

Weddings at Westgate



POLICIES & PROCEDURES

The first step in applying to host an event at Westgate is to read through our Wedding "Policies & Procedures." This packet of information includes as much detail as we could possibly think of to help you plan your special day.

It is very important for you to read through this material BEFORE you fill out your online application.

It includes what you can expect from Westgate, what we expect from you, wedding packages and pricing, as well as facility requirements, and other terms and conditions.

Understanding of and agreement to adhere to all terms and conditions contained in this packet are required in order to book an event at DOVE Westgate Church.



Weddings at Westgate

POLICIES & PROCEDURES

Congratulations on your engagement and upcoming marriage! Weddings are wonderful time of joy and celebration. We pray that planning for your big day will be a memorable and beautiful season in your life as a couple, as you prepare to commit your lives together before God.

DOVE Westgate Church is not a full-service event planning business. This means there are certain requests related to facility availability, set-up, and decorating we are unable to accommodate, so as not to interfere with regularly scheduled Church activities.

Please carefully read through each page of our Wedding Policy & Procedures packet BEFORE submitting your application to our Westgate Church Office. *If you have any questions, please contact Facility Coordinator, Angela Weiler, at 717.721.3775 or angelaw@dwchurch.org.*

ELIGIBILITY & APPLICATION PROCESS

- ♥ **ELIGIBILITY** :: The Bride and/or Groom must be a *Member or Regular Attender of DOVE Westgate Church* in order to be eligible to host a wedding at Westgate. As such, we expect that the couple desires not only a Christian ceremony, but a Christian marriage as well.
- ♥ **APPLICATION** :: An online application must be completed by the couple before a date can be secured/approved. Go to www.dwchurch.org/weddings to submit your application. Your application submission is NOT a guarantee of approval.
- ♥ **SECURING YOUR DATE** :: The following is required in order to finalize/secure your event date, once your application and event date have been approved. Your date is considered tentative until all of these are received:
 1. Wedding Contract signed by both Bride and Groom
 2. A non-refundable \$100.00 Administrative Fee
 3. Deposit equaling 50% of your selected Wedding Package

We STRONGLY discourage you from making any other arrangements until a) you have received confirmation that your date is available/approved, and b) you have submitted ALL three of the above requirements.

When selecting your date, please keep in mind :: Sunday availability is extremely limited due to multiple regularly-scheduled church activities. Earliest Sunday arrival/set-up time is 3:00pm with "Cove Only" packages as the only available rental space option (see *Schedule of Fees*).

- ♥ **PAYMENT OF FEES** :: Please note the following schedule when fees are due.
 - **Due with signed Wedding Contract** :: \$100 non-refundable Administrative Fee, along with a deposit of 50% of your selected Wedding Package.
 - **Due 10 days prior to event date** :: the remaining 50% of your wedding package, along with all flat-rate add-on and flat-rate labor fees.
 - **Post-Event** :: you will be invoiced for any additional hourly labor rates /add-ons incurred, following the event. *Fees are due within 30 days of invoice.*

WESTGATE'S RESPONSIBILITIES

- ♥ **FACILITY CLEANING & CARE** :: Westgate church staff will see to the cleaning and care of the facility prior to your event, along with BASIC table and chair set-up and tear-down for your ceremony and/or reception. *Decorating is the sole responsibility of the couple.*

Each wedding package includes a *reasonably expected number* of post-event clean-up hours, at no additional charge, contingent on the rental space(s) being returned to the condition they were in upon the party's arrival. *Additional charges may be incurred if this is not the case, at a labor rate of \$30.00/hour.*

WESTGATE'S RESPONSIBILITIES, CONTINUED...

- ♥ **FACILITY COORDINATOR** :: Our Facility Coordinator is your primary event contact and is available to coordinate the use of the facility, helping to ensure the planning process and event day runs smoothly, and assisting in making it an enjoyable experience for everyone involved.

These services are a required part of booking an event at Westgate and are included at no charge *prior to the Ceremony Rehearsal and Event Day*, at which point a labor fee will be incurred at a rate of \$30.00/hour. *This is in addition to and billed separately from*, the cost of the couple's wedding package, and any selected add-ons.

