



# *Wedding Guidelines*



# *Congratulations on your upcoming wedding!*

Thank you for considering East Coast Believers Church as part of your special day. We are committed to helping you prepare for your upcoming marriage. Inside this packet you will find the answers to your questions about hosting a wedding at East Coast Believers Church. These are policies that, when adhered to, will allow us to best serve you.



EAST COAST  
BELIEVERS CHURCH

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*Please contact our  
Wedding Coordinator  
if you have any questions:*

**LAURA OTIS**

laurap93.lp@gmail.com

321 945 8896

We look forward to sharing  
this exciting time with you!

East Coast Believers Church

Office: 407 774 3222

## PRICING

### **WEDDING FEE \$600**

Includes the following:

- Wedding Coordinator Services
- Audio Engineer Services
- Lighting Engineer Services
- Facility Manager Services
- Security
- Use of wedding arch if requested
- Use of communion set up if requested
- Use of a table for communion set up
- Use of Bridal Room
- Use of Grooms Room
- Up to a 1-hour rehearsal
- Four hours the day of the wedding (including ceremony, set-up & teardown)

### **DEPOSITS**

To hold the wedding date a **\$100 cash deposit is required**. This will be applied towards the Wedding Fee if you choose to keep your date. Otherwise, it will be forfeited.

The balance of **\$500 cash is due 30 days prior** to your wedding date.

### **EXTRAS**

- A \$100 fee charge for each additional hour.
- A \$100 fee charge for the use of in-house cameras.

## WEDDING POLICIES

To be married at East Coast Believers Church, either the bride, the groom, or his or her parents must be active members at East Coast Believers Church.

East Coast Believers Church does not host wedding ceremonies on the following weekends: Easter, Thanksgiving, Christmas, New Year's Eve or New Year's Day. East Coast Believers reserves the right to block out other dates as necessary when church events are added on the calendar.

As stated in the Bible and in accordance with East Coast Believers Church beliefs, weddings will take place between one man, born a man, and one woman, born a woman. For more information, please see the East Coast Believers Church bylaws.

NO DATE IS RESERVED UNTIL THE DEPOSIT AND ALL WEDDING REQUEST FORMS HAVE BEEN RECEIVED AND APPROVED BY THE EAST COAST BELIEVERS WEDDING COORDINATOR. Upon approval, all questions and communications regarding the wedding will be directed to your Wedding Coordinator. The Wedding Coordinator will communicate with staff on your behalf.

You may email required forms to [laurap93.lp@gmail.com](mailto:laurap93.lp@gmail.com). You may also personally deliver these required forms to the church office or mail them to the following address:

**East Coast Believers Church**  
**Attn: ECBC Wedding Coordinator**  
**P.O. Box 621179**  
**Oviedo, FL 32762**

## WEDDING POLICIES

DISREGARDING ANY OF THE FOLLOWING POLICIES WILL RESULT IN THE LOSS OF YOUR DEPOSIT. Please read carefully and initial on the line provided to show your agreement with all wedding policies:

- \_\_\_\_\_ East Coast Believers Church reserves the right to cancel or terminate any wedding ceremony before or during the event if the event is not conducted in accordance with ECBC wedding policies.
- \_\_\_\_\_ Completion of premarital counseling is required. See the premarital counseling section for requirements and details.
- \_\_\_\_\_ A 4-hour window will be secured upon date approval which includes set-up, ceremony and teardown. For any additional time, there will be a fee of \$100/hour.
- \_\_\_\_\_ One hour will be permitted for the wedding rehearsal the day prior to the wedding. The time for the rehearsal needs to be approved by the Wedding Coordinator.
- \_\_\_\_\_ Alcoholic beverages and smoking are not permitted on the premises. East Coast Believers Church reserves the right to check bags, boxes or coolers that may contain such items.
- \_\_\_\_\_ The specific media items and formats (includes music, photos and video plans) must be submitted for approval 30 days prior to the wedding.
- \_\_\_\_\_ East Coast Believers Church will not provide any of the following: tools, ladders, tape, pipe and drape, linens or table skirting, etc.
- \_\_\_\_\_ The repair or replacement cost for any items missing or damaged beyond normal use will be the responsibility of the bride and groom.
- \_\_\_\_\_ East Coast Believers Church is not responsible for any injuries caused to anyone while on the property.
- \_\_\_\_\_ East Coast Believers Church is not responsible for any lost, stolen or damaged belongings.

