

Wedding Policies at New Hope Assembly of God

To the Bride and Groom

We are glad you have selected New Hope Assembly as the place of your marriage celebration. In order that your marriage preparations go smoothly and this blessed event is both beautiful and meaningful, we ask that read the guidelines below and ask any questions you might have prior to you signing the contract.

A Word about Marriage

In Christian marriage two people "by their promises before God and in the presence of the congregation, bind themselves to one another as husband and wife". It is not the pastor who "declares" they are husband and wife, but the man and woman's promise of faithfulness to one another for life, which makes the marriage. This promise is made publicly before God, family, friends and congregation as witnesses. The pastor is the primary witness, and so also fulfills a role for the state. Christian marriage in the context of the church is a worship service, and not merely a civil ceremony. The invited guests are not mere spectators, but participants in the service. At New Hope Assembly we believe that God should be at the center of a marriage. The marriage service is a celebration of God's love, reflected in your love for each other.

Reserving the Date and Time

To reserve your wedding at New Hope Assembly you must complete the following steps:

1. Read this policy in its entirety. Once you have done so and agree to the contents please fill out the "Wedding Reservation Request Form" available online and submit to the church office.
2. The New Hope Pastor you have requested in your form will contact you to discuss their availability & the availability of the facility. If the pastor you would like to perform your ceremony has not contacted you within two weeks of the form submission, you may contact them through the church office.
3. A wedding coordinator will contact you following your meeting with the officiating pastor. Please make an appointment with the coordinator to discuss the details of your day and tour the facility.
4. Provide a signed contract and all wedding fees to the wedding coordinator (rental fees are listed on page 5).

Please Note: Your chosen wedding date is not reserved until the above steps are completed.

Wedding Coordinator

New Hope will provide a wedding coordinator to represent the church and to help your special day go smoothly and according to the church guidelines. Please feel free to contact the wedding coordinator if questions arise at any point during the planning process. Below is an outline of the items the wedding coordinator will assist you with.

1. Communication between you and the church office
2. Meet to discuss & plan the details of your wedding

3. Prepare the dressing rooms prior to the wedding
4. Assign & confirm a sound and light technician for your rehearsal and ceremony
5. Conduct and guide a wedding rehearsal
6. Unlock the church, turn on lights, and make sure the temperature in the church is comfortable on the day of your ceremony
7. Make sure the cards your guests bring are secure during the ceremony only
8. Keep you and your bridal party on schedule so your ceremony begins on time
9. Guide you and your bridal party through the ceremony and entrance into the sanctuary
10. Assist those you have assigned to help remove decorations and reassemble the church for upcoming services.

Rehearsal

Arrangements for your rehearsal time will be made in coordination with the church calendar and your confirmed wedding date. The rehearsal is usually set for the afternoon or evening prior to the wedding, although exceptions are possible if necessary and based on approval by the officiating pastor.

Marriage License

Weddings are regulated by the state and a marriage license must be secured in Iowa. You may apply for the license at the Clerk of Court in any County Courthouse in Iowa. There is a minimum of three (business) days waiting period in the State of Iowa, and it can be applied for no more than six months in advance. Please see the Polk County website for guidelines in getting the marriage license. New Hope is not responsible for obtaining the marriage license.

Please provide the marriage license to the officiating pastor prior to or at rehearsal. You will need to have two witnesses to sign the marriage license and church certificate. Witnesses must be 18 years or older.

Pre-Marital Classes

Pre-Marital sessions are required for all couples who have chosen New Hope as their wedding site. Please contact your officiate to begin this process.

Your Wedding Day

The time allotted for your wedding, pictures, dismissal and clean-up is six (6) hours. If you are planning to take photographs in the sanctuary after the ceremony you must communicate this to your wedding coordinator.

Dressing Rooms

The church has designated Room #211 as a women's dressing room and Room #217 as a men's dressing room. Please do not use any of the other rooms without permission of the wedding coordinator or officiating pastor. The dressing rooms must be returned to the state they were in prior to your arrival. We recommend that you remove all belongings out of the dressing rooms prior to the ceremony. New Hope is not responsible for lost or stolen items. Please do not enter or use any other classrooms without approval from the coordinator.

Decorations Available

Items provided by the church that are available upon request and listed below. Please let the wedding coordinator know what items you would like to use so they can be reserved and not being used at another wedding or church event on the day of your wedding.

1. A glass table to use for a unity candle/communion table
2. Candelabras (2 gold, 2 silver)
3. Candle Lighting Accolades (2 gold, 2 silver)
4. Unity Candle Holder (1 silver)
5. Small Isle Clips
6. Area for food and beverage prior to the ceremony
7. Guest Book & gift Table (table cloth not provided)
8. Many brides choose to donate their decorations following their wedding. Your wedding coordinator can tell you what is available.

Set-up

You will need to arrange a time to meet with your coordinator to discuss & specifically describe any special needs you may have or any preference you may have as to how the platform will be set-up. You will also need to arrange a time with the officiate to discuss the schedule of your ceremony.

