

A CHRISTIAN MARRIAGE IS A TOTAL COMMITMENT OF
ONE MAN AND ONE WOMAN TO GOD AND TO ONE ANOTHER.



Weddings

*So they are no longer two, but one flesh.
What therefore God has joined together, let no man separate.*

MATTHEW 19:6

FOR MORE INFORMATION, CONTACT
Weddings@NewLifeChurch.org

PHONE - 719.265.3148
FAX - 719.548.9000

CONGRATUALTIONS ON YOUR UPCOMING WEDDING AND THANK YOU
FOR CONSIDERING NEW LIFE CHURCH AS PART OF YOUR SPECIAL DAY.
AS A CHURCH, WE ARE COMMITTED TO ASSISTING YOU, AND
PREPARING YOU FOR YOUR MARRIAGE.

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PREMARITAL COUNSELING

AT NEW LIFE CHURCH: If you are interested in being married by a Pastor at New Life Church, you must first complete the premarital program. New Life Church asks that the couple satisfactorily completes their premarital counseling sessions and homework. Upon completion, the couple and counseling pastor will sign a Certificate of Premarital Counseling Completion, which is to be given to the officiating pastor. Please call **719.594.6602** to schedule an initial appointment with the officiating pastor.

OFF SITE: Counseling must be scripture based and a "Verification of Completion" letter, including the subjects that were covered and the time spent, must be submitted to the wedding facilitator a minimum of 30 days before the Wedding for approval.

As you consider the sacred covenant of marriage, we want to make the preparation experience a positive and rewarding one for you. We believe God has a wonderful plan for your life! One of the greatest ways to prepare is to participate in an in-depth premarital program. In order to assure that you make the necessary preparations for your marriage, the following steps are required:

1. If you are considering marriage, contact New Life Church at **719.594.6602** six to eight months prior to your tentative wedding date to schedule an initial orientation session with the pastor of your choice. This orientation session will require approximately one hour.
2. At the conclusion of the premarital orientation session, you will complete the PREPARE Inventory questionnaire online to form the basis for the four feedback sessions that follow. You'll be given a packet with additional materials used during the premarital counseling process and a copy of the Building a Strong Marriage Workbook.
3. Once the results of the PREPARE Inventory are received, you will meet with a pastor; or a mature, trained married couple for four to five subsequent feedback sessions. These appointments can be scheduled at the conclusion of the orientation session. We strongly urge you to complete the scheduled feedback sessions and homework assignments before establishing your firm wedding date. After you go through the feedback sessions, you should meet with the officiating pastor to plan your wedding.

MARRIAGE QUALIFICATIONS

Couples desiring to be married by a New Life Church pastor must meet the following conditions:

1. The couple should have the approval and blessing of parents or guardians.
2. Each person must be a believer in the Lord Jesus Christ, and that belief must be reflected in his and her lifestyle.
3. The couple should have known each other for at least one year.
4. New Life Church encourages and promotes a biblical and sexually pure lifestyle until after the couple's wedding ceremony.
5. If either party has been married before, the previous marriage should have been terminated for one of the following reasons:
 - A. *Adultery on the part of the former spouse (Matthew 5:32).*
 - B. *An unbelieving partner left, allowing the believing partner to remarry (I Corinthians 7:15).*
 - C. *The previous marriage and divorce occurred before either party came to know Christ (II Corinthians 5:17).*
 - D. *The death of a spouse.*

PRICING & DIAGRAMS

A non refundable deposit of \$150 and your completed request form is required to secure your ceremony and/or reception date (which will be applied to your total balance). The remaining balance is due 30 days prior to the wedding date along with the \$200 refundable security/damage deposit.

Effective September 1, 2009, wedding receptions are no longer allowed inside the World Prayer Center Prayer Room.