- \_\_\_\_\_ No one will be permitted to alter or move any of the existing items on the stage without prior written approval from the ECBC Wedding Coordinator and administered only by the East Coast Believers Church Production Team.
- \_\_\_\_\_ Decorations must be approved by the ECBC Wedding Coordinator 60 days prior to the wedding. All candles must be dripleless and enclosed in glass. If you have floating candles, water must be at or below one (1) inch from the top of the glass.
- \_\_\_\_\_ Sparklers and bubbles are allowed outside the building only. A waste receptacle must be provided for used sparklers. Items used for tossing such as rice, confetti, or like materials are not allowed on the premises.
- \_\_\_\_\_ All decorations and personal belongings must be set up and removed within the allotted time. East Coast Believers Church reserves the right to dispose of any item left past the allotted time for any reason.
- \_\_\_\_\_ All outside rentals and decorations must be delivered and removed on the day of the wedding within the allotted time. All rented items must be set up and taken down by you or your vendors.
- \_\_\_\_\_ ECBC may not be used to store any belongings or stage decorations prior to the wedding ceremony date.
- \_\_\_\_\_ The facility will be available to you on \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_ and on \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_.  
(To be completed with our ECBC Wedding Coordinator)

Print Names: \_\_\_\_\_ & \_\_\_\_\_

Signatures: \_\_\_\_\_ & \_\_\_\_\_

Date: \_\_\_\_\_

## *Additional Information*



## ADDITIONAL INFORMATION

### **PREMARITAL COUNSELING**

We believe God has a wonderful plan for your life and for your marriage! As you consider the sacred covenant of marriage, we want to make the preparation experience a positive and rewarding one for you. One of the greatest ways to prepare is to participate in an in-depth premarital counseling program. If you are interested in being married by a pastor from East Coast Believers Church, you must complete the premarital program. If you are interested in the premarital process, join the Pre Marriage Small Group scheduled during our Fall and Winter Small Group Sessions. Or, call (407) 774-3222 or email [info@eastcoastbelievers.org](mailto:info@eastcoastbelievers.org) to schedule an initial appointment with the officiating pastor.

### **HONORARIUMS**

We recommend honorariums (compensation) for the pastor, which should be given on the day of the wedding.

### **WEDDING COORDINATOR**

An East Coast Believers Church Wedding Coordinator will be provided for you. The ECBC Wedding Coordinator will direct the wedding rehearsal and wedding ceremony on behalf of East Coast Believers Church as well as ensure the policies and standards of East Coast Believers Church are met and carried out throughout your entire event. The Wedding Coordinator will be the point of contact for any out source vendors, can assist with any small personal items set up and tear down. All outsource rentals will need to be set up and taken down by vendors or yourself. You may provide your own Wedding Planner if desired; however, the ECBC Wedding Coordinator will be present and direct the proceedings in accordance with East Coast Believers Church wedding policies.

**AUDIO ENGINEER**

An Audio Engineer is required to support your wedding ceremony and will be provided by East Coast Believers Church. This fee is covered in the Wedding Fee. The church sound system will not be available to any outside company.

**LIGHTING ENGINEER**

A Lighting Engineer is required to support your wedding ceremony and will be provided by East Coast Believers Church. This fee is covered in the Wedding Fee. The church lighting system will not be available to any outside company.

**PROPRESENTER/VIDEO ENGINEER**

A ProPresenter engineer is required to support your wedding ceremony for any pictures, slides or videos to want to be shown on the screen. This fee is covered in the wedding fee. The screens and computer system will not be available to any outside company.

If you want to use any cameras on church monitors, a Video Engineer is required to support your wedding ceremony and will be provided by East Coast Believers Church. A \$100.00 fee will be added to the Wedding Fee for this service. The church video presentation system will not be available to any outside company.

**FACILITY MANAGER**

A Facility Manager is required to support your wedding ceremony and rehearsal. This fee is covered in the Wedding Fee. The Facility Manager will setup and takedown only church owned materials, and maintains the facility during your event. They will not be available for setup or takedown of personal belongings, food and dishes, rental items, or any decorations.

# *Request Forms*

## WEDDING REQUEST FORM

**Bride** \_\_\_\_\_ Age \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Phone \_\_\_\_\_

Email \_\_\_\_\_

Are you a member of East Coast Believers Church? ☐ Yes ☐ No

Do you agree with ecbc statement of faith? ☐ Yes ☐ No

Do you serve on the go team? ☐ Yes ☐ No

**Groom** \_\_\_\_\_ Age \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Phone \_\_\_\_\_

Email \_\_\_\_\_

Are you a member of East Coast Believers Church? ☐ Yes ☐ No

Do you agree with ECBC statement of faith? ☐ Yes ☐ No

Do you serve on the Go Team? ☐ Yes ☐ No

Wedding Date \_\_\_\_\_ Wedding Start Time \_\_\_\_\_

Ceremony location: ☐ Sanctuary ☐ Meeting Room ☐ Youth Auditorium

We will be using the wedding arch ☐ Yes ☐ No

We will be using communion supplies ☐ Yes ☐ No

Officiating Pastor \_\_\_\_\_ Number of Guests \_\_\_\_\_

Have you reviewed the wedding policies and do you agree to follow them? ☐ Yes ☐ No

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

PERMANENT ADDRESS FOLLOWING THE WEDDING:

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

### FOR OFFICE USE

This form must be filled out and returned to your ecbc wedding host with a \$250.00 Non-refundable deposit before we can reserve your date.