Aisle Runners are not provided but are allowed. The center Aisle is 6.5 feet wide and 57 feet long from the front platform to the back row of pews (67 feet to the doors entering the sanctuary). There are 14 pews on left side of the center sections and 12 pews on the right side.

Gifts and Cards

If gifts are brought to the church, the church assumes no responsibility for them. A table will be provided to put these on if needed. The wedding coordinator will make sure the card box/basket is secure during the ceremony only. Gifts will remain on the table unless otherwise arranged by the bride and groom.

Rice

The throwing of rice or confetti is NOT ALLOWED inside the church building or anywhere on the church grounds. Bubbles may only be blown outside the buildings. Bird seed is allowed outside the building. Please do not hand out these items to your guests until they have exited the building.

Glitter from decorations or clothing presents a difficult cleaning problem for the church staff. Therefore, New Hope asks that you refrain from using body glitter, glitter on your decorations or glitter on the clothing of your wedding party.

Alcohol & Smoking

Consumption of alcohol is NOT PERMITTED at or on the property any of the New Hope Assembly campuses. There is NO SMOKING permitted inside the church, including the restrooms and dressing rooms. Please be respectful of our buildings by smoking away from doorways and properly disposing of cigarettes in trash receptacles.

Food

Any snacks or food should be restricted to the designated area outside of the dressing rooms or in New Hope Java. Please let the wedding coordinator know what you plan on having and the location

you prefer it to be set up. No food or drink other than water may be consumed in the lobby or sanctuary. Please throw all pop cans, candy wrappers or food bags in the proper trash receptacles.

Photography

Please work with the wedding coordinator to discuss the timeline of your wedding photography. FLASH PICTURES are allowed during the marriage service. Please inform the photographer. VIDEO TAPE RECORDINGS are also allowed.

The Sanctuary

Please remember the sanctuary is the place of worship for this congregation. Again, we ask that no food or drink be brought into the church sanctuary. Any moving of the equipment and furniture is prohibited unless approved and supervised by a New Hope staff member. New Hope Assembly reserves the right to ask for removal of any decorations or outside objects that are deemed damaging, inappropriate or unsafe. Please discuss ALL decoration ideas with your coordinator prior to making purchases.

The maximum capacity for the sanctuary is 650.

Rules for use of the sanctuary

- Musical instruments may not be moved (piano, keyboard, drums)
- Choir chairs are a part of our sanctuary seating and should not be moved.
- You must use drip-less candles (not provided).
- You may not use a candle to light other candles, except the unity candle.
- Please do not remove anything from walls, rooms, ceilings, etc.
- Use of Nails and Scotch Tape are not permitted. Please use masking tape or straight pins only. (This applies to pew bows and all decorations).
- Please do not enter the sound booth for any reason or touch the sound system. The sound technician, pastor, or coordinator will be the only people allowed in the sound booth.
- Do not enter the Orchestra Pit or touch any instruments that may be on the platform.

The Facility

The use of the building is strictly limited to the rooms listed in this document. Use of any additional rooms without approval from the coordinator may result in loss of your deposit. By signing this agreement you agree to assume responsibly (financial or otherwise) for any and all damages that may be found while using New Hope facilities and grounds.

The preschool and nursery areas are NOT available or to be used for any portion of your rehearsal or wedding.

To adjust the temperature of the building please contact Steve Wilson (515) 979-4842

Overnight Parking is NOT ALLOWED anywhere on the New Hope campus. Please plan accordingly. Violators will be towed.

Sound Technician/Music & Video

New Hope's sound and lighting equipment is operated by trained volunteers and will be arranged by the wedding coordinator. You will be provided with contact information once the technician is confirmed. You will need to personally discuss your music and/or video needs with the Sound

Technician. We suggest you do this prior to rehearsal to avoid any changes needed due to the capability of the sound system. If you have more than one pre-recorded musical selection we strongly encourage you to make your own CD that contains all of your songs rather than giving your technician several CD's as this may cause delays in your ceremony. If you will have a slideshow during the wedding ceremony, please provide a DVD to the sound technician. Please be sure the DVD can play on a DVD player, not just on a computer. New Hope does not have blue-ray capabilities.

Deposit

A \$100 deposit is required for use of the building. This amount will be refunded if the terms of this agreement are met.

Rental Fees

If you are a Regular Attendee of New Hope Assembly please contact your officiating Pastor for rental rates and fees. All fees should be paid at the time of your contract submission. Payments will be held by New Hope Assembly until 30 days prior to your wedding. Please post date accordingly. Fees may be refunded up to 90 days prior to your wedding date. **Please make separate checks out for each payment.**

North Campus Sanctuary	Fee Amounts:	Make Checks Payable to:
	\$2,000 Rental Includes:	
	\$750 - Building Rental	New Hope Assembly of God
	\$250 - Custodial Fee	Refer to Wedding Coordinator
	\$175 - Sound Technician	Refer to Wedding Coordinator
	\$175 - Coordinator	Your Wedding Coordinator
	\$200 – Pastoral Fee	Officiating Pastor (fee includes mandatory pre-marital classes)

	\$100 – Deposit	New Hope Assembly of God
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