It's important to note that our Facility Coordinator is NOT the same as the couple's *Wedding Planner/Coordinator* and/or *Event Day Primary Contact* and serves in the following ways only:

- Schedules *Initial Consultation* with the couple, followed by an *Event Overview meeting* six weeks in advance of the wedding, along with a *Final Review Meeting* of all event elements 10 days prior to the wedding.
- Coordinates scheduling of the facility and other needed event personnel.
- Schedules the cleaning and set-up of the facility prior to the event.
- Conveys what items may/may not be moved in the Auditorium and other areas of the building.
- Schedules the clearing of removable stage pieces in our main Auditorium, and any other removable furniture pieces in other rented areas of the building, prior to the event.
- Arranges the proper locking/unlocking of the facility.
- Serves as liaison for the officiating Pastor.
- Is available to help provide suggestions and direction for placement of certain types of decorations, but *is not responsible for decoration set-up/tear-down of any kind*.
- Is available to assist with facility needs during the ceremony rehearsal, rehearsal dinner, and throughout the event day, *but is not responsible for running your event*.

- ♥ **CEREMONY OFFICIANT** :: The Bride and Groom may request a specific Westgate Pastor to officiate their ceremony. If their preferred pastor is unavailable, another will be recommended. That pastor will undertake all duties related to officiating the couple's wedding, including overseeing and scheduling pre-marital counseling.

Pre-Marital Counseling is REQUIRED when requesting a Westgate Pastor, and must begin a minimum of four months prior to the wedding.

Please note that our Westgate Pastoral Team does not charge a fee for their wedding services. However, it is common practice to bless the officiating pastor with an honorarium for his/her time. The amount is at your discretion, and should be given directly to him/her.

Couples are welcome to use a non-Westgate Pastor to officiate their ceremony. The name and contact information of the Pastor must be given to our Facility Coordinator. The Pastor will also need to provide the Facility Coordinator with any ceremony notes, and his/her special requests pertaining to the ceremony (*music, video, type of microphone, etc*). These must be clearly communicated, *no later than ten days prior to the wedding at the Final Review Meeting*.

BRIDE & GROOM'S REQUIREMENTS

- ♥ **SERVICE ELEMENTS** :: The Bride and Groom are responsible to provide our Facility Coordinator with all needed elements for their special day. This includes, but is not limited to, order of service, audio/visual and other technical needs for both the ceremony and reception, PowerPoint video/picture files, music/worship lyrics, list of reception songs, decorations desired, any catering and musician/singer needs, etc.

A list of preliminary needs must be provided during the *Event Overview Meeting*, scheduled no later than six weeks from the event date, followed by a final confirmation of all elements provided by the *Final Review Meeting*, scheduled for no later than ten days prior to the event.

BRIDE & GROOM'S REQUIREMENTS, CONTINUED...

- ♥ **EVENT DAY PRIMARY CONTACT** :: The Bride and Groom must provide the name and cell phone number of a person(s) who is the primary contact on their event day. This CANNOT be the Bride, the Groom, or any member of the Bridal Party. This person should be your official Wedding Coordinator/Planner or another family member/friend who is tasked with being available to ensure, *for example, the bridesmaids are where they are supposed to be, music starts at the appropriate time, shuffles the Wedding Party out for pictures, etc.* Our Facility Coordinator will be in direct contact with this person(s) throughout the entirety of the event.
- ♥ **PROOF OF LIABILITY INSURANCE** :: Proof of a “one-time event” insurance policy liability rider of *one million dollars*, that covers all hours of your event, is REQUIRED. Liability insurance will financially protect you (*the Bride & Groom*) should a member of the public make a compensation claim against you because they were injured or their property was damaged during your event.

