

GRACE POINT CHURCH EVENT POLICIES

1201 MCCOLLUM ROAD - BENTONVILLE, ARKANSAS 72712

PHONE: 469-464-7223 - FAX: 479-464-4898

WWW.GRACEPOINTCHURCH.NET E-MAIL: OFFICE@GRACEPOINTCHURCH.NET

Latest update to this document and applicable forms: 4/25/10 (revisions listed on last page)

Grace Point Church's physical facility is designed to help facilitate our church's ministries and provide a place of worship, outreach, learning, and fellowship for the Grace Point congregation. In addition to these primary functions, the facility is available on a limited basis for certain non-church events. As stewards of the property that God has entrusted to us, we ask that the guidelines and policies in this document be followed so that these facilities may be useful for God's kingdom for many years.

General Policies:

1. Grace Point's facilities are dedicated to the glory of God and to the biblically-defined purposes of Christ's church. All activities taking place on our church property should reflect positively on our Lord and His church and be consistent with our church's philosophy, doctrine, and purposes.
2. No activity will be permitted on the church property that may bring disrepute to our Lord or His church. This includes, but is not limited to: possession and/or consumption of alcoholic beverages, illegal drugs or paraphernalia, tobacco products, weapons of any kind, etc.
3. Our facilities are NOT available for events that generate any kind of income or gain, due to our non-profit status.
4. Grace Point's facilities are available for weddings, anniversary events, showers, reunions, children's parties (foyer and play-scape only), and general events that require a large meeting room (worship center). See fee schedule for prices.
5. At this time, Grace Point's building is not available for sport team practices other than Grace Point leagues. The magnitude of the task of moving chairs and equipment in the worship center prevents us from allowing use of the room for sports activities (including members' personal use) other than Grace Point Church activities and Grace Point league activities.
6. All activities should be conducted in a manner that will protect and preserve the condition of the facilities and church-owned equipment.
7. Safety is a primary concern. All activities should be conducted in a safe manner, with appropriate adult supervision.
8. Our building use guidelines require that one person be listed as ultimately responsible for all aspects of the scheduled activity. The responsible person must understand, follow, and communicate all church policies to all the participants in their event. This person will be responsible to ensure that all fees are paid, all arrangements are properly made, and that every person involved follows our guidelines. This person will also be responsible for ensuring that the building is properly used and protected during the activity, and will be held liable for any damage that occurs.
9. Should violation of our policies occur, in whole or in part, Grace Point staff members or designated church representatives have the right and responsibility to expel any person or group of persons at any time, before, during, or after a scheduled activity, with no refund of fees. If this occurs, a written explanation will be mailed to the event's responsible person.
10. Should unruly behavior occur by any person attending an event, Grace Point's representatives will contact the proper authorities. Grace Point's representative has the right to insist that all participants vacate the premises. In such instances, all fees and rights to building use will be forfeited.
11. Grace Point Church members will have priority in scheduling over non-members, but cannot supplant a scheduled activity on the basis of membership.
12. Once an event is scheduled, it may be changed or cancelled or rescheduled by the church should it become necessary. While this would be an extremely rare occurrence, we must reserve that right. Fees that have been paid for events cancelled by the church will be refunded in full, but there will be no additional compensation in any form. The church may make an attempt to reschedule the event, but is under no obligation to do so.
13. No foods containing peanuts or peanut derivatives are allowed in the Preschool Area, including the PlayScape facility, Children's Annex, and Lobby/Cafe.
14. A Grace Point representative must be present for all non-church activities. See fee schedule.
15. Only the rooms or GPC equipment listed in the agreement may be used during events.

Building Fees

Why do we charge for the use of our building?

The Grace Point Church campus belongs to God, but we are responsible for its operation and upkeep. We have an obligation to care for our facilities and property so that they will be available for ministry for many years to come. The fees associated with outside events cover utilities, wear and tear on the buildings and equipment, and cleaning and setup. Some fees are in place to compensate personnel who may be involved in your event, such as an event/wedding liaison, sound/video operators, and extra custodians if needed.

