



New Life At Calvary (NLAC)

Pre-Marital Counseling, Wedding and Reception Information

Praise God, you have decided to get married. We are here to assist you in doing everything that you can to have a successful, lifelong, and fulfilling marriage. We also want to help you have the special experience that you desire for your wedding. At New Life At Calvary you are able to have your premarital counseling, your wedding ceremony, your reception, and more in our Church. We do have requirements of everyone to host an event at our church. In order to get married at New Life At Calvary we require everyone (Active Covenant Partners and Non-Members) to do the following:

1. Complete the facilities application form and secure your date(s). Put your deposit down (See fee list).
2. Choose which Pastor you wish to assist you with your marital services. Speak directly to that Pastor. Each Pastor has their own premarital counseling materials.
3. Complete this entire packet.
4. Please remember that there are fees associated with every event at our church. We have fees for Active Covenant Partners and Non-Members. Active Covenant Partner fees are usually at a discounted rate, but there are still fees associated with each event. You cannot decide to become a Covenant Partner just to get the discount. Non-Active Covenant Partners will be required to pay the Non-Member fees unless special approval is given by Session.
5. Our Session approves every event, including weddings. Please submit your information in a timely manner. If you are using your own cooks for your event, those persons must be listed in this packet.
6. You will be charged a fee for damages incurred to the Church property during your event.
7. **Please remember to contact Cuyahoga County Probate Court to make arrangements to get your Marriage License before the wedding. You cannot get married without a Marriage License. You need to show proof of this before the wedding.** Cuyahoga County Probate Court Information 1200 Ontario St. Cleveland, OH 44113(216) 443-8920 <https://probate.cuyahogacounty.us/ml>



Please know that the following rules apply to all:

1. No alcoholic beverages, drugs, marijuana, or any illegal products are to be brought into, or used on the premises. Please inform your guests not come to our church high or drunk.
2. No unruly behavior, fights, cursing, or any types of violence are acceptable and will not be tolerated. We will call the police.
3. You are responsible for providing all your own supplies, plates, napkins, forks, spoons, cups, tablecloths, etc.
4. During Covid: The Sanctuary accommodates 200 people. The Fellowship Hall Accommodates 70 to 75 people. The Gym accommodates 100 people.
5. All kitchen crew members must use gloves, wash, and sanitize hands, wash and clean all church items used and return those items to the original location and provide the proper sanitation when cooking and preparing food. Please store food as recommended.

Marital Information:

Full Name of Bride: _____ (Maiden Name): _____

Full Name of Groom: _____

Wedding Date: _____ Rehearsal Date: _____

(Check One) _____ Active Covenant Partner _____ Non-Active Covenant Partner _____ Non-Member

Home Address: _____

City: _____ State: _____ Zip Code: _____ Phone: _____

Will your Wedding be held at NLAC? Yes No

Location of Wedding, if not at NLAC: _____ Address: _____

Premarital Counseling: We will need premarital counseling: Yes No

We have had Pre-Marital Counseling provided by: _____

Wedding Planner: _____ Phone: _____

Number of bridesmaids: _____ Number of Groomsman: _____ Number of Parents: _____

Flower Girls: _____ Ring Bearer: _____ Others in your wedding: _____

Ushers: _____ (Please make sure your ushers dress appropriately;
remember ushers may have to bend down.)

What are the colors of your wedding? _____

Which room do you desire you wedding to be in: (Chapel, Sanctuary, Outside Garden, Other)

Will you need any of the church's decorations: _____

Will you hang any decorations? _____

(Please do not use any nails or tape that will damage any surface)

Will you use an aisle runner? Yes No

Do you want more than your designated Pastor to participate in your wedding? If so who and how will they participate? _____

Are you expecting the pastor to attend your reception? Yes No

Is there any other information, regarding your wedding day, that is not listed above that you need the pastors or the church to know? _____

Event(s) are you having at NLAC

- Wedding Only
- Reception Only
- Wedding and Reception
- Rehearsal Dinner

Rooms Are You Requesting to Use

- Sanctuary
- Gym or Garden
- Fellowship Hall
- Kitchen
- Chapel

List of Fees:

Active Covenant Partner Weddings

- \$125.00 Pastor's Fee
 - \$75.00 Per Musician/Singer (Required)
 - \$25.00 Housekeeping Fee (Required)
 - \$0.00 Sanctuary Fee
 - \$75.00 Security Fee/Person (Required)
 - \$0.00 Fellowship Hall and Kitchen Fee
 - \$0.00 Gym and Kitchen Fee
- \$ _____ Total**

Non-Member Weddings

- \$100.00 Deposit
 - \$200.00 Pastor's Fee
 - \$100.00 Per Musician/Singer (Required)
 - \$25.00 Supply fee (Required)
 - \$500.00 Sanctuary Fee (Required)
 - \$75.00 Security Fee/person (Required)
 - \$350.00 Fellowship Hall and Kitchen Fee
 - \$350.00 Gym (or Garden) and Kitchen Fee
- \$ _____ Total**

The normal use for a wedding rehearsal is 2 hrs.
 The normal use for a wedding and reception is 4-5 hours.
 The normal use for a wedding only is 2-3 hours

Tables and Chairs: I/We will need to use approximately _____ tables and _____ chairs

Are you cooking your own food for your reception? If yes, who is your designated kitchen crew?

Names: _____

Who is responsible for making payments? _____

Total Cost of The Event _____

(Deposit is required to secure your date and is not refundable. Your deposit will be credited towards your balance. You may receive an additional bill if damages occur to any church property.)

Deposit: _____ Date: _____

Payments: _____ Date: _____

_____ Date: _____

_____ Date: _____

I/We agree and state that I/We have read and thoroughly understand the requirements set forth governing the use of church property and that I/We do accept full responsibility and will comply with all requirements as they apply to My/Our use of said property, including paying for any damages.

Name (Print): _____ Signature: _____ Date: _____

Name (Print): _____ Signature: _____ Date: _____