PACKAGES

A	CEREMONY : PRAYER ROOM RECEPTION : COURTYARD	\$900 MEMBER plus \$200 refundable security/damage deposit
B	CEREMONY : PRAYER ROOM RECEPTION : TENT	\$1,000 MEMBER plus \$200 refundable security/damage deposit
C	CEREMONY : PRAYER ROOM RECEPTION : STUDENT CHAPEL/ROOM 107	\$800 MEMBER plus \$200 refundable security/damage deposit

**The bride OR groom must be a member of New Life Church to receive member pricing. Members of New Life Church are identified as those who have professed faith in Christ as their personal Lord and Savior, committed to the vision of the church through regular attendance of weekend services and small groups, supporting the church through regular financial giving, and praying for and supporting the leadership of the church.*

****For staff/elder pricing, contact Weddings@NewLifeChurch.org or 719.265.3148**

ALL OF THE ABOVE OPTIONS INCLUDE:

- Ceremony in The Prayer Room, Reception following in the Courtyard
- Small kitchen which includes 2 stoves, 2 ovens, 2 microwaves, 2 sinks, and an ice machine. Refrigerator space is not guaranteed
- Courtyard Reception must be held during the same allotted time frame of The Prayer Room

ADDITIONAL INFORMATION:

- No dancing allowed (except traditional dances-1st Dance, Mother/Son, Father/Daughter) Courtyard Reception ONLY
- Hanging decorations from the ceiling is not permitted

CEREMONY ONLY OPTION

THE PRAYER ROOM

LOCATED IN THE WORLD PRAYER CENTER

\$600 MEMBER

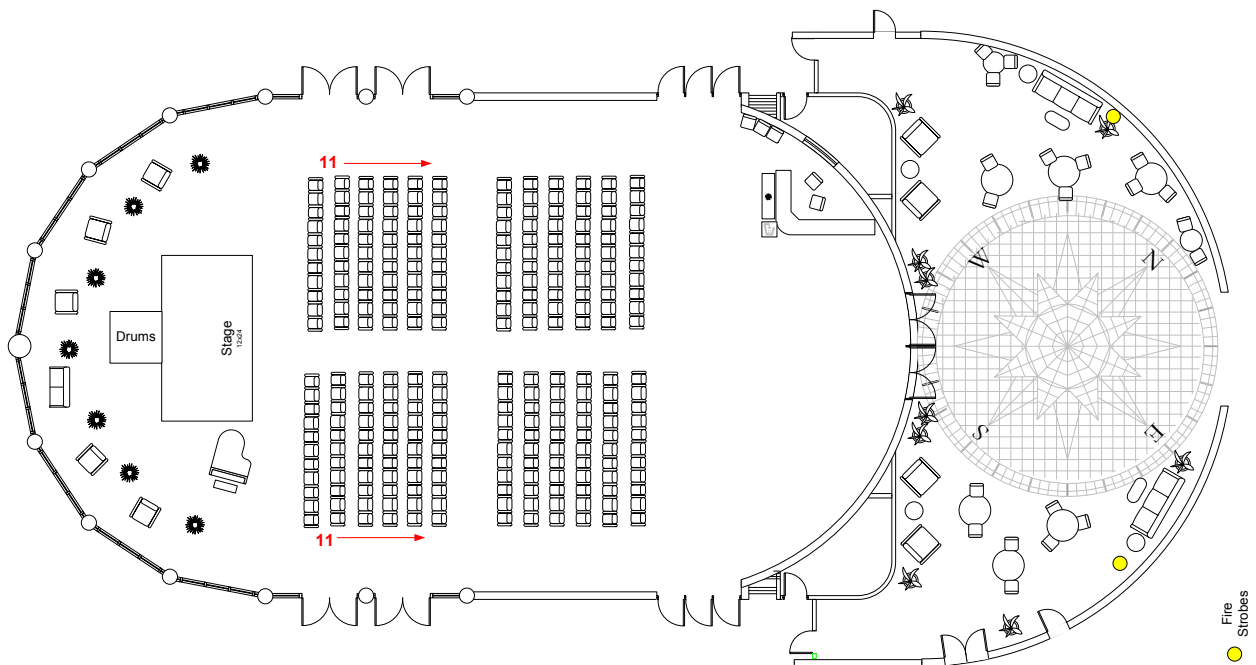
plus \$200 refundable security/damage deposit

INCLUDES:

- Seating for 250 (All chairs remain in The Prayer Room regardless of how many are used, we can add more than 250 though if needed We can setup those chairs in the arrangement you prefer, whether it be straight rows, curved rows, 2 different sections, etc.)
- 7 hours for the entire rehearsal/wedding event to include 1 hour for the rehearsal and 6 hours the wedding day for decorating the ceremony, photos, and clean up
- You may choose a 6 hour time slot (anytime between 9am-9pm), based up availability, for your wedding(Saturdays only)
- Rehearsals will be scheduled as available the evening before the ceremony. (Rehearsal is a 1 hour time slot only)
- Bride and Groom Dressing Rooms
- One A/V Technician will be available for 4 hours total including the wedding rehearsal

ADDITIONAL INFORMATION:

- Aisle length is 90 ft from stage to back doors
- Hanging decorations from the ceiling is not permitted in The Prayer Room
- Address to use on invitations: World Prayer Center, 11005 Voyager Parkway, Colorado Springs, CO 80921



RECEPTION ONLY OPTIONS

A

THE TENT

LOCATED ON THE NORTH SIDE OF CAMPUS

\$500 MEMBER

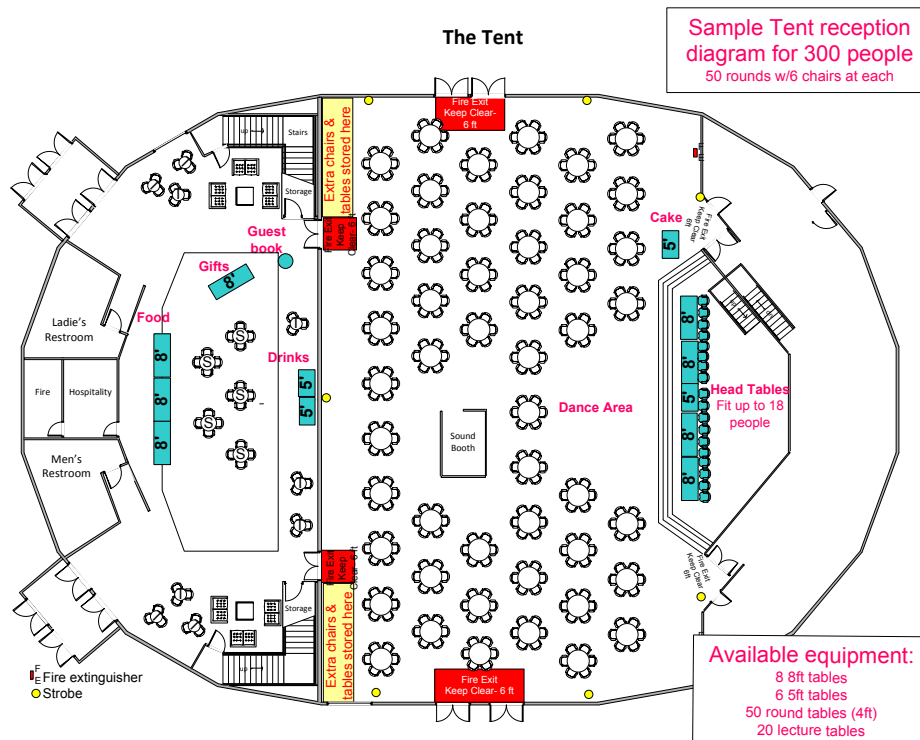
plus \$200 refundable security/damage deposit

INCLUDES:

- Maximum seating for 300 people at round tables (177 armless chairs)
- Use of up to 8- 8ft (96"x30") rectangle tables, 6-5ft (60"x30") rectangle tables, 20 (6ft x 18") lecture tables and 50-48" round tables
- Warming kitchen includes: 1 stove, 1 oven, 1 microwave, 1 dishwasher. It is located in the 4th hallway of the main church building
Refrigerator space is not guaranteed
- Use of the Tent between 8am and 10pm for decorating, reception, and clean up (Saturday only). Additional decorating time may be available on Friday upon request

ADDITIONAL INFORMATION:

- Audio Visual Support is *not included*, but can be hired for \$50.00 per hour. This is required for the Tent unless you bring in a self sufficient DJ or your own sound system
- We do not have any extra storage space at the Tent, so there will be some extra chairs stacked against the back wall of the Tent auditorium. You are welcome to rent pipe and drape to cover the chairs
- Hanging decorations from the ceiling is not permitted in the Tent Auditorium or Lobby
- Address to use on invitations: Tent (at New Life Church), 11035 Voyager Parkway, Colorado Springs, CO 80921



B

STUDENT CHAPEL OR ROOM 107
OUR SMALLEST VENUE ROOMS

\$250 MEMBER*plus \$200 refundable security/damage deposit***INCLUDES:**

- Maximum seating for 100 people at round tables
- Use of up to 6- 8ft (96"x30") rectangle tables, 2-5ft (60"x30") rectangle tables, 17-48" round tables
- Use of the room between 8am and 10pm for decorating, reception, and clean up (Saturdays only). Additional decorating time may be available on Friday upon request
- Sound system, projector, and screens are available in both rooms. You can hire a New Life AV Tech at \$50 to support your event, or schedule a training session through the AV department to have someone you know run it at no cost

C

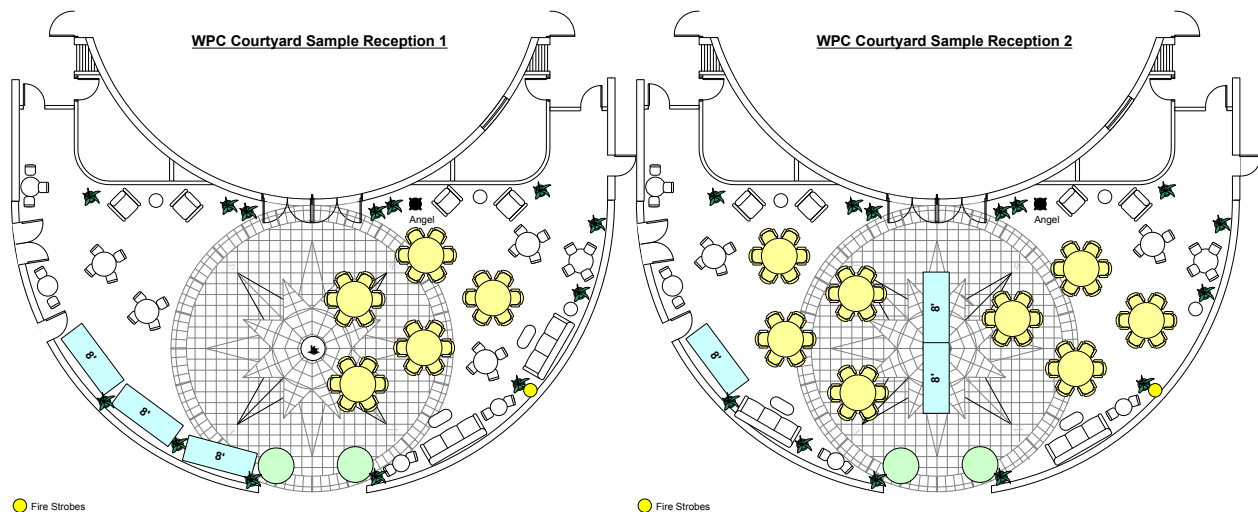
COURTYARD
LOCATED IN THE WORLD PRAYER CENTER

ONLY AVAILABLE WITH PACKAGE A*INCLUDES:**

- Ceremony in The Prayer Room, Reception following in the Courtyard
- Small kitchen which includes 2 stoves, 2 ovens, 2 microwaves, 2 sinks, and an ice machine. Refrigerator space is not guaranteed
- Courtyard Reception must be held during the same allotted time frame of The Prayer Room

ADDITIONAL INFORMATION:

- No dancing allowed (except traditional dances-1st Dance, Mother/Son, Father/Daughter) Courtyard Reception ONLY
- Hanging decorations from the ceiling is not permitted



SERVICES PROVIDED

AUDIO VISUAL TECHNICIAN (A/V TECH)