This type of insurance covers accidental bodily injury, accidental damage to their belongings and accidental death. You may obtain this policy by speaking with your insurance agent or *you can easily purchase a policy for approximately \$145, by visiting www.theeventhelper.com.*

A copy of the policy must be given to our Facility Coordinator, by the *Event Overview Meeting*, which is scheduled for six weeks prior to your event date. *Failure to provide proof of insurance as described is a breach of contract and will result in the cancellation of your event.*

- ♥ **PAYMENT OF FEES SCHEDULE** :: The following is a schedule of when event fees are due. *Failure to remit payment within the times specified below is a breach of contract and DOVE Westgate Church reserves the right, as a result, to cancel your event.*
 - **Due with signed Wedding Contract** :: \$100 non-refundable Administrative Fee, along with a deposit of 50% of your selected Wedding Package.
 - **Due 10 days prior to Event Date** :: the remaining 50% of your wedding package, along with all flat-rate add-on and flat-rate labor fees.
 - **Post-Event** :: you will be invoiced for any additional hourly labor rates incurred following the event (*i.e. Facility Coordinator, Reception Audio Tech, Gym add-on hours, additional janitorial hours if facility is not returned to condition it was in upon arrival, etc.*). Payment is due within 30 days of invoice.
- ♥ **POST-EVENT PROCEDURES** :: The Bride and Groom are responsible for the removal of ALL decorations, belongings, rented fixtures, and other event related-items, IMMEDIATELY following their event. We STRONGLY urge the couple to designate one or more person(s) to ensure this requirement is met.
 - **If your event is held on a Saturday** :: Event must conclude (*including clean-up and removal of all items, and all persons having exited the property*) no later than 9:00 PM. This is non-negotiable. There are no exceptions.
 - **If your event is held on a Weeknight** :: Event must conclude (*including clean-up and removal of all items, and all persons having exited the property*) no later than 10:30 PM.

- ♥ **ADHERENCE TO ALL TERMS & CONDITIONS** :: The Bride & Groom's (*and by extension the Wedding Party/All Guests*) understanding, agreement with, and adherence to all requirements contained in our Weddings at Westgate Policies & Procedures packet and Wedding Contract is a required part of booking an event at DOVE Westgate Church.

For Example: *Spiked heels, or stiletto style/type shoes are NOT permitted to be worn at any time in the Gym, due to the severe damage they can cause the floor. If a couple chooses a Gym Reception, it is their responsibility to make certain their guests are aware of this. This may mean including this information in any wedding communications with their guests, as any damage would be the responsibility of the couple.*

It is the couple's responsibility to familiarize themselves with what is expected of them ahead of time, and to make these requirements available to their wedding planner/coordinator and/or anyone else assisting on their special day.

BRIDE & GROOM EVENT CHECKLIST

♥ UPON APPLICATION APPROVAL

- Schedule **Initial Consultation** and building walk-through with Facility Coordinator.
- Payment Due** :: \$100 non-refundable Administrative Fee and deposit of 50% of the couple's selected wedding package are due.
- Wedding Contract Due**, signed by both Bride and Groom, along with the *Statement of Commitment & Signatures* page (*can be found on the last page of this packet*).
- Schedule **Event Overview** and **Final Review Meetings**.

♥ FOUR MONTHS FROM EVENT DATE

- The couple's first **Pre-Marital Counseling** session should be scheduled to begin *a minimum of four months prior* to the wedding day. The couple should connect with their officiating Westgate Pastor directly to schedule these sessions.

♥ SIX WEEKS FROM EVENT DATE

- Event Overview Meeting** with Facility Coordinator should be scheduled for *six weeks prior to the event date*. The couple shall have all preliminary elements available for overview and discussion by this date, including order of service, staging/set-up needs, decorations desired, any audio/visual needs, ceremony rehearsal and/or dinner needs, any add-on selections, catering and band/musician/singer needs/information, etc.
- Proof of Event Liability Insurance due at Event Overview Meeting**. Proof of insurance in the amount of one million dollars covering ALL hours of your event (*including Ceremony Rehearsal and/or Dinner, and entire Wedding Day*) is due by this date.

♥ 10 DAYS FROM EVENT DATE

- Payment Due** :: The remaining 50% of the couple's Wedding Package, *along with all flat-rate add-on and flat-rate labor fees*, are due no later than 10 days from event date.
- Required Final Review Meeting** w/ Facility Coordinator should be scheduled for *10 days prior to event date*. The Bride and Groom, along with Wedding Planner/Coordinator or *Primary Event Day Contact*, and preferably the officiating Pastor (*if at all possible*), should be in attendance. This meeting will include finalization of ALL service and/or reception elements, including all tech specific and catering needs, and arrangements for rented fixtures/and or flower drop-offs/pick-up of those items scheduled.
 - **The Bride and Groom** are REQUIRED to have ALL PowerPoint/lyric/video files/ and/or related elements for ceremony and/or reception available at meeting, including any band/musician/singer needs for ceremony and/or reception.
 - **Officiating Pastor** :: All final ceremony details and any special requests (*does he/she want to use a hand held OR over the ear microphone, will they need PowerPoint access, etc.*) are also REQUIRED by this meeting.
 - **Ceremony Rehearsal/Dinner Details** :: Final details for the couple's Ceremony Rehearsal and/or Dinner are also required for this meeting (*if applicable*).
 - **Post-Event Tear-Down** :: The name(s) and cell number of the person(s) who will be responsible for removing all decorations, belongings, and all other related event items from the premises following the event, are required for this meeting.
 - **Additional changes are not permitted beyond this point**, with the *possible* exception of very minor elements, which are at the discretion of the Facility Coordinator and NOT guaranteed. **Last minute/day of changes are NOT permitted.**
 - *If a completely unforeseen/unexpected issue arises between the Final Review Meeting and the event date, it is the responsibility of the Bride and Groom to IMMEDIATELY inform the Facility Coordinator, who will evaluate the situation and decide upon the best way to proceed, with the couple's understanding that there is no guarantee their requests can be accommodated.*

♥ POST-EVENT

- Payment Due** :: You will be billed for any remaining hourly labor fees/add-on fees incurred, following the event. *Payment is due within 30 days of invoice.*

SCHEDULE OF FEES

We are happy to offer the use of our facility for wedding events to our Members and Regular Attenders *at a substantial discount* in comparison to standard/traditional wedding venue rates.

The following is a listing of available Wedding Package options. A \$100 non-refundable Administrative Fee along with 50% wedding package deposit are due at the time of your Initial Consultation.

All packages include a primary rental space(s), BASIC set-up and tear-down of needed tables and chairs, a room(s) for getting ready, a kitchen option (*if applicable*) and post-event janitorial services. These rates are for rental space only and do not include additional labor or add-on fees. *Please Note: Commercial Kitchen usage is limited to professionally catered meals only.*

CEREMONY-ONLY PACKAGES

♥	CO#1	Auditorium	\$600	<i>Includes two getting ready rooms</i>
♥	CO#2	Lobby	\$400	<i>Includes one getting ready room</i>
♥	CO#3	Cove	\$300	<i>Includes one getting ready room</i>
♥	CO#4	Warehouse 79	\$300	<i>Includes one getting ready room</i>

CEREMONY & RECEPTION PACKAGES

♥	CR#1	Auditorium & Gym	\$900	<i>Includes Auditorium for Ceremony, Gym for Reception, use of Commercial Kitchen ONLY + two getting ready rooms.</i>
♥	CR#2	Auditorium & Lobby	\$900	<i>Includes Auditorium for Ceremony, Lobby for Reception, choice of Commercial Kitchen OR Cove Kitchen + two getting ready rooms</i>
♥	CR#3	Auditorium & Cove	\$850	<i>Includes Auditorium for Ceremony, Cove Kitchen use ONLY + two getting ready rooms.</i>
♥	CR#4	Lobby & Cove	\$700	<i>Includes Lobby for Ceremony, Cove for Reception, use of Cove Kitchen ONLY, + two getting ready rooms.</i>
♥	CR#5	Lobby Only	\$600	<i>Includes Lobby area for Ceremony AND Reception, use of Cove Kitchen area ONLY, + one getting ready room.</i>
♥	CR#6	Cove Only	\$400	<i>Includes Cove for Ceremony and Reception, use of Cove Kitchen ONLY, access to Cove Patio (use of Fire-Pit incurs additional fee), + one getting ready room.</i>
♥	CR#7	Warehouse 79 Only	\$350	<i>Includes Warehouse 79 for Ceremony and Reception, use of Warehouse 79 Kitchenette ONLY, + one getting ready room.</i>

RECEPTION-ONLY PACKAGES

♥	RO#1	Lobby	\$600	<i>Choice of Cove OR Commercial Kitchen + one getting ready room.</i>
♥	RO#2	Gym	\$600	<i>Commercial Kitchen Use ONLY + one getting ready room.</i>
♥	RO#3	Cove	\$400	<i>Cove Kitchen Use ONLY + one getting ready room.</i>
♥	RO#4	Warehouse 79	\$350	<i>Warehouse 79 Kitchenette Use ONLY + one getting ready room.</i>

SCHEDULE OF FEES, CONTINUED...

EVENT ADD-ONS

The following fees are separate from the cost of your selected wedding package. All flat-rate fees are due no later than *ten days prior to your event*. You will be invoiced for any additional hourly rates following your event.

- ♥ **Ceremony Rehearsal** **No Charge**
Each ceremony booked at Westgate includes a 90-minute rehearsal at no additional charge.
- ♥ **Ceremony Rehearsal + Dinner** **\$100 Flat Rate**
Includes a 90-minute rehearsal and up to 90 minutes for dinner. Dinner options are limited to your choice of the Cove or Warehouse 79.
- ♥ **Warehouse 79 Add-On** **\$100 Flat Rate**
Warehouse 79 is available as an add-on to a Gym Reception ONLY, Based on availability and NOT guaranteed.
- ♥ **Gym Add-On** **\$30/Hour**
The Gym is available as an add-on to a Warehouse 79 Reception or Ceremony & Reception, for sport use only. Based on availability and NOT guaranteed. Billed following event.
- ♥ **Fire-Pit (Cove Area)** **\$25 Flat Rate**
The Fire-Pit is available as an add-on to any Cove Ceremony and/or Reception only, and MUST be monitored at ALL times.
- ♥ **Portable Sound System** **\$75 Flat Rate**
Available for ceremonies/receptions held in the Lobby and Gym. Use does not require a Westgate Technician. Operation and set-up instructions will be provided prior to event date.
- ♥ **Gym Sound System** **\$100 Flat Rate**
The Gym Sound System REQUIRES the use of a Westgate Audio Technician and automatically incurs a \$30/hour labor fee, billed following your event.

LABOR ADD-ON FEES

These fees are above the cost of your selected wedding package and any event add-ons. All flat-rate fees are due *ten days prior to your event*. You will be invoiced for any hourly rates following your event. Only the listed services below will be provided. All other aspects of the ceremony and/or reception shall be the responsibility of the couple.

Please note that our Westgate Pastoral Team does not charge a fee for their wedding services. However, it is common practice to bless the officiating pastor with an honorarium for his/her time. The amount is at your discretion, and should be given directly to him/her.

- ♥ **Facility Coordinator** **\$30/Hour**
REQUIRED for all Wedding-Related Events. Hours begin accruing at Ceremony Rehearsal (if applicable) and also are billed the entire date of event.
- ♥ **Audio/Sound Tech for Ceremony** **\$150 Flat Rate**
Please note: this is a required/automatic add-on if your ceremony is held in the Auditorium.
- ♥ **Media Tech for Ceremony** **\$150 Flat Rate**
Please note: this is a required/automatic add-on if your ceremony is held in the Auditorium and you desire any sort of slide show, worship lyrics, etc.
- ♥ **Livestream of Ceremony Only** **\$150 Flat Rate**
This option is available ONLY for ceremonies held in our Auditorium. It is based on personnel availability, is NOT guaranteed, and must be requested no later than six weeks prior to event.
- ♥ **Reception Audio Sound Tech** **\$30/Hour**
Based on personnel availability and NOT guaranteed.
- ♥ **Gym Sound System Audio Tech** **\$30/Hour**
Westgate Technician is required. Based on personnel availability and not guaranteed.

FACILITY REQUIREMENTS

These facility requirements have been created due to the many events held here on a regular basis, as well as to protect this wonderful building God has blessed us with.

The Bride & Groom's (*and by extension the Wedding Party/All Guests*) understanding, agreement with, and adherence to the following is a required part of booking an event at DOVE Westgate Church. It is the couple's responsibility to familiarize themselves with what is expected of them, and to make these requirements available to their Wedding Planner/Coordinator and/or anyone else helping out on their special day.

- ♥ **FACILITY USE** :: Use/access is limited to approved rental area(s) and restrooms ONLY.
- ♥ **PRE-EVENT SET-UP** :: Due to the significant number of regular church activities and special events happening on a daily basis at our facility, same-day set-up is likely the only available option for your event. This should be taken into account when deciding on the official start of your event, in order to give yourself as much time for set-up as possible. If a ceremony rehearsal is being held the previous evening, *set-up may be possible*, only if a) no other activities are scheduled, or b), set-up would not interfere with activities happening in other parts of the building.
For weddings held on Saturdays, set-up start times vary, but we do our best to allow access as early in the day as possible. **For Sunday events**, availability is extremely limited due to multiple regularly-scheduled church activities. Earliest Sunday arrival/set-up time is 3:00 PM with "Cove Only" packages as the only available rental option (*see Schedule of Fees*).
- ♥ **POST-EVENT PROCEDURE** :: The Bride and Groom are ultimately responsible to ensure the building is returned to the same condition it was in upon their arrival prior to the event. They are also responsible to ensure that ALL decorations, personal belongings, and any other event related-items are removed from the premises immediately following their event. *We STRONGLY urge the couple to designate one or more person(s) to ensure this requirement is met.*
 - **If your event is held on a Saturday** :: Event must conclude (*including clean-up/removal of all items, and guests off property*) no later than 9:00 PM. This is non-negotiable. There are no exceptions.
 - **If your event is held on a Weeknight** :: Event must conclude (*including clean-up/removal of all items, and guests off property*) no later than 10:30 PM.
- ♥ **CLEANING** :: A *reasonable number* of expected janitorial hours are included in each wedding package, at no additional charge to the couple. If extra cleaning/clean-up is required due to rental areas not returned to their original condition, decorations not removed, etc., *an additional labor fee of \$30.00/hour will be incurred.*
- ♥ **DECORATIONS** :: **ALL decorations must be approved** and details provided to the Facility Coordinator no later than the *Final Review Meeting (ten days prior to the event date)*. Nails, tape, staples, or glue are never permitted to be used to fasten decorations to any furniture, walls, doors, etc. Wrapped wire, ribbon, or plastic clips that will not mar/scratch finishes can be used to fasten bows, flowers, etc. *Use of candles must receive special approval, with lives flames covered by either a votive holder/sconce, etc.*
For liability reasons, nothing may be hung from the Auditorium, Lobby, or Gym ceilings (*i.e. streamers, twinkle lights, "live" or fake greens, etc.*). There are no exceptions. The couple is welcome to have self-standing arches, flower arrangements, and the like, but must be communicated in advance to the Facility Coordinator. The Facility Coordinator must also be notified of any rented fixtures to be brought in (*arches, flowers, etc.*) and arrangements made/scheduled for drop-off and pick-up of those items.
- ♥ **STAGING/SET-UP** :: Furniture and equipment are not permitted to be rearranged or moved without prior approval. Renters are not permitted to remove anything from the walls. There are certain elements that are not permitted to be moved at any time. Decorations in our main Auditorium must be adaptable to whatever is already on stage. Although *some* worship team equipment (*instruments, microphones, music stands, etc.*) can *likely* be removed/moved around, other pieces of the staging/set design on the stage at the time of the wedding may not. **The drum kit is NOT permitted/able to be moved** (*a black cloth will be provided to cover the kit*).

FACILITY REQUIREMENTS, CONTINUED...

- ♥ **CHILDREN MUST BE SUPERVISED AT ALL TIMES** by a parent or authorized adult (*18 years of age or older*), and are not permitted to roam freely inside/outside Church property at any time.
- ♥ Food and drinks/beverages are not permitted in our Auditorium. The only exception is clear water. The Bride & Groom (*only*) may exchange Communion elements during their ceremony, but this must be requested in advance.
- ♥ Renters are not permitted to use any church coffee, coffee products (*sugar, creamer, etc.*), disposable paper products (*plates, napkin, plastic cutlery, cups, etc.*), or condiments found in refrigerators, etc.
- ♥ COVE ONLY coffee pots, carafes, and other serving platters, bowls, baskets, and serving utensils are available for use in the Cove ONLY, but MUST receive prior approval. They must also be cleaned/returned to their original location at the end of the event.
- ♥ The Bride and Groom are responsible to secure their own table linens and are not permitted to use any Westgate linens or decorations.
- ♥ The use of glitter, rice, or birdseed, inside OR outside of the building/anywhere, CANNOT be used/is not permitted. Nothing may be thrown or scattered inside the building. Sparklers and bubbles are permitted outdoors ONLY. All containers of bubbles must be handed to wedding guests as they exit the facility. DO NOT leave them where guests can pick them up inside.
- ♥ **DOVE Westgate Church is a 100% dry venue**. No alcoholic beverages of any kind are permitted on the property, inside or outside, including parking lots and grassy areas. It is your responsibility to ensure your guests are aware of this.
- ♥ Smoking is not permitted anywhere inside the building at any time.
- ♥ Red, blue, orange, green, or purple beverages/liquids are NOT permitted anywhere inside the facility, due to severe staining they cause.
- ♥ Tables and chairs should never be dragged across carpeted or vinyl floored areas. Please pick up in order to move.
- ♥ The Commercial Kitchen is available for professionally catered events ONLY and only available as an option with certain wedding packages (*see Schedule of Fees*).
- ♥ High-heeled spiked, pointy, or stiletto style/type shoes are NOT permitted to be worn at any time in the Gym, due to the severe damage they can cause the floor. It is your responsibility to ensure your guests are made aware of and adhere to this policy. The Bride and Groom will be held liable for any damage.
- ♥ Weapons and controlled substances/drugs are strictly prohibited on Westgate property.
- ♥ All Parking/Traffic flow guidelines must be observed.
- ♥ Pets are not permitted on the premises, with the exception of service animals. Animals are not permitted to be used as part of any ceremony/reception. No animals/birds, etc. are permitted to be released anywhere inside or outside DOVE Westgate Church property.
- ♥ Dancing is permitted during receptions. Non-Christian songs are permitted to be played, but should be God-honoring and wholesome. *No overtly suggestive lyrics and/or dancing permitted*.
- ♥ Any damage to equipment or facilities, other than from normal and reasonable use, shall be the responsibility of the Bride & Groom, and must be reported to the Facility Coordinator immediately.

ADDITIONAL TERMS & CONDITIONS

Agreement with and adherence to all terms, requirements, and conditions within the Weddings at Westgate Policies & Procedures packet are **REQUIRED** in order to book your event at DOVE Westgate Church.

- ♥ DOVE Westgate Church reserves the right to decline rental to any event considered to be inconsistent to our values, beliefs, and Mission Statement.
- ♥ **DOVE Westgate Church is not a full-service event planning business.** This means there are certain requests related to facility availability, set-up, and decorating that we are unable to accommodate, *without exception*. This would especially apply to anything that would interfere with regularly scheduled Church activities.
- ♥ **Cancellation Policy:** The renting party may cancel the facility rental up to and including ten (10) business days prior to the date of the event, and a full refund will be issued, *minus the non-refundable \$100.00 Administrative Fee*. If a cancellation is received within ten (10) business days or less prior to the event date, this will result in the forfeiture of your 50% wedding package deposit. You will then be issued a refund for any remaining paid rental fees, *minus the \$100.00 Administrative Fee*.

STATEMENT OF COMMITMENT & SIGNATURES

We, the below signed Bride and Groom, have read and understand the requirements contained in the Weddings at Westgate Policies & Procedures packet:

- ♥ *Eligibility & Application Process*
- ♥ *Payment of Fees*
- ♥ *Westgate's Responsibilities*
- ♥ *Bride & Groom's Requirements*
- ♥ *Bride & Groom Event Checklist*
- ♥ *Schedule of Fees*
- ♥ *Facility Requirements*
- ♥ *Additional Terms & Conditions*

We understand that failure to submit our Wedding Contract and proof of Liability Insurance, failure to submit deposits and payments within allotted time frames, or failure to abide by all terms and conditions as contained in this packet and subsequent Wedding Contract, could result in the cancelation of our event, and the forfeiture of our deposit. We agree to the aforementioned requirements and freely consent to abide by them as stated.

Bride's Signature :: _____ Date :: _____

Bride's Printed Full Name :: _____

Groom's Signature :: _____ Date :: _____

Groom's Printed Full Name :: _____

This page must be physically signed and given to our Facility Coordinator at Initial Consultation.

 DOVE
WESTGATE CHURCH



**FACILITY COORDINATOR
ANGELA WEILER
ANGELAW@DWCHURCH.ORG
717.721.3775**