacuuming of floors, and get the building ready for weekend worship services. The Custodian is aware of the standard of cleanliness expected. Excessive clean up required on the part of the Custodian will require an extra fee at the rate of \$25/hour.

Video Technician (Optional)

If one is requested, the following is required.

The Video Technician will be a trained technician from SLC. He/she will be present at both the rehearsal and the wedding (when previously requested 2 hours total). Note: SLC does not video tape weddings. Videos/slideshows must be submitted two weeks prior to ceremony.

Video/Technology Issues to be aware of:

Use of the church’s computers is **PROHIBITED!** Any musical/technical needs are to be arranged prior to rehearsal, (i.e. number of mics, instruments, etc.) The piano and stage setup are not to be moved or changed. Live music rehearsals are to be completed prior to rehearsal. The church’s audio equipment may not be used by anyone other than a qualified audio technician from the church.

Any questions regarding use of and placement of equipment should be discussed with the Wedding Coordinator to obtain proper approvals.

Wedding Fees

We have set standard fees used to reimburse these individuals for their necessary and invaluable service. Together, they put in many hours of labor and the commitment of their weekend to make your wedding run smoothly. This fee, which is based on required staff and time involved, is passed on to these individuals; SLC does not gain any money through this, we simply seek to provide a fair compensation for their necessary services.

Wedding Ceremony

\$150.00*

(plus \$25.00 each additional hour beyond 5 hours)

This fee covers:

- Use of the Worship Center. Any variation must be discussed at time at reservation.
- Heating/cooling of the facility.
- 1½ hour block of time for rehearsal and decorating.
- 3 ½ hour block of time for pre and post ceremony activities, ceremony, pictures, and clean up.

Special Instructions:

- All weddings are held in the Worship Center unless attendance is 40 people or less. Set-up of additional rooms may require a different fee. Please discuss this at the time of reservation.
- We cannot accommodate receptions (before or after the ceremony) or food served for guests.
- Any variations to the above listed will incur additional charges. Please discuss these with a Wedding Coordinator at the time of reservations.
- Lobby furniture will remain "as is". It cannot be rearranged or removed.
- All stage design must remain unless given permission for changes in advance.
- The chairs in the Worship Center are to stay in their current layout with the exception of a center aisle being created. **The request for the center aisle must be made two weeks prior to the ceremony.**
- **Saturday afternoons at the Bellevue Campus requires a 2:00 pm exit time.**

*The \$150.00 Wedding Ceremony Fee is waived for SLC Church members in good standing; additional hourly rate beyond 5 hours still applies. Additional rooms will incur an additional charge for custodial/rent..

Pastoral Honorarium

\$250.00 (suggested minimum)

Please give this directly to the pastor performing your ceremony.

Wedding Coordinator

\$150.00

(plus \$25.00 each additional hour beyond 5 hours)

- Please provide your wedding coordinator a draft of your program at your final meeting, **two weeks prior** to the wedding.

Audio Technician

\$80.00

(plus \$25.00 each additional hour beyond 3 hours)

Custodian **\$100.00**

Special Instructions:

- Should any damage be done to the building and/or its contents, the cost of repair or replacement will also be incurred by the bride and groom.

Video Technician **\$50.00** (if requested)
(plus \$25.00 each additional hour beyond 2 hours)

Additional Rooms **\$15.00 each***
(plus \$10.00 each additional hour beyond 5 hours)

Special Instructions:

- All rooms desired for use, such as changing rooms for the wedding party, must be reserved in advance, including kitchens. Any room reserved must be returned to its original state.
- Use of any room not reserved for your event is prohibited, including, but not limited to kitchens, stairwells, and halls outside classrooms. Please remain in your reserved area with use of the nearest restroom facilities. You are responsible for your guests.

*The \$15.00 Additional Room Fee is waived for SLC Church members in good standing; additional hourly rate beyond 5 hours still applies.

The \$100 deposit must be paid and is required to hold your wedding date. The remaining balance must be paid one month prior to the date of the wedding. Checks should be made payable to Spring Lake Church, with **wedding fee** noted in the memo section of the check. If for some reason the wedding is cancelled or cannot be scheduled, the deposit will be returned minus any coordinator fees for time spent.

Note: **Members** in good standing are those who have taken the required membership classes to become Members of SLC. **Regular Attenders** are individuals or families that have been consistently attending SLC (twice a month or more) for at least the past 6 consecutive months.

Wedding & Facility Expectations

1. Personal effects for the wedding cannot be stored at church prior to the ceremony.
2. Behavior appropriate within a place of worship will be expected of all participants.
3. Candles are only permitted if they have a glass enclosure (a unity candle is the exception).
4. Food is not permitted in the worship center.
5. Nothing may be attached to church walls with adhesive, staples, tacks, or nails.
6. Animals indoors are strictly prohibited.
7. The use of alcohol on the church property is strictly prohibited. Smoking within the building is not permitted.
8. Nothing may be thrown in or outside the building. No rice, birdseed, confetti, etc.

Policies are subject to change without notice.