

# The Village Church

Wedding Guide

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## Letter from The Village Church

Congratulations on your engagement! Marriage is a high calling and beautiful gift from God, given to us for our good and His glory (Matthew 19:4–6; Ephesians 5:31–32; Proverbs 18:22). We are grateful that you would consider allowing us to host your wedding ceremony, and are pleased to provide you with information and resources that will help you prepare for the special occasion.

In the following pages, you will find all the information you need to use our facility, as well as pricing, policies, procedures, requirements/qualifications, and much more. The first step is for you to become familiar with our policies and procedures. The second step will be for you to connect with our Events Coordinator to begin the scheduling process.

May God bless you as you prepare for both your marriage and wedding day!

In Christ,

The Village Church Events Team

## Overview

### Requirements & Qualifications

The Village Church facilities are primarily available for the weddings of couples who are members or are active guests of The Village Church or their immediate family; however, TVC does offer church facilities and services for community members who align with our [Statement of Faith](#). It is the strong recommendation of The Village Church for the couple to have completed [TVC's premarital mentoring](#), or that of another trusted source, prior to their wedding ceremony. All events must be scheduled through the [Events Coordinator](#).

### Scheduling

#### General

Your event date will be confirmed by the Events Coordinator, and will adhere to the following guidelines and limitations:

- Weddings may not be scheduled more than nine months in advance and no less than two months in advance.
- All facility rental charges must be paid in full to TVC's Finance department one month prior to the wedding weekend.
- Wedding dates are unavailable during the following dates/holidays:
  - Easter weekend
  - Memorial Day weekend
  - Independence Day (if it falls on Friday, Saturday, Sunday, or Monday)
  - Labor Day weekend
  - The weekend after Thanksgiving
  - Christmas / New Years weeks
  - *Certain days and evenings throughout the year may not be available due to previously scheduled events*

#### Rehearsal

Rehearsals are scheduled the day before the wedding for a one-hour time slot.

#### Ceremony

Wedding ceremonies are scheduled in six-hour blocks:

- 9 a.m. – 3 p.m.
- 3 p.m. – 9 p.m.

To be consistent with all couples that get married in the Worship Center, we cannot accommodate any requests to change the aforementioned time slots, even if there is no wedding or another event before or after your time slot.

The earliest a ceremony can begin is 1.5 hours after your time slot begins, and the latest a ceremony can begin is 1.5 hours before your time slot is over. For instance, if you are scheduled for the 9 a.m. – 3 p.m. time slot, the wedding ceremony cannot begin any earlier than 10:30 a.m., nor can it begin any later than 1:30 p.m.

## Reception

The Village Church is not able to host wedding receptions at this time.

## Facilities

The Village Church only hosts wedding rehearsals and ceremonies within the Worship Center at the Highland Village (HV) campus.

### **Address:**

1700 Highland Village Rd.  
Highland Village, TX 75077

- The HV Worship Center will seat up to 600 people.
- All seating will be on the stacking foam chairs provided by TVC in two equal sections. You may elect to rent chairs to be used instead of the church-issued chairs. However, the rental company will be responsible for arranging them and collecting them within the time allotted.
- The center aisle is 6 feet wide.
- The Worship Center may be decorated only with flowers and candles after prior approval (see page 9 for flower and candle requirements).
- All candles MUST be dripless and in an approved holder.
- It is the responsibility of the wedding party to remove all decorations before leaving for the reception.

## Custodial Services & Clean-Up

Custodial services are provided to ensure clean, ready-to-use facilities. The wedding party is responsible for removing all items brought into the facility for the use of the ceremony before the last person from the party leaves.

# The Wedding Ceremony

## Event Coordination

The Village Church Events Coordinator is the representative of TVC, and will be responsible for total adherence to TVC wedding policies. They will meet with you at least one month prior to your wedding date and will help ensure that you have all areas covered, including: service flow, florists, decorations, room layout, etc. However, the Events Coordinator is not responsible for receiving vendors, arranging design, or setting up decoration; you shall instead appoint someone to act as the day-of coordinator to oversee those tasks.

The Events Coordinator's specific services include:

- Meet to discuss the process, and review all details and plans for the event.
- Ensure that all policies are understood and followed.
- Assist with developing plans for room layout and placement of décor.

If you choose to use an outside wedding planner, that person shall meet with the Events Coordinator at least one month prior to the wedding date to inform TVC of the wedding plans. Everything must be approved by the Events Coordinator. The Events Coordinator will be responsible for coordinating all wedding related events with TVC departments, and will work with the day-of coordinator or wedding planner, as applicable.

## The Officiating Minister

Whenever possible, we encourage you to select a minister with whom you have a personal relationship. You will have the opportunity on your Wedding Application form to request a specific TVC minister to officiate your ceremony. We will do our best to accommodate your requests. If you do not have a relationship with a minister or if you do not have a preference of your wedding officiant, we will assign one of our ministers to officiate the ceremony. Ministers from outside of TVC with whom you have a prior relationship are welcome to officiate ceremonies at TVC; however, you must fill out an Outside Officiant Form (page 21), and he must be approved by a TVC Minister. Please discuss this option with the TVC Events Coordinator as soon as possible so we may begin the approval process. Kindly note that TVC adheres to 1 Timothy 2:12 regarding the use of female officiants.

TVC maintains the right to back out of a ceremony at any time in the process if we do not believe the couple should be married. While we do not desire to see this ever happen, if a couple has not conducted themselves in a manner worthy of the gospel or if there are concerns about the potential health of the marriage, difficult conversations will be had with the couple.

If you request the services of an officiating minister, but you do not require the use of TVC's facilities for your wedding venue, you may work directly with the minister to coordinate schedules and expense-related fees. It's customary for the wedding party to cover expenses incurred for this service, including mileage and meals.

## Ceremony Rehearsal

Rehearsals are scheduled for the Friday before the wedding for one-hour time slots at 4 p.m., 5 p.m., or 6 p.m. and should be directed by the officiating minister and the day-of coordinator. The rehearsal time slot will be arranged through the Events Coordinator. The entire wedding party should attend, including ushers and immediate family members. Rehearsals will begin on time and will last no longer than one hour. Participants should arrive at least 15 minutes ahead of the scheduled start time. Any changes must be approved by the Events Coordinator by the end of the rehearsal. There will be no changes on the day of the ceremony.

## The Service

The Events Coordinator and the officiating minister will be able to provide you with examples to help you establish your ceremony's order and answer any questions you might have. Please select music that is in good taste and appropriate for a Christian wedding service. All music selections will be reviewed and approved by the TVC Events Coordinator.

The Events Coordinator or officiating minister will also be able to provide you with examples of vows and Scripture readings, if helpful and requested.

## General Policies

The following services are provided by TVC as a part of the wedding package when hosting a wedding on the church premises, and are required for all weddings:

- Event Coordinator
- A/V Technician
- Utilities
- Staging Set-Up
- Cleaning

Custodial services are provided to ensure clean, ready-to-use facilities. The wedding party is responsible for removing all items brought into the facility for the use of the ceremony before the last person from the party leaves.

An officiating minister may be provided by TVC at your request, and would be included in the wedding package at no additional cost.

### Audio/Visual Technician

Due to the complexity of the church's sound equipment, only a trained and approved church A/V Technician may operate the system. No exceptions will be made. A/V Tech will perform sound prior to or during the rehearsal.

Specific support services include:

- Audio Support
  - Band & Dialogue amplification
  - Recording available upon prior request.
- Video Support
  - Lyrics and other on-screen graphics needed.
  - Un-manned cameras upon request.
- Lighting Support
  - We will work with your photographers and videographers to ensure that they have what they need.

Arrangements need to be specified on the Event Detail sheet and approved by the Events Coordinator two weeks prior to the event.

Some limitations apply:

- Outside groups are required to supply their own musical instruments (our keyboard may be used upon request); we will supply only appropriate microphones and input points.
- Outside parties are responsible for bringing their own source media (i.e. videos, music compilations). Media to be used by outside parties must be in the following formats only:
  - Audio – Spotify Playlist
  - Video – MPEG file, MOV file, Microsoft PowerPoint, Keynote, Google Slide, etc.
- Outside groups are solely responsible for any pre- or post-production of media (i.e. source material, video or audio editing, etc.).



- The rates for A/V team are included within the wedding package—please see the fee schedule on page 11.
- Live music may incur an additional fee depending on the needs of the band. This will be decided prior to the final payment made for the wedding ceremony.
- We cannot guarantee that we are able to accommodate any changes made within two weeks from the wedding date.

## Vocalists, Pianists, and Musicians

These services may be requested through the Events Coordinator. Vocalists' and musicians' fees may vary based on time requirements and music selections. It is your responsibility to see to it that payment arrangements are made for the musicians. Please keep all music tasteful and appropriate for a Christian church event. All music will be approved by the Events Coordinator,

*See pages 22-23 for guidelines and agreement.*

## Floral and Décor

The Worship Center may be decorated with flowers or preapproved candles only. Confetti, rice, birdseed, and like materials may **not** be thrown inside or outside the building. If desired, rose petals, sparklers, and bubbles are permitted for send-off outside the building only. TVC staff will **not** be responsible for helping decorate, deliver, or move rented equipment and/or set-up for any other ancillary function related to your event.

*See pages 24-25 for guidelines and agreement.*

## Candles

All candles must be smokeless, dripless, and in an approved glass container in which the candle is fully covered. No open flames, no space heaters, and no candles without approved glass holders. Use of candles requires approval in advance. Absolutely no candles along the aisle, stairways, exits, or in front of fire extinguishers.

## Liability and Responsibility

Alcoholic beverages are not allowed on TVC premises, except for communion wine. Drunkenness will not be tolerated and is cause for the event to be canceled. Wine is permitted if the couple chooses to include communion in their ceremony. We do not include any of the elements for communion—i.e. bread, grape juice, plate, napkin, etc. Smoking is not permitted in the building. The Village Church and its representatives are **not** responsible for any lost or stolen items. The Village Church will not be liable for injuries to those attending your event.

## Miscellaneous and Property

- Rehearsal dinners may not be held at TVC.
- Set up and breakdown of tables and chairs is provided by TVC (unless notified to the contrary).

- Set-up requirements must be specified on the Event Detail sheet, diagrammed on the appropriate floor plan, and scheduled with the Events Coordinator two weeks prior to the event.
  - Items included in your rental of the facility include church-issued chairs and tables.
  - You are responsible for renting and returning all other items such as linens.
  - There will be no moving of permanent TVC furniture such as sofas, lounge chairs, or decorative tables.
  - Only the listed event furniture is available for use.
  - The proper use of equipment is required at all times. Any breakage or damage to church equipment must be reimbursed at replacement cost.
- No childcare or nursery facilities will be available.
- Reservations may be canceled; however the original \$500 deposit becomes non-refundable 90 days out from the wedding date.
- Decorations may not be permanently affixed to any wall, ceiling, or furniture.
- Decorations cannot be hung from light/conduits, sprinkler pipe, or sprinkler heads.
- Damages to TVC's premises sustained by the wedding party or guests must be reimbursed by the bride and groom at an equitable cost.

## Fee Schedule

The rental fee for The Village Church is \$2,000.00. The rental fee includes:

- Facility use during Rehearsal and Ceremony
- Wedding Coordinator
- Officiating Minister
- A/V Technician
- Utilities
- Staging Set-Up
- Facility Team Member
- Cleaning

*Please Note: TVC does not have a set fee for the officiating minister, whose services are included within the wedding package. However, if you desire to give the officiating minister an unsolicited gift for his services, our suggested amount would be \$300, which he may receive with gratitude.*

A \$500 deposit is required to reserve the venue, which will be deducted from the total balance. The deposit may be refunded in the event of a cancellation with more than a 90-day's notice from the date of the Wedding Ceremony, after which it becomes non-refundable. The remaining balance must be paid following the schedule below, and will be outlined with specific dates in the agreement.

### **IMPORTANT DATES**

- Deposit is due at the time of reservation.
- 50% of the remaining fee is due two months prior to the wedding.
- The final 50% is due one month prior to the wedding.

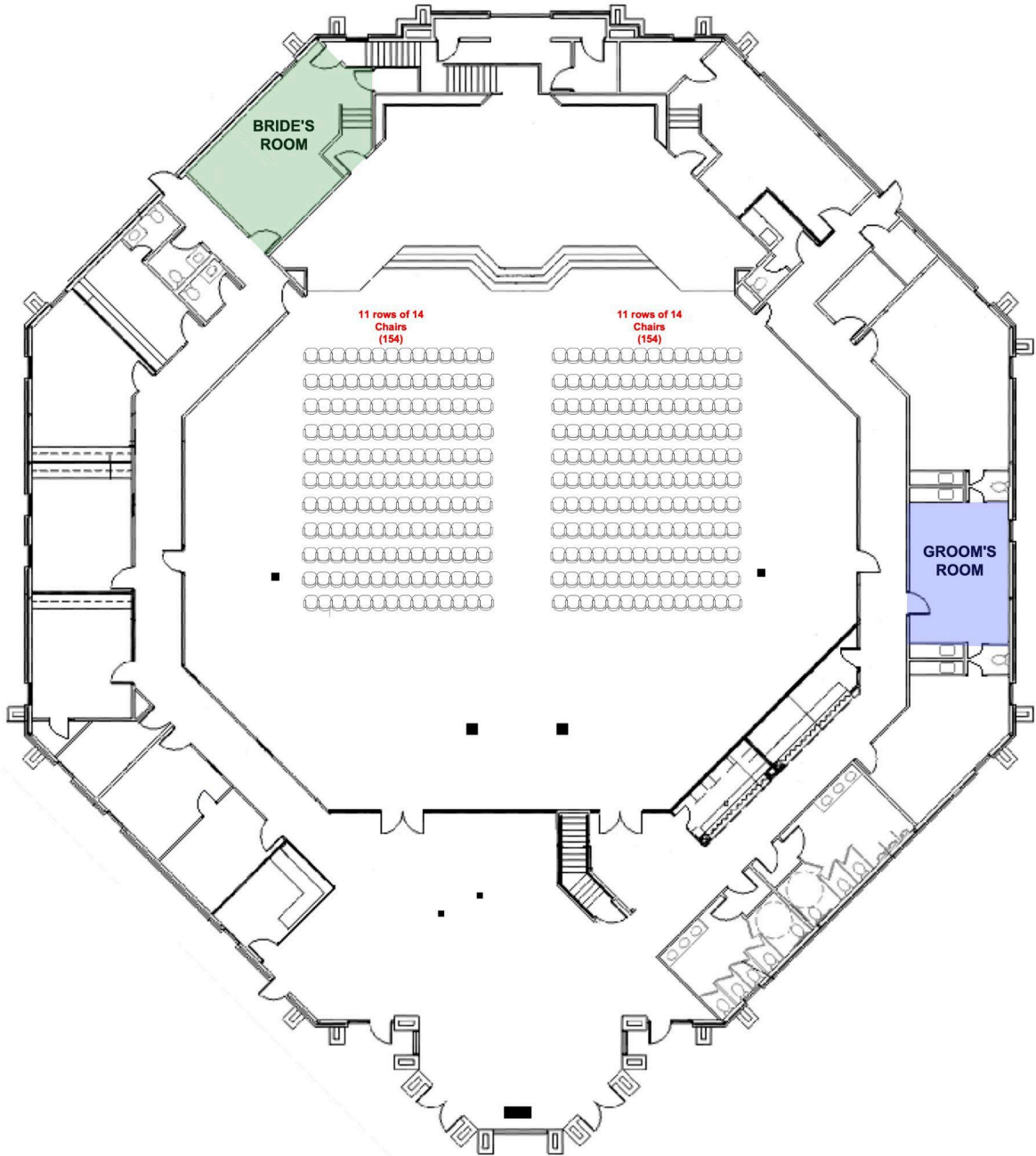
Payments can be made [online](#) or by check. If paying by check, include "Wedding" and the wedding party's name in the memo. Make checks payable to:

The Village Church  
Attn: Finance  
2101 Justin Rd.  
Flower Mound, TX 75028

# TVC's Process Checklist

Task:	Due By:	Completed:
Submit Event Agreement		
Pay Deposit		
Complete Event Detail Form		
Submit Outside Officiant Agreement, if applicable		
Submit Music & Audio Visual Form		
Submit Musician Agreement		
Submit Floral & Décor Agreement		
Submit Photographer & Videographer Agreement		
Submit Proof of Insurance		
Pay 2nd Payment		
Pay Final Payment		

# Highland Village Venue Floor Plan



# Guidelines & Agreements

## Event Agreement

The Village Church (“TVC”) is happy to assist <BRIDE AND GROOM> (“the Couple”) in creating a worshipful atmosphere for the Couple's Wedding Ceremony. This Agreement is entered into by the Couple and TVC on <DATE>. The policies in this document are furnished so that we may work together as seamlessly as possible. By signing this Agreement, the Couple agrees to adhere to all TVC Event policies as outlined in this document and pay all related TVC fees on or before the scheduled date. All communication must be in writing and shall be addressed to TVC or emailed to [events@thevillagechurch.net](mailto:events@thevillagechurch.net).

### 1. PREMISES AND PERMITTED USE

“Premises” includes:

The Village Church Highland Village campus  
1700 Highland Village Rd.  
Highland Village, TX 75077

“Permitted Use” is for the Wedding Rehearsal on <DATE> from <TIME> to <TIME>, and the Wedding Ceremony on <DATE> from <TIME> to <TIME>.

The Premises is provided in “as-is” condition with all faults.

### 2. FEE AND FEE SCHEDULE

The cost for reserving the Premises for the Permitted Use is <\$0000.00>. A <\$000.00> deposit is due at the time of the execution of this Agreement and will be deducted from the total fee.

Fifty percent of the remaining balance, or <\$0000.00>, is due two months prior to the Wedding Ceremony date, or on <DATE>. The remaining balance of <\$0000.00> is due one month prior to the Wedding Ceremony date, or on <DATE>.

The deposit and any payments made towards the remaining balance may be refunded in the event the couple decides to cancel the wedding with more than a 90-day's notice from the Wedding Ceremony date. The deposit becomes non-refundable within 90 days of the Wedding Ceremony date, however the remaining credit will be refunded to the couple. Refunds shall be made to <NAME> within thirty (30) days of the cancellation notice.

Checks may be made payable to THE VILLAGE CHURCH or payment may be made online using the Couple's checking account or credit card using the payment link set up for the Couple.

### 3. USE OF PROPERTY AND DAMAGES

The Couple agrees to leave the Premises and all contents and fixtures in the same condition as they were when the Couple arrived. All items brought to the Premises by the Couple or the Wedding party are to be removed prior to the final guest's departure. Any items left behind will be thrown away. The Couple shall notify TVC immediately of any malfunction, damage, or other

issues with the equipment belonging to TVC. The Couple shall be responsible for any damages caused to TVC's Premises, furniture, fixtures, or equipment during the time the Wedding vendors or guests occupy the Premises, and shall pay TVC an equitable cost for replacement, if necessary.

#### **4. CANCELLATION**

TVC reserves the right to cancel this Agreement by giving the Couple a 14-day notice in writing. Upon the giving of such notice, this Agreement shall end on the date fixed in the notice, TVC shall refund all monies paid by the Couple under §2 above. The Couple may, at any time, cancel this Agreement upon giving TVC notice in writing, and TVC shall refund according to §2 above.

#### **5. WI-FI USE TERMS AND CONDITIONS**

The wireless network service is provided by TVC at its sole discretion. The Couple's access to the wireless network may be blocked, suspended, or terminated at any time for any reason. The Couple agrees not to use the wireless network for any purpose that is unlawful or otherwise prohibited. The Couple is fully responsible for its use. Abnormal or unauthorized behavior on the wireless network is prohibited. The wireless network is provided "as is" without warranties of any kind, either expressed or implied.

#### **6. CONDUCT**

The Couple shall be solely responsible for the conduct and welfare of all vendors and persons attending the Couple's event while on TVC's Premises. The Couple understands that alcoholic beverages are not allowed on TVC Premises, with the exception of the use for wine for the purposes of communion only. Signs of drunkenness will not be tolerated and may be the cause for the event to be canceled. Smoking is not permitted in the building.

#### **7. LIABILITY**

Use of TVC's Premises and equipment is at the Couple's risk. The Couple agrees that TVC will not be held liable for any direct, indirect, incidental or consequential damage, injury, or loss to the Couple, the Couple's party, or the Couple's or party's possessions while on the Premises. The Couple holds harmless and indemnifies TVC and its elders, agents, representatives, associates, officers, employees, guests, and tenants against any suit, claim, loss, accident, judgment, fine, injury, or damages, including reasonable attorneys' fees, arising out of any act or neglect by the Couple, the Couple's agents, employees, contractors, lessees, invitees, representatives, associates, and officers in, on, or about the facility. This indemnification shall continue in full force and effect during and after the term of the use for such causes arising during the term of use. The Couple hereby releases TVC from any and all liability or responsibility to the Couple or anyone claiming through or under the Couple by way of subrogation or otherwise for any loss, damage, or injury to equipment, property, or possessions of the Couple covered by any insurance then in force.

#### **8. ARBITRATION**



If the parties are unable to resolve any controversy or claim arising under this Agreement, they agree to submit the dispute or claim to binding arbitration subject to the commercial arbitration rules of the American Arbitration Association. This arbitration will take place in Denton County, Texas. The parties further agree that any such controversy or claim shall be submitted to one arbitrator selected from the panels of arbitrators of the American Arbitration Association. Each party shall be responsible for its share of the arbitration fees in accordance with the applicable Rules of Arbitration. In the event a party fails to proceed with arbitration, unsuccessfully challenges the arbitrator's award, or fails to comply with the arbitrator's award, the other party is entitled to costs of suit, including a reasonable attorney's fee, for having to compel arbitration or defend or enforce the award.

## **9. INSURANCE**

The Couple shall secure a policy of general liability insurance in force and effect on the dates of the use of the premises, issued by a liability insurance company licensed to do business in the state of Texas, and said insurance company will, without any costs or expense to TVC, issue a certificate to TVC. Said certificate of insurance shall list "The Village Church" as an additional insured, and shall be delivered to TVC via the Events Coordinator at least one (1) month prior to the Permitted Use by the Couple. In addition, said insurance company will agree to give notification to TVC of any revocation and/or cancellation at least seventy-two (72) hours before said revocation becomes effective.

## **10. MISCELLANEOUS**

The Couple and the Couple's guests shall comply in all respects with all federal, state, county, city, or other local laws, regulations and ordinances, and all rules and regulations of any governmental authority, in connection with this Agreement. This Agreement incorporates the entire understanding and agreement between TVC and the Couple. Any modifications of this Agreement must be in writing and signed by both parties. Any waiver of a breach or default hereunder shall not be deemed a waiver of a subsequent breach or default of either the same provision or any other provision of this Agreement. The laws of the State of Texas shall govern this Agreement.

The following signatures constitute a legal and binding Agreement between the Couple and TVC.

**THE VILLAGE CHURCH**

**BRIDE AND GROOM**

By: \_\_\_\_\_  
Name: <TYPED>  
Title: <TYPED>  
Date: \_\_\_\_\_

By: \_\_\_\_\_  
Name: <TYPED>  
Bride  
Date: \_\_\_\_\_

By: \_\_\_\_\_  
Name: <TYPED>  
Groom  
Date: \_\_\_\_\_

# Event Detail Form

## BRIDE & GROOM

\_\_\_\_\_  
*Bride's Name*

\_\_\_\_\_  
*Groom's Name*

## REHEARSAL & CEREMONY

Date of Wedding Rehearsal: \_\_\_\_\_

Start Time: \_\_\_\_\_ P.M.

Date of Wedding Ceremony: \_\_\_\_\_

Start Time: \_\_\_\_\_ A.M. / P.M.

## WEDDING PARTY | *Please indicate the number of persons within each party:*

\_\_\_\_\_ Parents of the Bride    \_\_\_\_\_ Grandparents of the Bride    \_\_\_\_\_ Add'l Family of the Bride

\_\_\_\_\_ Parents of the Groom    \_\_\_\_\_ Grandparents of the Groom    \_\_\_\_\_ Add'l Family of the Groom

\_\_\_\_\_ Bridesmaids (including Maid or Matron of Honor)    \_\_\_\_\_ Groomsmen (including Best Man)

\_\_\_\_\_ Flowergirl(s)    \_\_\_\_\_ Ringbearer(s)

## WEDDING GUESTS

\_\_\_\_\_ Minimum Number of Guests    \_\_\_\_\_ Maximum Number of Guests

## FLORAL & DÉCOR | *Please use the below space to note the number of floral arrangements and their intended location during the ceremony.*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## SPECIAL ELEMENTS | *Please use the below space to note any special elements planned for the ceremony, including: communion, unity candle.*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**AUDIO/VISUAL**

*NOTE: Outside groups are solely responsible for any pre- or post-production of media (i.e. source material, video or audio editing, etc.).*

**MUSIC** | Please note whether the music will be:

- 1. Audio (If Audio, it must be provided via a Spotify Playlist. No other formats will be accepted.)
- 2. Live Accompaniment (If Live Accompaniment, please list all instruments and/or vocals)

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- 3. Both

**SET-UP LOCATION** | Location of Instrument(s) and/or Singer(s):

\_\_\_\_\_ Stage Right – Facing out from the stage, the RIGHT side (Traditionally the BRIDE’S SIDE)

\_\_\_\_\_ Stage Left – Facing out from the stage, the LEFT side (traditionally the GROOM’S SIDE)

**OFFICIANT/READERS** | Please indicate how many people will be speaking during the ceremony:

\_\_\_\_\_ Minister

\_\_\_\_\_ Scripture Reader

\_\_\_\_\_ Other (please clarify) \_\_\_\_\_

**VIDEO** | Please indicate if there are any video requirements during the service. *NOTE: All Video media must be provided in one of the following acceptable formats – MPEG file, MOV file, Microsoft PowerPoint, Keynote, or Google Slide.*

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Approved By: \_\_\_\_\_

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

*Please return this completed form to The Village Church Events Coordinator no later than one month prior to the wedding date via email: [events@thevillagechurch.net](mailto:events@thevillagechurch.net)*

# Outside Officiant Form

Your services have been requested by \_\_\_\_\_  
(Names of Bride & Groom)

to officiate their wedding at The Village Church on \_\_\_\_\_  
(Wedding Date)

*In order to help us respond to this request, please answer the following questions.*

## CONTACT INFORMATION

Name:		
Title:		
Church or Ministry:		
City:	State:	Zip:
Church or Ministry Office Phone No.:		Cell No.:
E-Mail:	Church or Ministry Web Address:	

## QUALIFICATION QUESTIONS

I believe in the deity of Jesus Christ. Y / N

I believe eternal salvation is available only through Jesus Christ. Y / N

I accept the Bible as the authoritative Word of God. Y / N

I agree with The Village Church's Statement of Faith and words of the Nicene Creed. Y / N

To the best of my knowledge, the person(s) who has requested my pastoral services for the above ministry is a professed and practicing follower of Jesus Christ. Y / N

During the wedding ceremony, I am committed to giving a clear presentation of the gospel. Y / N

I am licensed or ordained under the authority of the following church/ministry:

\_\_\_\_\_

Signature: \_\_\_\_\_

*Please return this completed form to The Village Church Events Coordinator  
no later than one month prior to the wedding date via email: [events@thevillagechurch.net](mailto:events@thevillagechurch.net)*

## Musician(s) Guidelines

**Please make sure your musicians are aware of and have a copy of these guidelines. The lead musician must sign and return the attached agreement at least one month before the wedding date.**

- The lead musician must contact the Events Coordinator at least one month before the wedding date to make arrangements for set-up and location information, including:
  - Instruments to be played
  - Microphone needs
  - Backing track needs
  - Lyrics needs
- The facilities will be made available for set-up 1.5 hours before the wedding ceremony start time. If the room is not occupied for another event, earlier access may be available.
- All musicians are required to supply all their own equipment. Keyboard and drums are available upon request.
- Any equipment used must not deface the church furniture, building, or property.
- Musicians are responsible for removal of all equipment immediately following the wedding ceremony.

# Musician(s) Guidelines and Agreement

## CONTACT INFORMATION

Bride & Groom's Names:	
Wedding Date:	
Vendor's Name:	
Vendor's Phone No.:	
Vendor's Email:	

Thank you for helping to make this wedding ceremony a joyous occasion. The Village Church ("TVC") is happy to assist you in creating a worshipful atmosphere for the wedding ceremony. We ask that you read, sign, and return this agreement at least one month prior to the wedding date. If you have questions or need assistance, please call the Events Coordinator at 972-537-1100 or email [events@thevillagechurch.net](mailto:events@thevillagechurch.net).

The following guidelines are furnished so that we may work together as smoothly as possible:

- The lead musician shall return this signed Agreement to the Events Coordinator at least one month prior to the wedding date.
- The lead musician should contact the Events Coordinator at least one month before the wedding date to make arrangements for set-up and location information, including:
  - Instruments to be played
  - Microphone needs
  - Backing track needs
  - Lyrics needs
- The facilities will be made available for set-up 1.5 hours before the wedding ceremony start time. If the room is not occupied for another event, earlier access may be available.
- All musicians are required to supply all of their own equipment and will not be allowed to use any TVC's A/V equipment. Keyboard and drums are available upon request.
- Any equipment used must not deface the church furniture, building, or property.
- Musicians are responsible for removal of all of their equipment immediately following the wedding ceremony.
- The lead musician is responsible for communicating these guidelines to all other musicians.

### **Acceptance:**

\_\_\_\_\_  
Vendor

\_\_\_\_\_  
TVC Events Coordinator

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

*Please return this completed form to The Village Church Events Coordinator  
no later than one month prior to the wedding date via email: [events@thevillagechurch.net](mailto:events@thevillagechurch.net)*

## Floral & Décor Guidelines and Form

**Please make sure your florist is aware of and has a copy of these guidelines. The decorator / florist must sign and return the attached agreement at least one month before the wedding date. If multiple vendors are being used for this need, each vendor must sign and return the attached form at least one month before the wedding date.**

- The decorator / florist must contact the Events Coordinator at least one month before the wedding date to make arrangements for decorating.
- The facilities will be made available for set-up 1.5 hours before the wedding ceremony start time. If the room is not occupied for another event, earlier access may be available.
- Florists are expected to provide their own plants and decorations for the wedding ceremony.
- Real flower petals may not be scattered on the carpet.
- The placing of decorations must not deface the church furniture, building, or property. This prohibits the use of nails, tacks, screws, staples, pins, or most kinds of tape in any part of the building or on any furniture. There can be nothing hanging from the ceiling.
- Smokeless and dripless candles are permitted in approved glass holders only.
- The decorator / florist must strike all decorations immediately following the wedding ceremony.



# Floral & Décor Guidelines and Agreement

## CONTACT INFORMATION

Bride & Groom's Names:	
Wedding Date:	
Vendor's Name:	
Vendor's Phone No.:	
Vendor's Email:	

Thank you for helping to make this wedding ceremony a joyous occasion. The Village Church ("TVC") is happy to assist you in creating a worshipful atmosphere for the wedding ceremony. We ask that you read, sign, and return this agreement at least one month prior to the wedding date. If you have questions or need assistance, please call the Events Coordinator at 972-537-1100 or email [events@thevillagechurch.net](mailto:events@thevillagechurch.net).

The following guidelines are furnished so that we may work together as smoothly as possible:

- The decorator / florist must contact the Events Coordinator at least one month before the wedding date to make arrangements for decorating.
- The facilities will be made available for set-up 1.5 hours before the wedding ceremony start time. If the room is not occupied for another event, earlier access may be available.
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- Smokeless and dripless candles are permitted in approved glass holders only.
- The decorator / florist must strike all decorations immediately following the wedding ceremony.

### **Acceptance:**

\_\_\_\_\_  
**Vendor**

\_\_\_\_\_  
**TVC Events Coordinator**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Date**

*Please return this completed form to The Village Church Events Coordinator  
no later than one month prior to the wedding date via email: [events@thevillagechurch.net](mailto:events@thevillagechurch.net)*

## Rental Company Guidelines and Form

**Please make sure your Rental Company is aware of and has a copy of these guidelines. The company must sign and return the attached agreement at least one month before the wedding date. If multiple vendors are being used for this need, each vendor must sign and return the attached form at least one month before the wedding date.**

- The Rental Company must contact the Events Coordinator at least one month before the wedding date to make arrangements for set-up and location information.
- The facilities will be made available for set-up 1.5 hours before the wedding ceremony start time. If the room is not occupied for another event, earlier access may be available.
- The Rental Company is responsible for removing all rented furnishings and equipment immediately after the wedding ceremony. We do not permit overnight storage.
- Any equipment used must not deface the church furniture, building, or property.

# Rental Company Guidelines and Agreement

## CONTACT INFORMATION

Bride & Groom's Names:	
Wedding Date:	
Vendor's Name:	
Vendor's Phone No.:	
Vendor's Email:	

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- The Rental Company is responsible for removing all rented furnishings and equipment immediately after the wedding ceremony. We do not permit storage.
- Any equipment used must not deface the church furniture, building, or property.

### **Acceptance:**

\_\_\_\_\_  
**Vendor**

\_\_\_\_\_  
**TVC Events Coordinator**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Date**

*Please return this completed form to The Village Church Events Coordinator  
no later than one month prior to the wedding date via email: [events@thevillagechurch.net](mailto:events@thevillagechurch.net)*

## Photographer & Videographer Guidelines and Form

**Please make sure your photographer and/or videographer is aware of and has a copy of these guidelines. The photographer and/or videographer must sign and return the attached agreement at least one month before the wedding date. If multiple vendors are being used for this need, each vendor must sign and return the attached form at least one month before the wedding date.**

- The photographer may take pictures before or after the ceremony in several areas of the building: The Bride's Room, The Groom's Room, The Foyer, The Worship Center. You can also use the outside of the building if desired.
- All pre-wedding ceremony photos must be completed 30 minutes prior to the start of the wedding ceremony.
- If you move furniture, we ask that you please return it to its original position.
- If the photographer is present at rehearsal, we ask that they do not disrupt the flow of the rehearsal due to the one-hour time limit.
- All post-wedding ceremony photos must be completed within one hour.
- Lighting will be arranged with the Bride, Groom, and A/V individual prior to the wedding.
- Appropriate and modest dress is required. Comfortable business casual would be considered as appropriate.
- All photographers and/or videographers must use their own equipment.

# Photographer & Videographer Guidelines and Form

## CONTACT INFORMATION

Bride & Groom's Names:	
Wedding Date:	
Vendor's Name:	
Vendor's Phone No.:	
Vendor's Email:	

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The following guidelines are furnished so that we may work together as smoothly as possible:

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- All pre-wedding ceremony photos must be completed 30 minutes prior to the start of the wedding ceremony.
- If you move furniture, we ask that you please return it to its original position.
- If the photographer is present at rehearsal, we ask that you do not disrupt the flow of the rehearsal due to the one-hour time limit.
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- Appropriate and modest dress is required. Comfortable business casual would be considered as appropriate.
- All photographers and/or videographers must use their own equipment.

### **Acceptance:**

\_\_\_\_\_  
**Vendor**

\_\_\_\_\_  
**TVC Events Coordinator**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Date**

*Please return this completed form to The Village Church Events Coordinator  
no later than one month prior to the wedding date via email: [events@thevillagechurch.net](mailto:events@thevillagechurch.net)*