



TABCHURCH

TABERNACLE CHURCH OF NORFOLK

Wedding Request Form

Fees, Info, and Terms of Use:

Christian marriage is a covenant through which a man and a woman are called to make a lifelong commitment to each other and takes place in a special service which focuses on marriage as a gift from God and an expression of the Christian life. Any wedding conducted at Tab Church must be done so in agreement with Christian doctrine and the Constitution and Bylaws of Tab Church. Tab is available for weddings for members and non-members upon approval. Tab Church desires to serve couples on their wedding day and so our goal is simply to cover our direct and indirect expenses associated with facilitating the wedding and associated events in our facility. We do not see weddings as a profit center for the church. Please see the pricing list below:

Wedding Ceremony:

- The facility/administrative charge for a wedding is \$800. This fee covers the following:
 - \$200 Facility Usage - use of the Sanctuary, 1st Floor Atrium, 1st Floor Restrooms, Prep Rooms for the Bride & Groom
 - Wedding - up to 1 hour for ceremony & 1 hour pre-service time
 - Ceremony Rehearsal - 2 hour limit
 - \$200 Audio/Visual Equipment Usage - Computer & Video Equipment; Sound & Microphones
 - For pre-recorded music/slideshow
 - Piano is available (additional fees for pianist will apply)
 - \$100 Audio/Visual On-Site Tech Fee - 4 hours included, each additional hours are \$25/hour
 - \$250 Cleaning Fee - Sanctuary, 1st Floor Atrium, 1st Floor Restrooms, Bride & Groom Rooms)
 - \$50 On-Site Staff Member Fee, available as follows:
 - 2 hours day of wedding (including ceremony & pre-service)
 - 2 hours for rehearsal
 - Additional hours are \$15/hour

Wedding Reception:

The facility/administrative charge for a reception is \$250 if the church is being used for the wedding ceremony. If the church is only being used for the reception the charge is \$400. This fee covers the following:

- Use of the 1st Floor Atrium & 1st Floor Restrooms
- Cleaning Fee
- On-Site Staff Member Fee, available for 3 hours on the day of the reception

- Additional hours are \$15/hour

A fully completed and signed Wedding Request Form must be submitted to the Church Administrator in order to be considered for the requested date. Once the request has been approved by the Administrative Pastor, a deposit of \$100 should be made in order to officially reserve the space. This approval is mandatory for reserving the facility on the church calendar. **All wedding fees are due in full two weeks prior to the wedding date.**

Ceremony/Officiant:

A Tab Church pastor, officiant or affiliated pastor must officiate the wedding. Exceptions can be made, but must be approved by a Tab Church pastor.

Premarital Counseling:

Premarital counseling is necessary and essential in preparation for marriage and is available through Tab Church. This provides an opportunity for pastoral counsel, time for the pastor and the couple to become acquainted, discuss the meaning of marriage within the Christian context, and to plan the marriage ceremony. The bride and groom need to coordinate with a pastor at least 3-6 months in advance for counseling. It should be understood that the Pastor is not obligated to marry couples when questions arise that, in his judgment, would be serious obstacles to a successful marriage. If the couple is using an officiant or a pastor outside of Tab Church, then it is required that arrangements be made with that officiating pastor for counseling services.

Planning & Coordinating your Wedding Ceremony/Reception:

Tab Church will have a designated wedding event coordinator to walk you through the process of planning and coordinating your wedding at Tab. They are not a professional wedding coordinator for the purpose of planning the ceremony or related events but will work in partnership with the designated wedding planner representing the bride and groom. The church event coordinator will set up an appointment within 30 days of the wedding request approval to do an initial wedding consultation. This will consist of a walk through and discussion of high level wedding details and Tab's wedding guidelines and expectations. It is best for the primary wedding party Point of Contact (POC) and wedding party planner to attend this consultation. The church event coordinator will also schedule a final appointment at the church at least 2 weeks prior to the wedding to do a final walk through and finalize all event plans. The POC or wedding party planner must bring the completed Wedding Planning Sheet attached to this request form to that final meeting. The church event coordinator will be present for the rehearsal and ceremony.

Decorations/Setup:

You are permitted to bring and use your own decorations as long as they do not cause any permanent damage to the church facility (floors, ceilings, wall, etc.) or contents (chairs, tables, etc.). Any damage caused will be repaired at the cost of the responsible party signing below. All setup and decorating plans must be communicated to and approved by the church event coordinator in advance. The stage in the Sanctuary can be cleared complete with the exception of the drum kit, floor lighting and cabling. The drum kit can be covered with a decorative sheet or fabric by the wedding party but cannot be moved or removed from the stage. Unless discussed and approved in advance, all event setup must be performed on the day of the event - no advance setup.

Candles and Other Flammable Items:

The only open flames permitted in the church Sanctuary are those candles acting as Unity Candles. A protective floor covering, such as a tarp or trash bag, must be placed under candelabras to catch the wax. The use of open flame is only permitted in the Atrium for the sole purpose of food service and warmth.

Music and Dancing:

Tab Church allows the use of secular music for the wedding ceremony and wedding-related events. However, the use of music with derogatory, racist, sexist or profane lyrics or that which directly conflicts with the core beliefs of Christianity or church doctrine is strictly prohibited. Similarly, dancing is allowed but must not be sexually provocative or inappropriate. Church staff, at their sole discretion, will turn off any music or put a stop to any dancing that they deem inappropriate or as violating church doctrine and beliefs. The sound system in the Sanctuary and Atrium is fully controlled from the sound booth and will be operated by one of our trained sound technicians. The church event coordinator will make arrangements for the sound technician to be present for the rehearsal and ceremony, this cost is included in the previously stated fees (unless more than 1 production tech is needed, then additional costs may apply).

Alcohol:

Alcohol of any kind (beer, wine, or liquor) is not permitted in the building or on church grounds. Sparkling cider may be used for toasts.

Noise Ordinance:

All noise generated by the above-referenced event must adhere to the City of Norfolk codes. See the following link for specifics: For commercial applications, between the hours of 7am and 10 pm, the maximum sound pressure levels may not exceed 67 dB and between the hours of 10pm and 7 am the maximum sound pressure levels may not exceed 62 dB. Please keep in mind that we are located in a neighborhood and have neighbors close by. We want to keep good relationships with our neighbors and be a positive community partner.

Liability:

The responsible party as designated below is solely responsible for anyone they allow to enter and use the space during the event. Tabernacle Church of Norfolk accepts no legal or financial liability for any injuries or lost/stolen equipment as a result of facility usage. Additionally, the responsible party accepts full legal and financial responsibility for damage caused to any of the Tab premises or theft of any Tab property as a result of using the church facilities.

Facilities Contact:

The main POC of facility usage within the church is Sarah Hall - Church Administrator (cell: 304-561-4025/ email: shall@tabchurch.org). She may be contacted for with any questions or concerns and to report any issues before, during or after the event.

Today's Date: _____

Responsible Party:

Printed Name Phone Number & Email

Wedding Party Coordinator (Main Person of Contact):

Printed Name Phone Number & Email

Groom Contact Information:

First & Last Name: _____

Email: _____

Phone Number: _____

Bride Contact Information:

First & Last Name: _____

Email: _____

Phone Number: _____

Please select all events to be held at Tab Church:

_____ **Ceremony Rehearsal**

Date _____

Start Time _____

End Time _____

Space Requested _____

Resources & Equipment Needed (check all that apply):

A/V Equipment:

Microphone(s)
Video Projectors/Screens
Mic Stand(s)
Piano
Atrium TV's
Speakers

General Resources:

Cloth Chairs
Lectern
Round Dinner Tables
Rectangle Tables
High Top Bistro Tables

Wedding Materials:

Communion Table
Battery Candles
Asian Screens

Other: _____

_____ **Rehearsal Dinner**

Date _____

Start Time _____

End Time _____

Space Requested _____

Resources & Equipment Needed (check all that apply):

A/V Equipment:

Microphone(s)
Video Projectors/Screens
Mic Stand(s)
Piano
Atrium TV's
Speakers

General Resources:

Cloth Chairs
Lectern
Round Dinner Tables
Rectangle Tables
High Top Bistro Tables

Wedding Materials:

Communion Table
Battery Candles
Asian Screens

Other: _____

_____ **Wedding Ceremony**

Date _____

Start Time _____

End Time _____

Space Requested _____

Who is officiating? _____

Email: _____ **Phone:** _____

Resources & Equipment Needed (check all that apply):

A/V Equipment:

Microphone(s)
Video Projectors/Screens
Mic Stand(s)
Piano
Atrium TV's
Speakers

General Resources:

Cloth Chairs
Lectern
Round Dinner Tables
Rectangle Tables
High Top Bistro Tables

Wedding Materials:

Communion Table
Battery Candles
Asian Screens

Other: _____

_____ **Reception**

Date _____

Start Time _____

End Time _____

Space Requested _____

Who is officiating? _____

Email: _____ **Phone:** _____

Resources & Equipment Needed (check all that apply):

A/V Equipment:

Microphone(s)
Video Projectors/Screens
Mic Stand(s)
Piano
Atrium TV's
Speakers

General Resources:

Cloth Chairs
Lectern
Round Dinner Tables
Rectangle Tables
High Top Bistro Tables

Wedding Materials:

Communion Table
Battery Candles
Asian Screens

Other: _____

Additional Information: _____

Responsible Party:

Fully Agreed to By:

Printed Name Relationship to Bride/Groom

Signature Date

Tab Church Staff Use Only:

Printed Name Title

Signature Date

Deposit Received By:

Printed Name Title

Signature Date

Amount Paid Payment Type

Wedding Planning Sheet

(must be presented to church event coordinator at walk through 2 weeks prior to wedding)

Wedding of: _____ & _____

Day of POC: _____ Phone: _____

Date of Rehearsal: _____ Time: _____

Date of Wedding: _____ Time: _____

Officiating Pastor: _____

Assisting Pastor: _____

Pianist (musician): _____

Vocalist: _____

Size of Wedding Party: _____

Maid of Honor: _____ Best Man: _____

Bridesmaid: _____ Groomsman: _____

Bridesmaid: _____ Groomsman: _____

Bridesmaid: _____ Groomsman: _____

Bridesmaid: _____ Groomsman: _____

Bridesmaid: _____ Groomsman: _____

Bridesmaid: _____ Groomsman: _____

Bridesmaid: _____ Groomsman: _____

Bridesmaid: _____ Groomsman: _____

Bridesmaid: _____ Groomsman: _____

Bridesmaid: _____ Groomsman: _____

Bridesmaid: _____ Groomsman: _____

Bridesmaid: _____ Groomsman: _____

Bridesmaid: _____ Groomsman: _____