Why are the fees different for non-church members?

People who have been members of our church **for at least six months** are charged less for certain building fees because they are an ongoing part of our church family and have invested themselves in the life of our church. They have likely been a part of the planning, building, and/or operation of our properties, and likely are regular contributors to the ministries of our church family. Members must still pay personnel fees and other fees that cover setup, cleaning, or equipment operation for their event(s). The members' fee structure is provided for church members and their immediate household relations (living in the same house) only, not to other relatives or friends outside their immediate household.

PLEASE NOTE:

Grace Point Church reserves the right to cancel, alter arrangements, or revise requirements for any event or wedding, at any time, for any cause.* While this would be an extremely rare occurrence, please keep in mind that it is possible due to the unpredictable nature of church operation. We certainly want your event to be successful and occur as planned, but there is always the possibility that conditions change. We will notify you immediately should we see that changes are necessary, and will refund all fees paid to date if changes deem it necessary to cancel your event.

I agree to provide a valid credit card number (will only be used should we fail to collect fees at agreed times or if damage is incurred beyond what is covered in your damage deposit).

****If we were an event venue business, we could be held legally responsible for completing an event agreement, but our facility exists for church functions and we cannot make guarantees concerning non-church events.***

EVENT RESPONSIBLE PARTY: _____ **Date** _____

GPC REPRESENTATIVE/WITNESS: _____

Scheduling Guidelines and Requirements

1. Non-church events (events that are not scheduled as a Grace Point Church ministry event) may be scheduled no earlier than six months prior to the event date, and must be scheduled at least 45 days before the event date. WEDDINGS may be scheduled no earlier than one year prior to requested date.
2. All events are subject to calendar approval by the pastoral team (requests are reviewed at their regular weekly meetings. At least two weeks should be allowed for approval, but it could take longer due to pastoral schedules.)
3. A non-refundable deposit of 50 percent of the total amount due must be submitted within two weeks after approval by the pastoral team. The event will not be placed on our church calendar until the deposit is received. The remaining 50 percent must be paid no later than two weeks prior to the event date.
4. A damage deposit for each area used is required for non-members (see fee schedule), due within two weeks of final date approval (but no later than two week prior to event). This will be refunded upon final inspection if the areas used are in proper condition. Additional charges may be billed to you if the deposit does not cover the cost of damage.
5. A valid credit card number must be submitted. Will be used only should agreed fees not be paid according to this contract, or if damage is incurred beyond what is covered by a damage deposit.
6. Failure to submit the required forms, deposits, and/or payments by the dates specified results in forfeiture of the event date and any fees already paid.
7. Nursery service and childcare through sixth grade may be contracted with approved Grace Point personnel (contact the church receptionist for information (subject to approval and availability of personnel).
8. No weddings, receptions, parties, or non-church events will be scheduled for the following dates:
 - a. The Monday before Easter through the Monday following Easter
 - b. July 1 through July 6 or on weekends before or after July 4.
 - c. Thanksgiving week (Sunday to Sunday)
 - d. December 20 through January 4 (subject to adjustment depending on what day of the week Christmas occurs)
 - e. Memorial Day weekend, Friday through Monday.
 - f. Other dates may be blocked by Grace Point Church at their discretion.
9. The **designated church representative or wedding liaison** for your event will make all arrangements for opening and locking church doors as needed on the day of your event within scheduled times **only**. No building keys will be issued to individuals other than official church representatives.

