

# Wedding Policy & Contract

For any questions or clarification, email [weddings@epikos.org](mailto:weddings@epikos.org)

We believe marriage is a covenant relationship between one man and one woman, centered on Jesus Christ and established on the truth of God's Word. Our top priority at Epikos is partnering with couples throughout their marriage, not just on their wedding day, and our expectations strive to reflect God's design for marriage.

This policy is designed for couples seeking to have their wedding at an Epikos facility, officiated by an Epikos pastor at an Epikos campus or another location. The expectations for couples are:

- Both bride and groom are followers of Jesus Christ.
- The bride and groom are abstaining from premarital sex or will seriously consider abstaining from premarital sex until the wedding. Accountability will be discussed with the couple.
- Both bride and groom have completed approved premarital counseling. Counseling may be completed through our Marriage Prep class, the Epikos pastor officiating the ceremony, a non-Epikos pastor who has a relationship with the bride and/or groom, or professional counselors.
  - The Epikos Marriage Prep classes are typically offered three times a year (Fall, Spring, and Summer).
  - The class meets weekly for ten weeks, typically in the evenings.
  - The cost of the class is \$70, which includes the book, materials, and an assessment for each couple.

We would love the opportunity to meet with any couple to bring clarity to those with concerns or questions about the expectations mentioned above. Please email [weddings@epikos.org](mailto:weddings@epikos.org) to set up a meeting with one of our pastors. In the email, please note the campus which you primarily attend.

## RESERVING AN EPIKOS FACILITY FOR YOUR WEDDING CEREMONY

The use of church facilities will be scheduled on a "first come, first serve" basis, with church programming receiving priority. Epikos is used primarily for corporate worship and reserves the right to make any changes to the facility without any notice. Any of our facilities are available to be reserved for wedding ceremonies.

- Facility rentals include a 2-hour rehearsal time block and a 4-hour wedding ceremony time block. Additional time can be requested for a \$75 additional charge.
- The date will be booked on the facilities calendar only once the signed contract and deposit of  $\frac{1}{3}$  of the total balance.
- The remaining balance is due 30 days before the ceremony date. Checks are to be made out to Epikos Church. (See Planning Process Checklist, pg. 8)
- Weddings may be scheduled for Saturday with a Friday afternoon or evening rehearsal.
- Weddings may be scheduled for Friday with a Wednesday evening rehearsal.
  - If a Thursday rehearsal is requested, it:
    - Must conclude by 6pm for worship team practices
    - Is contingent on the availability of a tech person
  - For a Wednesday (or Thursday) rehearsal, decorating for the wedding must occur on Friday before the ceremony, as the space is used on Thursday evenings for worship team practices.

- Tech/Set-up:
  - At the **West Allis Campus**: the lower stage will be cleared, and instruments on the upper stage will be covered—more explanation can be given on the facility tour.
  - At the **Mayfair Road** and **Sherman Park Campuses**: The stage will be cleared except for the drum kit and drum shield, which can be covered. More information can be given on a facility tour.
  - Technology for the ceremony (lighting, music, sound, and other tech-related requests) are indicated by submitting the Wedding Tech Needs form. To ensure the rehearsal runs smoothly, this form must be submitted no later than three weeks before your rehearsal.
- Decorating:
  - You are responsible for providing all your decorations.
  - Flowers must be in leak-proof containers.
  - Only dripless candles are permitted, as long as a protective covering is under them.
  - A communion table can be provided upon request if you want to incorporate communion into your ceremony.
- Cleaning:
  - The facility will be cleaned before your ceremony.
  - The facility must be returned to its original state following the ceremony. This means all decorations and personal items are cleaned up within the four-hour block of time given.
  - See Cleaning Checklist (pg. 9) for expectations post-ceremony.
- The following are NOT allowed:
  - Decorations that will leave a mark. (e.g., nails, tacks, adhesives, etc.)
  - Throwing of confetti, rice, glitter, or sprinkles.
  - Smoking or alcohol on church premises.
  - Blocking off street parking for your guests. Help us be good neighbors and maintain a positive presence in the community!

PLEASE NOTE: Epikos Church reserves the right to revoke facility use if a significant event or discovery might conflict with the values or doctrines of the church. This right has never been invoked, nor would we desire to take this action, but to protect the church's integrity and the use of the facility, we must retain this right.

## **REQUESTING AN EPIKOS PASTOR AS OFFICIANT (ON-SITE)**

If seeking an Epikos pastor to officiate a wedding ceremony at an Epikos facility:

- Review the above-stated expectations and submit the wedding application for approval.
- We desire to support a couple's marriage before and after the wedding day. That is why we strongly recommend that the couple's campus pastor be the first selection, as the campus pastor will regularly contact them throughout their time at Epikos.
- Please indicate the selection on the wedding application and this facilities contract.  
\*Please note that this does not guarantee your request will be met, as it depends on availability.
- Once the officiant is confirmed, the couple will coordinate with the campus pastor to schedule at least one meeting before the event. (The officiant determines the number of meetings)
- There is a \$300 honorarium (submitted to Epikos Church) for the pastor officiating the ceremony.

If seeking an outside officiant to perform the ceremony at an Epikos facility:

- Request a Visiting Officiant Form after the facility contract and deposit are submitted.

- Instruct the desired officiant to complete and submit the form 90 days before the wedding date. All non-Epikos officiants must be approved by Epikos at least 60 days before the wedding date.
- The couple will be contacted once the outside officiant has been approved.

## **REQUESTING AN EPIKOS PASTOR AS OFFICIANT (OFF-SITE)**

If seeking an Epikos pastor to officiate a wedding ceremony at a non-Epikos location:

- Review the above-stated expectations and submit the wedding application for approval.
- We desire to support a couple’s marriage before and after the wedding day. That is why we strongly recommend that the couple’s campus pastor be the first selection, as the campus pastor will regularly contact them throughout their time at Epikos.
- Please indicate the pastor requested on the wedding application and this facilities contract.  
\*Please note that this does not guarantee your request will be met, as it depends on availability.
- Once the officiant is confirmed, the couple will coordinate with the campus pastor to schedule at least one meeting before the event. (The officiant determines the number of meetings)
- There is a \$300 honorarium (submitted to Epikos Church) for the pastor officiating the ceremony. There is a Wedding Officiant Agreement that should be submitted with the honorarium 30 days before the ceremony date. Checks are to be made out to Epikos Church. (See Planning Process Checklist, pg. 8)
- Please note that reserving an Epikos pastor does not give access to an Epikos facility as a rain location or for any other purposes. If you want to use a facility, please follow the facility rental process.

## **NEXT STEPS TO RESERVE AN EPIKOS FACILITY FOR YOUR WEDDING CEREMONY**

Complete and submit a wedding application. The application will be reviewed and followed up if questions or further explanations are needed. You will be notified when it is approved.

1. Schedule a wedding tour of the facility.
2. Submit the Wedding Fees and Facility Rental Contract portions of this document with a deposit to secure the wedding date on the Epikos facilities calendar.
3. Check the Epikos website ([epikos.churchcenter.com/registrations](http://epikos.churchcenter.com/registrations)) to register for the upcoming Marriage Prep Class. (Classes are offered seasonally)
4. 90 days before your wedding date, submit your Visiting Officiant form for an outside officiant OR communicate with the Epikos pastor to schedule a meeting.
5. Pay the remaining balance 30 days before the date of the ceremony.
6. Submit the Tech Needs form no later than three weeks before your rehearsal.

## **NEXT STEPS TO RESERVE AN EPIKOS PASTOR FOR YOUR WEDDING CEREMONY (OFF-SITE)**

1. Complete and submit the wedding application. The application will be reviewed and followed up if questions or further explanations are needed. You will be notified when it is approved.
2. Your request will be submitted to the pastor for approval. You will be notified when your ceremony is confirmed on the pastor’s calendar or for the next steps.

3. Check the Epikos website (epikos.churchcenter.com/registrations) to register for the upcoming Marriage Prep Class. (Classes are offered seasonally)
4. 90 days before your wedding date, communicate with the Epikos pastor to schedule a meeting.
5. Submit your Wedding Officiant Agreement and Honorarium 30 days before your ceremony date.

## WEDDING FEES

<b>WEDDING CEREMONY</b>	<b>\$1,500</b>
<i>Ask about alternate pricing available for current Covenant Members</i>	
<p>This fee covers:</p> <ul style="list-style-type: none"> <li>■ Use of designated areas</li> <li>■ Heating/cooling of the facility</li> <li>■ A two-hour block of time for rehearsal</li> <li>■ Four-hour block of time for the ceremony</li> </ul> <p>A third of the charges (non-refundable) is due at the signing of the wedding contract. The remaining balance is due <b>30 days before the ceremony</b>. Please note this fee only covers the cost of the ceremony; our facility spaces are not to be used for wedding receptions.</p>	
<b>HONORARIUM</b>	<b>\$400</b>
<p>This fee covers:</p> <ul style="list-style-type: none"> <li>■ Meeting(s) before the wedding (determined by Officiant)</li> <li>■ Rehearsal</li> <li>■ Wedding ceremony</li> </ul> <p><i>Reimbursement for a pastor's mileage and lodging will be an additional cost if necessary.</i></p>	
<b>TECH COORDINATOR</b>	<b>\$200</b>
<p>This fee covers:</p> <ul style="list-style-type: none"> <li>■ Coordination of lights and sound for rehearsal</li> <li>■ Coordination of lights and sound for the wedding ceremony</li> </ul>	

<b>FACILITY DEPOSIT</b>	<b>\$150</b>
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This fee covers:

- Potential damages
- Refunded depending on the condition of the facility post-event

<b>TOTAL</b>	<b>\$2,250</b>
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<b>ADDITIONAL OPTIONS</b>													
<table border="1"> <tr> <td><b>ADDITIONAL TIME</b></td> <td style="text-align: right;"><b>\$100/hour</b></td> </tr> <tr> <td colspan="2"><i>This fee covers:</i></td> </tr> <tr> <td colspan="2"> <ul style="list-style-type: none"> <li>■ Extending a facility reservation for rehearsal and/or for your ceremony.</li> </ul> </td> </tr> </table>	<b>ADDITIONAL TIME</b>	<b>\$100/hour</b>	<i>This fee covers:</i>		<ul style="list-style-type: none"> <li>■ Extending a facility reservation for rehearsal and/or for your ceremony.</li> </ul>		<table border="1"> <tr> <td><b>SECOND TECHNICIAN</b></td> <td style="text-align: right;"><b>\$75</b></td> </tr> <tr> <td colspan="2"><i>This fee covers:</i></td> </tr> <tr> <td colspan="2"> <ul style="list-style-type: none"> <li>■ An additional tech representative to assist with complex lighting or sound needs.</li> </ul> </td> </tr> </table>	<b>SECOND TECHNICIAN</b>	<b>\$75</b>	<i>This fee covers:</i>		<ul style="list-style-type: none"> <li>■ An additional tech representative to assist with complex lighting or sound needs.</li> </ul>	
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<b>We understand and agree to all of the information stated in this Wedding Policy and Contract.</b>	
Groom Initial:	Bride Initial:



## Wedding Facility Rental Contract

<b>Contact Info (Please print):</b>
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Bride	Name:		
<input type="checkbox"/> Return deposit to this address	Address:		
	Email:		
	Phone:		
Groom	Name:		
<input type="checkbox"/> Return deposit to this address	Address:		
	Email:		
	Phone:		

Wedding	Facility Requested:		
	Ceremony Date and Time:		
	Rehearsal Date and Time:		
	Officiant Requested on Application:		

<b>Wedding Facility Use Invoice</b>		
<b>FEE</b>	<b>CHARGE</b>	
Facility Use Fee: (Rehearsal & Ceremony) (Member pricing available for current Covenant Members)		\$1,500
Tech Coordinator Fee:		\$200
Facility Deposit (Refundable):		\$150
Epikos Officiant Honorarium: (Not applicable for an outside officiant)		\$400
	<b>Sub-total charges:</b>	<b>\$2,250</b> (no addtl fees inc.)
<b>ADDITIONAL/OPTIONAL FEES:</b>	<b>COST</b>	<b>CHARGE</b>
Additional Rehearsal Time (1-hour increment)	\$100	
Additional Ceremony Time (1-hour increment)	\$100	
Second Sound/Light Technician (Optional):	\$75	
	<b>Total charges:</b>	
<b>NON-REFUNDABLE AMOUNT DUE AT SIGNING: (A THIRD OF TOTAL CHARGES)</b>	Chk #:	
<b>ADDITIONAL PAYMENT RECEIVED:</b>	Date:	Amount:
<b>BALANCE DUE 30 DAYS BEFORE</b>	Date Due:	Balance:
<p><b>Right to Revoke Facility Use:</b> Epikos reserves the right to cancel this facility agreement if a significant event or discovery might conflict with the values or doctrines of the church. This right has never been invoked, nor would we desire to take this action, but to protect the church's integrity and the use of the facility, we must retain this right.</p> <p><b>We understand and agree to all the information and terms in this Wedding Facility Rental Contract.</b></p> <p><b>CONTRACT AGREEMENT:</b></p>		
<b>Groom Signature</b> _____	<b>Bride Signature</b> _____	
<b>Epikos Representative</b> _____	<b>Date</b> _____	

## PLANNING PROCESS CHECKLIST

- Read through the wedding policy to determine if the requirements are met.
- Submit the wedding application.
  - ↳ After submitting the application, wait for an email regarding the next steps
- If the Marriage Prep class (or other marriage counseling) is not yet complete, sign up for and complete this requirement before the date of the wedding.<sup>1</sup>

On-Site Ceremony	Off-Site Ceremony
<ul style="list-style-type: none"><li><input type="checkbox"/> Wedding Facilities tour.</li><li><input type="checkbox"/> Confirm the Pastor or the officiant.</li><li><input type="checkbox"/> Sign the contract and submit a deposit.</li><li><input type="checkbox"/> Submit the Visiting Officiant Form (<b>only if requesting an outside officiant</b>).</li><li><input type="checkbox"/> Submit the remaining balance <b>at least 30 days before your ceremony date</b>. See below for instructions.<ol style="list-style-type: none"><li>1. Place it in a sealed envelope and write "Attn: Weddings" on the front.</li><li>2. Drop in the lower dropbox of Central Offices mailbox, or mail to:  Epikos Church Attn: Weddings 2308 E Belleview Place Milwaukee, WI 53211</li></ol></li><li><input type="checkbox"/> Submit Wedding Tech Needs and Time Block Rental Forms four weeks before your rehearsal.</li><li><input type="checkbox"/> Confirm meetings with the Pastor about officiating and planning (number of meetings determined by the Pastor).</li><li><input type="checkbox"/> Get Married!</li></ul>	<ul style="list-style-type: none"><li><input type="checkbox"/> Confirm Pastor to officiate.</li><li><input type="checkbox"/> Submit the Wedding Officiant Agreement Form and Honorarium <b>30 days before your ceremony date</b>.</li><li><input type="checkbox"/> Confirm meetings with the Pastor about officiating and planning (number of meetings determined by the Pastor)</li><li><input type="checkbox"/> Get Married!</li></ul>

<sup>1</sup> Application approval subject to be revoked at Marriage Prep leaders and pastoral staff discretion.



## **CLEANING CHECKLIST (DAY OF CEREMONY)**

- All decorations are taken down and/or removed.
- All pews/seats and aisles are cleared of all wedding bulletins, decorations, and garbage.
- All furniture is moved back to its original place.
- All rooms used by the wedding party are cleared of all food, drink, and garbage.
- All personal belongings are removed from the facility. Epikos church is not held responsible for anything left behind.

*\*If you need any clean-up equipment (vacuum, broom, mop, etc.), please ask the Sound/Light/Tech Person.\**