1. An A/V Technician will be assigned to your event and will be available during your wedding rehearsal and wedding ceremony
2. An AV Technician can be hired to support you reception at \$50/hour. This is required for receptions in the Tent, unless you bring in a DJ.
It is not required for receptions in Student Chapel or Room 107
 - Our A/V Technicians will not act as a DJ or a MC for your reception
 - Computer access in any room requires a technician. If you bring your own computer you can plug into the VGA cable provided as no technician is needed.
3. You are required to provide any video elements (sideshow, video, PowerPoint, etc.) on DVD at least one week prior to the wedding date
4. You are required to provide your own music, on Ipad or CD. It is your responsibility to make sure the CD works in a standard CD player
5. You are responsible for arranging your own musicians
6. If lighting needs to go above and beyond what is already in the room, you may call Mountain Lighting (303.572.9700) or Colorado Event Lighting (303.800.1357)
7. Depending on your needs, additional A/V Tech fees may apply
8. Moving the drums in the Tent, Prayer Room, or Student Chapel is not permitted and will result in the forfeit of your security deposit
 - A/V Tech will not move the drums in the Tent, Prayer Room, or Student Chapel

HOSPITALITY

1. Hospitality will setup and tear down tables and chairs, maintain the facility during your event, and take care of trash removal, floors, and vacuuming. They will not be available for setup or tear down of personal belongings, food and dishes, rental items, pipe and drape, linens, or any decorations.
 - If you rented the linens through New Life Church, they will need to be gathered together and put in a pile somewhere in the room.
2. Please turn in a diagram and setup count to the Reservations Coordinator 1 week prior to your wedding.

CATERING

1. Outside catering is permitted.
2. You are welcome to bring in your own food.
 - If you do, you are responsible for providing your own serving platters, utensils, dishes, coffee makers, punch bowls, etc.
3. Alcohol is not permitted.
4. Red punch is not permitted.

CAMPUS POLICIES

NEW LIFE CHURCH IS OPEN FROM 6:00AM TO 5:00PM ON SATURDAYS. WEDDING HOURS ARE AVAILABLE FROM 8:00AM TO 3:00PM. Our hospitality staff will need a 2 hour time frame to tear down and reset the room for a Sunday morning after a wedding. Our team will come in at 3:00pm and begin tearing down and resetting the room. Members of the wedding may stay to clean up but must be completely out of the building by 5:00pm.

- Contact New Life Church Reservations at **719.265.3148** to complete and submit the facilities request or send an email to **Weddings@NewLifeChurch.org**

- Please wait to order wedding invitations, reserve your reception site, caterer, florist, or DJ until bride and groom have signed the building use agreement.

- New Life Church does not hold weddings on the following weekends: Easter, Memorial Day, Independence Day, Labor Day, Thanksgiving, Christmas, or New Years.

- Weddings are scheduled on Saturdays only.

- In order to prepare for Sunday mornings, wedding and reception reserve times cannot go past 10:00 P.M.

- Christian Guest ministers may perform weddings at New Life Church with prior approval. Ministerial credential must be submitted to the wedding facilitator no later than 30 days before the wedding.

- Certificate of completion of premarital counseling is required no later than 30 days prior to the wedding.

- See premarital counseling section for requirements and details

- Keeping to New Life Church values and beliefs, we do not allow any alcoholic beverages on the premises or smoking inside the buildings.

*Extended hours may be requested but are subject to additional fees. Requests are limited to availability and subject to approval.

- Dancing is allowed, except in The Prayer Room and Courtyard. Keeping to New Life Church values, all music must be appropriate and free of profanity and inappropriate themes.

- All decorations must be approved through your wedding facilitator. All candles must be enclosed in glass with the exception of the unity candles and candelabras. For floating candles, please leave water at least one inch from the top of the glass. In most rooms, nothing can be hung from the ceiling, and anything hung from the wall can ONLY be attached using painters tape.

- It is the responsibility of the bride and groom to ensure that someone is assigned to setup and remove all decorations and personal belongings within the allotted time slot for all rooms reserved.

- All outside rentals and decorations must be delivered and removed on the day of your wedding or reception. We do not have any storage space available.

- New Life Church will not provide any of the following: tools, tape, pipe and drape, dishes & serving equipment, utensils, water coolers, pitchers, paper products, decorations, dance floor, chair covers, etc.