To Schedule Facilities

1. Visit or call the church office to inquire as to date availability. If the event is a wedding, schedule a meeting with our pastor before scheduling the facility or announcing your event date. Date availability at this point does not guarantee acceptance, it just indicates that as of the time of your inquiry, the building is available.
2. If your date is available, submit the first page of the EVENT AGREEMENT FORM **unless** the event is a wedding. If the event is a wedding, submit the ADDITIONAL INFORMATION FOR WEDDINGS form as well (as complete as possible). Date requests will be reviewed for approval by the church pastoral team within four weeks (probably sooner than that), and you will be notified.
3. If your event is approved, complete your EVENT AGREEMENT FORM/WEDDING INFORMATION FORM and submit it with your full damage deposit and 50 per cent of the required fees within two weeks of receiving initial pastoral team approval. After assessment, **additional fees may be added to your total amount due**, and you must submit 50 per cent of this total immediately upon notification. The balance of the assessed fees will be due no later than two weeks prior to the event date.*
4. You are required to submit a valid credit card in order to schedule dates, the purpose of which is to allow us to draft payments in case additional fees are necessitated as a result of your event. It will only be used if we are unable to secure payment by normal means (cash, check).
5. If deemed necessary, a meeting with a member of the pastoral team will be scheduled to discuss your event plans. At that time, it will be determined what further meetings and arrangements may be needed.

*Failure to submit the required deposits or fees by the applicable dates will result in forfeiture of the event date and event fees and deposits.

Guidelines for Use of Rooms/Equipment

1. There is no organ or piano in the church building. An electronic keyboard is available, but is only playable through the audio system. It is available only if a church sound engineer is contracted for your event (to set it up for operation).
2. All events and their content must be consistent with Grace Point Church's philosophies, doctrines, and purposes, and must be approved either by the senior pastor or the worship pastor.
3. No food or drinks may be taken into areas other than those stipulated in the usage agreement.
4. Caterers, decorators, florists, musicians, etc. must arrange visits and work times through the church receptionist or wedding liaison assigned to your event. Meetings must occur within church office hours (M-T, 8:30 – 5:00 pm) unless you have hired a Wedding Liaison.
5. No rooms/equipment may be used except those specified in the usage agreement.
6. Church employees (including pastoral team members) are not available to serve in any way for events that are scheduled during normal church office hours (Monday-Thursday, 8:30 am to 5:00 pm).
7. Approved event personnel, as secured through your agreement [NOT church employees] are responsible for all setup and cleanup, including arranging chairs, tables, and other Grace Point equipment as stipulated by the Grace Point Church representative.
8. Tables must be covered with tablecloths (you provide) and be wiped down after use.
9. All trash must be bagged (you must supply your own trash bags) and tied and placed in the dumpster on the East side of the building following your event.
10. No storage (including refrigerator/freezer space) is provided for decorations, equipment, food, etc. before or after your event. All items must be delivered and removed from the building within the allotted time for your event.
11. Upon completion of your event, Grace Point's building and equipment must have been restored to the condition and arrangement agreed upon in the event contract or as stipulated by the Grace Point Church representative.
12. No alcoholic beverages, tobacco products, illegal drugs, firearms, fireworks, flammable materials, or any items that could be deemed a weapon or harmful or threatening in any way may be brought on the church property.
13. No animals may be brought into the Grace Point facilities except for physical impairment assistance animals.
14. No candles or other live-flame devices may be used inside the building except dripless wedding candles, with floor protection in place (plastic sheeting).

Dressing areas:

1. Dressing areas and restrooms for events and weddings will be specified in the event contract. Recommended rooms are: Women: The Loft, Men: Children's Annex
2. Food and non-alcoholic beverages are allowed in dressing rooms (within reason).
3. Dressing room and restrooms must be cleared of all items within the allotted time for the event.

Kitchen Policies:

1. Kitchen fees apply for any event that requires the kitchen to be unlocked, even if the event is catered or if food is brought in.
2. No church supplies (consumable goods) may be used for non-church events, including weddings.
3. Church kitchen equipment, dishes, and utensils may be used, but must be properly washed and stored after the event.
4. The industrial dishwasher may be operated only by a trained, approved Grace Point operator (see Kitchen Aide fee schedule), but you will need to provide or hire workers to assist with setup, serving, dishwashing, and kitchen cleaning (suggested ratio: one worker for every 15 attendees in addition to the Kitchen Aide).
5. The church ice machine (in the kitchen) is available during your event's scheduled time (no advance ice collection).

