

WEDDING SERVICES

OVERVIEW

- ❖ Wedding services are only available to church members – bride and/or groom must be active members (records show 3 months of giving and/or volunteering) of Element Church. Requests should be submitted to the Care Department for approval process.
- ❖ Wedding date must be at least 90 days from the request/application date, unless prior-approval is given.
- ❖ Only an approved pastor can officiate the ceremony.
- ❖ Packages are pre-determined but requests can be made for variances as needed.
- ❖ Pre-marital counseling is a requirement- if you choose not to use our provided counselors (for the applicable fee) we will require proof of marital counseling from a counselor or minister to be submitted to our Care Department for approval.
- ❖ FOR ONSITE WEDDINGS ONLY:
 - Onsite weddings are only available during the specified times.
 - Maximum ceremony capacity (at all venues) is 275 guests.
 - Maximum reception capacity (at all venues) is 160 guests, 8 seated at 20 round tables, plus the bridal party.
 - All décor, catering and other vendors must be submitted to the Coordinator for approval at least 30 days prior to your event.
 - A list of all music played for ceremony and reception must be submitted to the Coordinator at least 30 days prior to be reviewed and approved for family-friendly and positive message.

- Any photos, images or videos that are to be on display must be submitted to the Coordinator at least 30 days prior to be reviewed and approved for appropriate content.
- Element Church is a “dry” facility. No alcohol may be served or consumed on site during your event.
- Element Church is a non-smoking facility. There are designated smoking areas outdoors. If there is any sign of smoking indoors at either facility, the renter will be responsible for an additional \$300 cleaning fee.
- You will be responsible for any damage to the facility that occurs within the timeline of your event, including the rehearsal, etc. There is a refundable security deposit to cover any applicable damages and will be refunded to you up to 30 days following your event if all is well. Cost of this deposit will be specified within the package you choose.

APPROVAL PROCESS/CRITERIA REVIEW

Element Church reserves the right to deny an application based on any of the internal criteria we have established in the process of officiating or hosting weddings at any of our campuses.

Once you have submitted an application it will be reviewed for approval.

You will be updated on the status of your application within 2 weeks of submission.

If you are approved, someone will contact you to set up a consultation.

OFFSITE VENUE PACKAGES

CEREMONY- OFFICIANT ONLY

\$200.00

- ❖ Consultation w/ Officiant
- ❖ Ceremony (not to exceed 1 hour)
- ❖ Rehearsal (not to exceed 1.5 hours)
- ❖ Travel costs within 30 miles of Wentzville
- ❖ Breakdown of Costs
 - Officiant- \$200
 - Pre-marital Counseling- \$200 (not included)

CEREMONY- OFFICIANT & COORDINATOR

\$350.00

- ❖ 2 Consultations w/ Coordinator and/or Officiant
- ❖ Ceremony (not to exceed 1 hour)
- ❖ Rehearsal (not to exceed 1.5 hours)
- ❖ Travel costs within 30 miles of Wentzville
- ❖ Breakdown of Costs
 - Officiant- \$200
 - Coordinator- \$150
 - Pre-marital Counseling- \$200 (not included)

OPTIONAL SERVICES

- ❖ Production Tech- \$250
- ❖ Travel outside of 30 miles- additional charges apply, determined by officiant and/or coordinator when applicable

ONSITE WEDDING PACKAGES

CEREMONY PACKAGE

\$1,200.00

- ❖ Refundable security deposit of \$500 (additional fee)
- ❖ Consultation - 1 hour
- ❖ Rehearsal - 1.5 hours
- ❖ Ceremony - 2 hours prior to get ready, ceremony up to 1 hour
- ❖ Tech support includes
 - Striking instruments from platform- except the drums
 - Playing your provided music pre-ceremony, during ceremony, post-ceremony
 - Static image of your choice on screens
 - Basic lighting scene
- ❖ Breakdown of Costs
 - Facility rental- \$500
 - Officiant- \$200
 - Coordinator- \$200
 - Production Tech- \$250
 - Facility services- \$50

OPTIONAL SERVICES

- ❖ Pre-marital counseling services - \$200.00
- ❖ Strike drums from the platform - \$250.00
- ❖ Room configuration changes - \$150.00

CEREMONY & RECEPTION PACKAGE

\$2,500.00

- ❖ Refundable security deposit of \$500 (additional fee)
- ❖ Consultation - 1 hour
- ❖ Rehearsal - 1.5 hours
- ❖ Ceremony/Reception- 3 hours prior for set up/get ready, ceremony up to 1 hour, reception up to 4 hours
- ❖ Tech support includes
 - Striking instruments from platform- except the drums
 - Playing your provided music pre-ceremony, during ceremony, post-ceremony
 - Playing your provided music during reception as needed
 - Static image on screens
 - 2 lighting scenes - 1 for ceremony, 1 for reception
- ❖ Breakdown of Costs
 - Facility rental- \$1,000
 - Officiant- \$200
 - Coordinator- \$500
 - Production Tech- \$550
 - Facility services- \$250

OPTIONAL SERVICES

- ❖ Pre-marital counseling services - \$200.00
- ❖ Strike drums from the platform - \$250.00
- ❖ Customized lighting options - starting at \$250.00 and up
- ❖ Tablecloths provided - \$30/table
- ❖ Additional hours facility access - \$150/hour

WENTZVILLE - FIRESIDE OPTION

FRIDAY WEDDING

Tuesday evening rehearsal after 5:00pm

OR Thursday evening rehearsal before 5:00pm

Set up available Friday- between 11:00am-5:00pm

Ceremony any time after 11:00am

Reception concludes by 11:00pm

SUNDAY WEDDING

Friday evening rehearsal after 5:00pm

OR Saturday evening rehearsal after 6:30pm

Set up Sunday afternoon after 2:00pm

Ceremony any time after 5:00pm

Reception concludes by 11:00pm

*This includes round tables & chairs set up inside the Fireside venue OR utilizing the existing café tables & chairs in the Café venue for the reception.

**Alternate schedule requests can be submitted but are not guaranteed approval.

ST. CHARLES CAMPUS OPTION

FRIDAY WEDDING

Set up available Thursday- 2 hours prior to rehearsal time

OR Friday between 11:00am-5:00pm

Thursday evening rehearsal after 5:00pm

Ceremony any time after 12:00pm

Reception concludes by 11:00pm

SATURDAY AFTERNOON WEDDING

Set up available Friday- 2 hours prior to rehearsal time

Friday evening rehearsal after 5:00pm

Ceremony any time before 3:00pm

Reception concludes by 8:00pm

SUNDAY NIGHT WEDDING

Friday evening rehearsal after 5:00pm

Set up Sunday afternoon after 3:00pm

Ceremony any time after 6:00pm

Reception concludes by 11:00pm

*This includes round tables and chairs set up inside the auditorium, making room for an aisle for the ceremony and dance floor for the reception.

**Alternate schedule requests can be submitted but are not guaranteed approval.

FEE SCHEDULE

Security deposit is due upon application approval for venue reservation.

Facility rental payment is due 60 days prior to the reservation.

Remainder of payments to personnel are due 1 week prior to reservation.

Payment for counseling services provided by Element Church are paid directly to the provider and are due in full by the final session scheduled with that provider.

CANCELLATION POLICY

If wedding is cancelled within 60 days prior to reservation, a pro-rated fee will be due, depending on services already provided.

If wedding is cancelled within 30 days prior to reservation, the reservation must be paid in full by the date of your scheduled event.