- You are responsible for any damaged or broken items used during the event beyond normal wear and tear, and will be charged accordingly.

- All children that are on the premises must be under adult supervision at all times. Groups are not permitted to provide their own childcare on the premises.

- New Life Church is not held responsible for any injuries caused to anyone (outside of New Life Church staff) while on the property.

- New Life Church is not held responsible for any lost, stolen, or damaged property not provided by New Life Church.

- Sparklers are allowed outside the buildings only. You must have a water bucket nearby to place used sparklers.

- The following are not permitted on the premises:

- Rice and bird seed

- Live flower petals in the processional (Silk petals are available at craft stores)

- Red punch

— ADDITIONAL INFORMATION —

- \$50 per hour per A/V Technician in excess of 4 hours for ceremony/rehearsals.
- \$100 for each half hour that you occupy the facility beyond allotted time.
- Honorarium fees for soloists and instrumentalists are not included in the price.
- It is customary to give the officiating pastor a financial gift. (The amount is left up to the discretion of the couple.)

IF YOU NEED...

Tablecloths, candelabras, kneelers, runners or flower holders, we recommend that you contact a rental company such as Central Linen Supply, Brady's Rent All, Bruno's Party Time, Hobby Lobby, or Aaa Rental. You may also utilize the linen rental company that New Life Church rents through by contacting the Reservations Department. Sizing and prices are listed below for those linens are listed below. Chair covers and table skirting are not available through that company though.

LINEN INFORMATION	
NAPKINS	\$.15/each
54X54	\$.50/each
62X62*	\$.60/each
72X72	\$1.00/each
52X69	\$1.50/each
90X90	\$2.60/each
54X96	\$2.60/each
54X120*	\$2.60/each
ENVIRONMENTAL FEE	\$4.00
SERVICE CHARGE	\$3.50

**Most people use the 62 x 62 for our 4 ft round tables and the 54 x 120 for our 8ft by 2.5ft rectangular tables.*

REQUEST FORM

Please Print Legibly

BRIDE'S CONTACT INFORMATION

ARE YOU A NEW LIFE CHURCH MEMBER? **YES** or **NO**

BRIDE'S FULL NAME _____

FULL ADDRESS _____

HOME PHONE # _____ CELL PHONE # _____

EMAIL _____

GROOM'S CONTACT INFORMATION

ARE YOU A NEW LIFE CHURCH MEMBER? **YES** or **NO**

GROOM'S FULL NAME _____

FULL ADDRESS _____

HOME PHONE # _____ CELL PHONE # _____

EMAIL _____

CEREMONY INFORMATION

WE WILL NOT BE HAVING OUR CEREMONY AT NEW LIFE CHURCH

OFFICIATING PASTOR _____

1ST CHOICE DAY & DATE _____ 2ND CHOICE DAY & DATE _____

1ST ROOM CHOICE _____ 2ND ROOM CHOICE _____

WHICH 6 HOUR TIME SLOT WOULD YOU LIKE? (9am-9pm) _____

TIME OF WEDDING CEREMONY? _____ ESTIMATED ATTENDANCE? _____

DATE OF REHEARSAL? _____ TIME OF REHEARSAL? (1 hour only) _____

RECEPTION INFORMATION

WE WILL NOT BE HAVING OUR RECEPTION AT NEW LIFE CHURCH

1ST CHOICE DAY & DATE _____ 2ND CHOICE DAY & DATE _____

1ST ROOM CHOICE _____ 2ND ROOM CHOICE _____

TIME OF WEDDING RECEPTION? _____

START & END TIME? (8am-10pm) _____ ESTIMATED ATTENDANCE? _____

WOULD YOU LIKE AV/TECH SUPPORT? (\$50/hour) **YES** or **NO**

**For most rooms this is required if you would like to use the sound system, projector, screens, play video, music, etc.*

ADDITIONAL INFORMATION/COMMENTS

*This form must be filled out completely before Reservations will process your request. If you don't know all the specifics, answer each question to the best of your knowledge. A **\$150 non-refundable** deposit is required in order to secure your date, and must be submitted along with this form to the New Life Church Reservations department.*