Wedding Policies

Yes, this is long and complicated, but we have to cover all the bases. Please read carefully!

Grace Point Church's facility is available for the weddings of members (at least six months membership prior to wedding date) and their immediate family members. Non-members may schedule weddings if the date is available and if approved by the pastoral team, but the fee structure is different. Receptions and rehearsal dinners incur additional fees. **DO NOT print invitations** until the wedding date is cleared through the Grace Point pastoral team.

General

1. The listed contract fees are intended to cover a very basic wedding. If your wedding is a larger event, there are provisions to purchase additional hours. **The basic fee permits four hours for your wedding and one hour for your rehearsal** (see item 8).
2. The wedding must be concluded and the building vacated no later than 8:00 p.m. (this time is non-negotiable; failure to do so may result in loss of your damage deposit and/or additional fees). Please set your wedding time accordingly (for instance, if your wedding ceremony is to begin at 6 PM, you may enter the building at 4 PM and must vacate by 8 PM. If your wedding time is at 4 PM, you may enter the building at 2 PM and must vacate by 6 PM. Larger weddings requiring EXTRA HOURS incur added fees.)
3. Weddings may be scheduled up to one year prior to the requested wedding date, but **NOT AFTER 45 days prior to the requested date.**
4. Rehearsals must be planned for the day of, or for one day prior to the wedding. 6:00 pm is the recommended time (negotiable), and rehearsals should not last more than one hour. Rehearsals may not be held on Tuesdays, Wednesdays, or Thursdays due to regularly scheduled church activities. Please encourage all participants to be on time.
5. Rehearsal dinners and receptions require additional personnel and incur additional fees (see Fee Schedule).
6. Wedding ceremonies at Grace Point Church are considered a Christian worship service, and all content must be consistent with the philosophies and doctrines of Grace Point Church.
7. A Grace Point Church pastor must officiate at all Grace Point Church weddings OR the officiating minister must be approved by the GPC senior pastor.
8. Either a Grace Point Church Wedding Liaison (appointed by GPC) or your paid GPC Wedding Representative (appointed by GPC) must be present at all times during wedding functions, preparation, and cleanup.
9. A paid Wedding Liaison (appointed by Grace Point Church) is required for all non-member weddings, and recommended for ALL weddings. Use of a GPC Liaison grants you TWO ADDITIONAL HOURS of building access on the day of your wedding. The Liaison is NOT a wedding planner or coordinator, but is in place to assist you with details as related to use of Grace Point's facilities and/or personnel (see "Wedding Liaison" section for information). GPC members may enlist a paid Wedding Liaison if desired, but it is not required (however, **a paid GPC representative is required if you do not use a Wedding Liaison**). Again, a wedding liaison is RECOMMENDED for all weddings, **especially larger weddings** which may require more access to the building and added hours.
10. Setup for weddings may occur only on the day of the wedding. If setup time is required beyond the four-hour allotment, extra hour fees (see Fee Schedule) apply in order to have a church representative present to unlock the building and remain during the setup time. If florists or other service providers need to deliver items, please arrange delivery times to fit within your arranged hours.
11. Throwing of rice, birdseed, etc. is not allowed anywhere on the church property. Fresh flower petals may be used in the worship center or outside. Silk petals may be used **INSIDE ONLY**. Bubbles may be used outside the church building, but not inside.
12. If damage to the building, grounds, or property of Grace Point Church occurs, the damage deposit will be retained to cover costs of repair and/or cleaning, and costs above the amount of the deposit will be billed to the responsible party as agreed on the Event Information Form.
13. Be aware that the church reserves the right to schedule other events in the Grace Point building on the same day as weddings or wedding rehearsals, provided that the events do not interfere with the wedding as scheduled.

Music/Media

1. Grace Point can provide no musical instruments or accompanists for weddings, but you may schedule a consultation with our worship pastor if you need assistance in locating musicians. There is an electronic

- keyboard that may be used if a qualified person is playing and an approved Grace Point audio operator is employed. Discuss this through your Wedding Liaison.
2. Audio and Video equipment are available only in the main auditorium and in the Loft. There are no portable systems or equipment available.
 3. Only approved Grace Point technicians may operate audio and video equipment owned by Grace Point Church. Audio and/or Video Operators receive a fee (see Fee Schedule). The fee covers five hours total, which may include a rehearsal time on a separate day plus the event OR the wedding plus a reception (if held at Grace Point Church). Wedding receptions are considered separate events and require additional fees.
 4. Grace Point Church cannot be responsible for printing or photocopying programs, producing audio or video recordings, computer slide presentations, or other materials. Your event representative may be able to provide names of individuals who can be contracted for such items, if you desire. Grace Point-owned equipment and materials are not available for private use and may not be taken from our building.
 5. If an outside photographer or videographer is used, please ask them to restrict their activity to the worship center floor and other ground-floor areas. Access will not be granted to the video booth. Also, please plan photography sessions to stay within the building use time agreed upon in the event contract.
 6. Recorded music, video presentations (DVD or video computer files), or computer slide presentations (on CD, USB drive, or DVD) appropriate to a Christian church wedding may be used. All recordings, videos, or computer slide presentations must be provided to the church sound and/or video operator (or church office) at least four days prior to the rehearsal/service, with a detailed program listing when items are to be played. All audio or video selections must be in final form when submitted.
 7. All music/media (including video, slides, printed materials, etc.) must be approved by Grace Point's pastor and/or worship pastor. Please arrange a time to meet and discuss these items.
 8. If musicians, bands, or other entertainers are employed for weddings and/or receptions, additional fees may be incurred based on their requirements. Your Wedding Liaison will need to work with church staff in making these arrangements. Remember that music used in a reception in the Grace Point building must not bring disrepute upon our church or our Lord. Grace Point staff members and/or your event representative have the authority to request cessation of inappropriate music or activities.

Decorations

1. Decorations for weddings may be installed only on the wedding date, within allotted hours. All decorations and equipment must be removed immediately following the ceremony/reception within the time allotted in the wedding agreement.
2. There is no storage available before or after the wedding date.
3. No tacks, staples, tape, sticky-tack, glue, or any fixative that may leave a residue or otherwise damage walls, furniture, or fixtures may be used in the Grace Point building. Plastic ties, string, fishing line, etc., may be used providing no damage results. Grace Point Church cannot provide ladders due to liability issues.
4. Nothing may be affixed to walls. The ceiling in the worship center is very high, and there is no available means of suspending items from it.
5. Wedding candles must be dripless and plastic sheeting must be placed on the floor beneath candelabra.
6. Grace Point Church owns two 9-candle candelabra which may be used upon request. **YOU MUST PROVIDE YOUR OWN CANDLES.** Three-inch, unscented candles (diameter) are recommended, four to eight inches in height. We have no candle lighting equipment. Please trim wicks to no longer than ½ inch, or profuse smoke may occur, setting off fire alarms.
7. All live flower arrangements must be in water-tight containers (with plastic sheeting beneath them if placed on carpet or furniture).
8. Weddings may be required to leave in place any permanent or seasonal decorations inside or outside the church facility, and stage decor or equipment already in place may not be removed or rearranged. **SOME** equipment may be cleared if paying the stage-clearing fee, but there may be items that cannot be moved.
9. Clearing the stage and resetting the stage after a wedding must be done by approved GPC personnel and incurs an additional charge (see fee list). There may be stage elements that cannot be removed, and you may wish to plan your decorations to mask them.
10. No church-owned supplies or consumables may be used in decorating for weddings.
11. Light settings will be handled by the Wedding Liaison or the sound/video operator for your wedding. Only our pre-set light settings may be used, and lights may not be re-located, re-aimed, or altered in any way.

12. Operation of sound and/or video projection equipment requires paid Grace Point Church approved operators. The GPC equipment may not be operated by any other persons.

Wedding Liaison

The Grace Point Church Wedding Liaison (recommended for members, required for non-members) is not a wedding coordinator [unless you contract with her to do so; some of our liaisons may be able to do this, others may not].

Use of GPC Wedding Liaison grants you TWO ADDITIONAL HOURS of access to the building on the day of your wedding. This will allow for additional delivery/setup time.

1. Will meet with you a maximum of two times prior to your wedding in the church facility to make plans (and/or meet with your coordinator, caterer, decorator, etc.) for your event. Please work with the Wedding Liaison to set appointments as early as possible.
2. Will help you arrange for and contact Grace Point paid personnel (*for positions required* by Grace Point Church; does not apply to caterers, musicians, or other personnel *not required* by Grace Point Church).
3. Will assist you in locating equipment as required by the wedding agreement, but is not responsible for setup or cleanup.
4. Will unlock doors for your wedding and rehearsal, and relock them upon completion, according to the times established in the wedding agreement.
5. Will reset air conditioning/heating temperatures and room lighting if needed.
6. Is responsible for ensuring that Grace Point's facilities are properly used and cared for, and has the authority to expel any persons not adhering to our building policies.

Kitchen Aide

GPC Kitchen Aides are present to assist with kitchen needs such as locating kitchen equipment, dishes, utensils, etc. Their chief duty is to oversee the proper operation of the industrial dish washing machine, but they are not required to wash the dishes for your event. You will need to provide kitchen help (or pay for additional personnel) to prepare your food, help wash dishes, and clean the kitchen).

Funeral Policies

Grace Point's building is available for the funerals or memorial services for Grace Point members and their families, and in other cases by approval of the pastor. Funeral homes and/or families of the deceased should contact the church office and/or pastor as soon as possible to make arrangements. While we want to do all we can to minister to the bereaved and be sensitive to their needs, there are a few necessary guidelines we must employ:

1. Musicians must be contacted individually by a representative of the family and/or funeral home. Grace Point cannot guarantee the availability of musicians. Fees or monetary gifts are left to the discretion of the family unless the musician has a required fee.
2. Grace Point can provide an electronic keyboard for services, providing a Grace Point sound system operator has been contracted. There is no organ or piano available.
3. Recorded music, video presentations (DVD, VHS, or Windows Computer Media), or computer slide presentations (on CD, USB drive, or DVD) appropriate to a Christian church funeral may be used. All recordings, videos, or computer slide presentations must be given to church sound operator (or church office) at least three hours prior to the funeral service, with a detailed program listing when selections are to be played.
4. The stage cannot be cleared for funerals. There may be drums, electronic keyboards, set pieces, platforms, or other items visible during the service. Funeral flowers may be placed to mask some of these items if desired.
5. There may be displays or other items in the foyer and/or auditorium and/or hallways or other rooms. These cannot be removed or moved for funerals.

6. Grace Point Church cannot be responsible for printing programs or other materials, or for producing audio or video recordings, slide presentations, etc. The church staff may be able to recommend individuals who could be contracted for these services if needed.
7. Flowers or other items should be removed from the church property immediately following the funeral service.
8. Funerals: a sound operator fee of \$50 is required.
9. If the church facility is needed for a family meal (can handle a meal for up to 50 people in the Loft) before or after a funeral service, please contact the church office as soon as possible so arrangements can be made.