Date Received \_\_\_\_\_ Check# \_\_\_\_\_

Date Available Confirmed By \_\_\_\_\_ on \_\_\_\_\_

Pastor Available Confirmed By \_\_\_\_\_ on \_\_\_\_\_

## OFF-SITE WEDDING REQUEST FOR OFFICIANT

If you are having your wedding at a venue other than East Coast Believers Church and would like one of our pastors to officiate the ceremony, the following applies:

- If you are interested in being married by a pastor from East Coast Believers Church, you must complete the premarital program.
- You can either approach a specific pastor to perform the ceremony, or the ECBC Wedding Coordinator can check on staff pastors' availability.
- We recommend honorariums (compensation) for the pastor, which should be given on the day of the wedding. If it requires travel to a different city, please keep the additional expense in mind when determining your gift.

**Bride** \_\_\_\_\_ Age \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Phone \_\_\_\_\_

Email \_\_\_\_\_

Are you a member of East Coast Believers Church? ☐ Yes ☐ No

Do you agree with ECBC statement of faith? ☐ Yes ☐ No

Do you serve on the Go Team? ☐ Yes ☐ No

**Groom** \_\_\_\_\_ Age \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Phone \_\_\_\_\_

Email \_\_\_\_\_

Are you a member of East Coast Believers Church? ☐ Yes ☐ No

Do you agree with ECBC statement of faith? ☐ Yes ☐ No

Do you serve on the Go Team? ☐ Yes ☐ No

Wedding Date \_\_\_\_\_ Wedding Start Time \_\_\_\_\_

CEREMONY: Name Of Venue & Location: \_\_\_\_\_

Officiating Pastor \_\_\_\_\_ Number of Guests \_\_\_\_\_

Wedding Rehearsal Date: \_\_\_\_\_ Wedding Rehearsal Start Time \_\_\_\_\_

WEDDING REHERSAL: Name Of Venue & Location: \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

PERMANENT ADDRESS FOLLOWING THE WEDDING:

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

### FOR OFFICE USE

This form must be filled out and returned to your ECBC Wedding Host. Date Received \_\_\_\_\_

Pastor Available Confirmed By \_\_\_\_\_ on \_\_\_\_\_

## WEDDING MEDIA REQUEST

Bride: \_\_\_\_\_ Groom: \_\_\_\_\_

Wedding Date: \_\_\_\_\_ Wedding Time: \_\_\_\_\_

PLEASE INITIAL ANY MEDIA SUPPORT YOU WILL NEED:

\_\_\_\_\_ We want to use specific music during our ceremony and understand that the Music playlist must be submitted in the specific format stated here with songs in order 30 days prior to wedding date.

☐ ITUNES PLAYLIST  
☐ SPOTIFY PLAYLIST

☐ LIST OF SONGS FOR MEDIA TEAM  
TO DOWNLOAD

\_\_\_\_\_ We want to use ☐ still photos, ☐ picture slide, ☐ video to be displayed on screens

☐ before ☐ during, or ☐ after ceremony and we understand that they must be submitted in the specific format stated here with pictures in order 30 days prior to wedding date.

(JPEG OR PNG format required)

☐ DOWNLOAD LINK  
☐ THUMB DRIVE (new)  
☐ EMAIL

☐ MPEG4  
☐ .MOV

\_\_\_\_\_ We want to use a video camera to run ☐ before, ☐ during, or ☐ after the ceremony and we understand that it must be submitted in the specific format stated here 30 days prior to wedding dates.

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

### FOR OFFICE USE

Production Team notified by \_\_\_\_\_ on \_\_\_\_\_.

Production Team member responsible for:

Music \_\_\_\_\_ Contact # \_\_\_\_\_

Photos \_\_\_\_\_ Contact # \_\_\_\_\_

Videos \_\_\_\_\_ Contact # \_\_\_\_\_

## PAYMENT SCHEDULE

Initial Meeting with ECBC Wedding Host: \_\_\_\_\_

\$100.00 Deposit with All Wedding Registration Forms received on \_\_\_\_\_

\$500.00 Balance due (30 days before wedding day): \_\_\_\_\_

### PAYMENTS

DATE	AMOUNT	METHOD	BALANCE DUE

- Place all CASH payments in a clearly marked envelope with your name and wedding date.
- All checks or Money Orders payable to East Coast Believers Church and clearly specify name and wedding date on note line.

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE