



October 5, 2015

Dear Prospective Bride and Groom,

Thank you for your interest in celebrating your wedding at Mountain View Bible Fellowship. Our building and facilities are available for weddings of members and regular attenders.

We desire that this be a very special day for everyone involved, and that God would be at the center of your ceremony as well as your lives together. Foundationally, we believe the Bible clearly states God's perspective on Marriage in both the Old and New Testaments:

1. Marriage is the union between a man and a woman. (Gen. 1:27,28/Gen. 2:21-25/Eph. 5:22-33)
2. Marriage between a professing believer and an unbeliever is not God's plan (2 Cor. 6:14)

Since God created marriage, we commend you for choosing to have your ceremony in a place of worship. Jesus performed his first miracle at a wedding and by doing so affirmed that marriage is to be celebrated. Making marriage vows is not only a promise to each other, you are doing so before God. As such, you can know that He will help your marriage to be a relationship that is deep, nurturing and fulfilling.

If you have not done so already, please check our on-line calendar for available wedding dates. Then, contact our Church Secretary (Email below or phone) to secure a date for your wedding and follow-up with your down payment. (see enclosed 'Fee Schedule'/Down Payment instructions) Our Secretary will confer with our pastoral staff and Wedding Coordinator to be certain all parties are available for your preferred wedding date. Once your wedding date is confirmed, our Wedding Coordinator will facilitate your wedding plans, assist the pastoral staff and be available to answer your questions. Please see the enclosed 'Wedding Coordinator Services' for her specific responsibilities.

Lastly, you will be asked to complete and submit a 'Building Usage Request Form' and 'Personal Information Questionnaire'. Both are included in this packet.

We congratulate you on the upcoming dedication of your lives to each other in marriage. We look forward to helping you celebrate your wedding ceremony at Mountain View Bible Fellowship.

With God's Blessings,
Mountain View Bible Fellowship

1575 South St. Vrain Avenue Estes Park, Colorado 80517
www.mvbf.org t: 970-586-3395 f: 970-586-2386 e: mvadministrator@mvbf.org

**Mountain View Bible Fellowship
Wedding Fee Schedule**

MANAGEMENT FEE:

The fee for hosting a wedding is \$1000 for up to 300 participants and guests, with an additional \$350⁰⁰ charged for 301 to 550 guests. This fee covers the services of the Wedding Coordinator, Audio / Visual Technician, the Custodian and defined Building Use fees. (Management Fee does not include special snow plowing if needed)

DOWN PAYMENT:

A \$350⁰⁰ down payment is required concurrently with your completed *Reservation Request for Building Use* form. This down payment will apply to the total wedding fee above.

AUDIO / VISUAL TECHNICIAN:

We provide an audio / visual technician for up to 4 hours including the preparation time, the wedding rehearsal, the duration of the wedding ceremony, and restoration of the audio-visual equipment to pre-wedding readiness. Each hour or part of an hour over the 4 hours is charged at \$50.00/hr.

OUTSIDE VENDORS / RESOURCES:

Fees for outside vendors such as photographers, videographers, musicians and florists are not established by MVBF. All such arrangements must be made directly with them.

OFFICIATOR'S HONORARIUM:

The church's fees do not include an honorarium for the pastor. Please discuss this directly with your officiator / pastor.

CHURCH FURNISHINGS:

The following furnishings are provided at no additional charge:

- White satin kneeling benches
- Unity candle table
- Holder for unity candle
- Battery candles which attach to the ends of the pews
- Mirrors for dressing rooms
- Iron/Ironing Board

WEDDING RECEPTIONS AT MVBF:

The Building Use Fee (\$350-\$650) for your Wedding Reception will be determined by the Wedding Coordinator once the scope and duration of the event is established. A/V Technician fee is not included.

PAYMENTS:

The deadline for payment of the \$650⁰⁰ balance is 60 days prior to the wedding date. This can be done via PayPal on our mvbf.org website or by mailing in a check with this form. Fees are payable to:

Mountain View Bible Fellowship
1575 South St Vrain Avenue
Estes Park, CO 80517-7321
970.586.3395

Name _____

Street Address _____

City/State/ZIP Code _____

Phone _____

Mountain View Bible Fellowship Wedding Planner

Wedding Procedures and Guidelines

1. On the day of your rehearsal, the building will be available one (1) hour before and one (1) hour after the rehearsal (assuming a one (1) hour rehearsal) for a total of three (3) hours. On the day of your wedding, the building will be available three (3) hours before your wedding and two (2) hours after your wedding for a total of six (6) hours. (assuming a one (1) hour wedding ceremony) If occupancy of the building exceeds the above times, additional fees will be required.
2. All weddings must be finished and the building vacated by 6:00 pm, including Saturdays.
3. Sundays are not available for weddings. Major holidays (New Year's Eve, Easter, Memorial Day, Independence Day, Labor Day, Thanksgiving, and Christmas) are not available for weddings except by special arrangement.

Decorations and Furniture

All decorations must be approved by our Wedding Coordinator and may be brought in the day before the ceremony; presumably this will be the ceremony rehearsal day. In decorating for your ceremony or reception, please be advised that **no** tape, nails, glue, etc. is allowed on any surface unless approved by the Wedding Coordinator. Due to safety and security regulations, we do not allow burning of wax candles other than a Unity Candle. Ushers or groomsmen must roll any runner out after all guests are seated and immediately roll-up the runner before guests are dismissed. We do not provide a runner, so you will need to rent or buy one. Furniture, including platform instruments, may be moved only with the approval and supervision of our Wedding Coordinator.

Auditorium Set-Up

Attachments to furniture and walls must be with the approval of our Wedding Coordinator. We have some battery-powered candles to attach to the ends of pews, but you may want to acquire your own or additional ones. Our auditorium can comfortably seat approximately 350 on the main level and a maximum of 200 in the balcony, for a total of 550.

Dressing Rooms

Our Wedding Coordinator will show you the rooms available to the wedding party. We are not responsible for any loss incurred while using our dressing areas. Therefore, we recommend that you arrange for someone to remove or protect all personal items in the dressing rooms during your use.

Special Building Use Instructions

Consumption of alcoholic beverages and use of tobacco products are prohibited on MVBF property. Use of birdseed, confetti, rice or silly string is prohibited on church property. Real flower petals are prohibited inside the auditorium. Artificial flower petals are permitted inside the building. Blowing of bubbles is permitted outside of the building. Serving of red/purple punch/beverages or soda is prohibited in all carpeted areas of the church building. Serving of full meals in the Fireside area is not permitted. The Wedding Coordinator will arrange for use of the fireplace if desired.

Childcare

Mountain View does not provide childcare for weddings nor is the Nursery available for use.

Photography and Videography

FLASH photography during the ceremony is not permitted. If you are having an order of service printed for your ceremony, we require that you list this restriction there. Photographs may be taken WITHOUT flash during the ceremony. However, photographers and videographers are not allowed to approach the platform area. Photographs with clergy may be taken after the ceremony. With respect to videotaping the ceremony, the most appropriate location is from the rear of the balcony.

Music

Soloists and other musicians are to be arranged for by you. Remuneration of musicians is not included in our fees and need to be directly paid to those involved.

Equipment

Please see the Wedding Fee Schedules for available wedding related equipment. If you use our items, our Wedding Coordinator will make sure they are set up and taken down. If you rent equipment from an outside source, you will need to arrange to have it set up either right before your rehearsal/reception or before your ceremony, and immediately taken down after the ceremony/reception. We will not be responsible for returning rentals or borrowed items to their respective owners on your behalf. Special lighting and use of our audio/visual system are to be arranged through the Wedding Coordinator.

Dancing

Dancing is permitted as part of your ceremony and / or during your reception. Please consult with our Wedding Coordinator for specific instructions and limitations.

Animals in Ceremony

Animals are not permitted as part of the wedding ceremony. ADA Service animals (dogs) are permitted in the building.

After the Ceremony

Please assign someone to assume the following post-wedding responsibilities:

1. Clear the bride and groom's respective dressing rooms of all personal items.
2. Remove all of your food and/or gifts from the building.
3. Remove all personal wedding decorations

Mountain View Bible Fellowship Wedding Planner

Wedding Coordinator Services

All weddings at Mountain View Bible Fellowship require the participation of our Wedding Coordinator. The following are her responsibilities:

Initial Planning Meeting

- ✂ Explain our wedding guidelines and procedures
- ✂ Explain services included in our fee(s)
- ✂ Explain the payment schedule of our fee(s)
- ✂ Show the equipment available for your use
- ✂ Make arrangements for the audio-visual technician and custodial services
- ✂ Identify your needs and make recommendations

Rehearsal

- ✂ Coordinate the preparation of the auditorium with the decorations and equipment you've selected
- ✂ Assist with the arrangement of the wedding party on the platform and steps
- ✂ Help the officiator direct the processional and recessional, and instruct the ushers on protocol and procedures
- ✂ Advise on etiquette
- ✂ Make arrangements for the audio-visual technician(s) to be present for the rehearsal.

Wedding Day

- ✂ Unlock and prepare the building for your arrival
- ✂ Check the decorations and equipment set-up
- ✂ Turn on the battery-powered candles
- ✂ Arrange for your guest book to be in an appropriate location
- ✂ Notify participants when the ceremony is about to begin
- ✂ Instruct the ushers in the seating of family members
- ✂ Queue the wedding party for the processional
- ✂ Facilitate the activities of the photographer(s)
- ✂ Assist your florist with proper placement of flowers

Our Wedding Coordinator may not be used as a florist, decorator, or caterer. However, she may make suggestions and recommendations for such services in her discussions with you.

**Mountain View Bible Fellowship
Wedding Planner**

For Your Florist

Wedding of _____ and _____

On _____ (date), at _____ (time)

The wedding couple and we at Mountain View hope that you will enjoy working in our facility. The following guidelines are provided to assist you in your planning:

1. Floral arranging and decorating needs to be completed no less than 1-1/2 hours prior to the commencement of the ceremony.
2. Please do not move any of the wedding or other equipment that may be placed on the platform without first consulting with our Wedding Coordinator.
3. Use of nails, tacks, staples, or pins is not permitted. Pipe cleaners, removable tape, or wrapped wire may be used to fasten bows or flora to equipment and furniture. In all cases, please consult with our Wedding Coordinator prior to fastening items.
4. Ensure that all floral containers are leak-proof.
5. Equipment belonging to Mountain View is not to be removed from the auditorium. If your baskets, pots, or urns are used, please be sure they are picked up immediately following the wedding reception or make arrangements with the bride and groom to remove them for you.

**Mountain View Bible Fellowship
1575 South St Vrain Avenue (corner of Peakview Drive and Highway 7), Estes Park, CO 80517**

**Mountain View Bible Fellowship
Wedding Planner**

For Your Photographer/Videographer

Wedding of _____ and _____

On _____ (date), at _____ (time)

The wedding couple and we at Mountain View hope that you will enjoy working in our facility. The following guidelines are provided to assist you in your planning:

1. If photos are to be taken prior to the ceremony, they must be completed and photographic equipment removed from the platform at least 1 hour before commencement of the ceremony.
2. Please do not move any wedding equipment set up anywhere. If you think something must be moved, please consult with our Wedding Coordinator.
3. Flash photography is permitted only during the processional and recessional, and when the wedding party enters and exits the platform.
4. We do not want to discourage photos from being taken during the ceremony, but they must be taken from behind the seated guests and without a flash. Also, please ensure that your shutter is set to silent.

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1575 South St Vrain Avenue (corner of Peakview Drive and Highway 7), Estes Park, CO 80517**

**Mountain View Bible Fellowship
Wedding Planner**

For Your Caterer or Chef (if utilized)

Wedding of _____ and _____

On _____ (date), at _____ (time)

The wedding couple and we at Mountain View hope that you will enjoy working in our facility. The following guidelines are provided to assist you in your planning:

1. Hours of access to the kitchen will be negotiated on an individual wedding reception basis.
2. Major appliances for your use in the kitchen include:
 - a. Commercial side-by-side refrigerator
 - b. Two vertical freezers
 - c. Commercial stove with double ovens, two top burners, griddle and broiler
 - d. Ice machine
 - e. Microwave
 - f. Two roasters
3. There are limited small appliances. Two 60 cup coffee urns and misc. pots, pans, trays and bowls. There are no mixers, food processors, blenders or toasters.
4. Please plan to use your own consumables including heavy trash bags, paper towels, foils, etc.

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**Mountain View Bible Fellowship
Wedding Planner**

Personal Information Questionnaire

Thank you for inquiring about the possibility of being married at Mountain View Bible Fellowship. It is our desire to do everything possible to help you build a Scriptural foundation for your marriage. The Bible says, *“Unless the Lord builds the house, they labor in vain who build it.”*

When securing your wedding and rehearsal dates with our Administrator, please also complete and submit this questionnaire along with your Building Usage Request Form and down payment.

1. YOUR NAMES AND ADDRESSES

His Name _____

Phone (home) _____ (cell) _____ (work) _____

Address _____

Her Name _____

Telephone numbers (home) _____ (cell) _____ (work) _____

Address _____

Scheduled Wedding date _____ **Time** _____

Officiating Pastor _____ Phone _____

Reception location _____

2. What are your church affiliations?

His: _____

Hers: _____

3. What are your ages? His: _____ Hers: _____

4. Estimated number of wedding guests? _____