GRACE POINT CHURCH EVENT AGREEMENT FORM

1201 McCOLLUM ROAD - BENTONVILLE, AR 72712 - 479-464-2223 - FAX: 479-464-4898
WWW.GRACEPOINTCHURCH.NET

SUBMIT FIRST PAGE ONLY UNLESS THIS EVENT IS A WEDDING (at least 45 days prior to event) for initial approval.

Date: _____	
<input type="checkbox"/> Covenant Member (have completed North Point New Members' Class <u>and</u> signed membership covenant) <input type="checkbox"/> Not a Grace Point Church Covenant Member	
Responsible Party/Contact for your event _____ Phone: _____	
Address: _____ City _____ ST _____ ZIP _____	
E-mail: _____	
<input type="checkbox"/> As responsible party for this event , I have read and agree to all terms and conditions stated within the Grace Point Church Building Policies and accept responsibility for all event fees and accrued charges while using Grace Point Church's facilities.	
Signed _____ Date _____	
EVENT INFORMATION	
Room(s) needed: <input type="checkbox"/> Auditorium <input type="checkbox"/> Kitchen <input type="checkbox"/> Foyer <input type="checkbox"/> Loft	
Other (list rooms): _____	
Date of Event: _____	Type/Purpose of Event: _____
Will any income, profit, or monetary gain be realized by this event?	
Event Title: _____	Featured Speaker(s), Musician(s), etc.: _____
Beginning time of Event: _____	Ending time of Event (building must be vacated no later than 8:00 PM): _____
Preparation will begin (time) (see policies): _____	Clean-up to be completed and building vacated by (time): (no later than 8:00 PM)
Number of people invited to your event/wedding: _____	Number of attendees expected: _____
If catered, name of caterer: _____ Caterer's Phone: _____ Caterer's E-Mail: _____	Need (see equipment policies – you are responsible for setup and tear-down): <input type="checkbox"/> Tables (8') _____ <input type="checkbox"/> Chairs _____ <input type="checkbox"/> Sound/Light System (requires paid operator) <input type="checkbox"/> Video Playback System (requires paid operator) <input type="checkbox"/> Center steps to stage <input type="checkbox"/> Other: _____
Other details/requests concerning use of building or equipment: _____	

ADDITIONAL INFORMATION FOR WEDDINGS, REHEARSALS, and RECEPTIONS

Submit along with Event Agreement Form; complete as much as possible initially; we will work with you to complete this information and the fee schedule once your date is approved.

Bride:
Phone:
E-mail:

Groom:
Phone:
E-mail

The bride and/or groom and/or a PARENT of bride or groom is a member of Grace Point Church (must be a covenant member for at least six months prior to wedding date to receive member pricing).

Name of person who is a covenant member of GPC:

Officiating Preacher:
Phone:

Mother of the Bride or emergency contact:
Phone:

Wedding Coordinator:
Phone:

Reception Location:

Rehearsal Date: ___/___/___ Rehearsal Time: _____
Rehearsal Dinner Time: _____ Rehearsal Dinner Location*:

Music/Video Details (musicians' names, instruments to be used, etc.):

Need: Men's Dressing Room Women's Dressing Room

***If rehearsal dinner or reception is being held at GPC [additional fees and personnel are required; see fee schedule] Building must be reset and vacated no later than 8:00 PM).**

REHEARSAL DINNER will be at GPC. Number of people being served: _____
 Using GPC Kitchen Not using GPC Kitchen
 Catered by: _____ Caterer's phone _____
Number of tables needed (8' tables seat eight comfortably)(You must set up) _____
 Sound system (requires GPC operator/fees not included in wedding fees)
 Video system (requires GPC operator/fees not included in wedding fees)
 Other needs (may incur additional fees); list:

WEDDING RECEPTION will be at GPC. Number of people being served: _____
 Catered by: _____ Caterer's phone _____
Number of tables needed (8' tables seat eight comfortably)(You must set up) _____
 Sound system (requires GPC operator/fees not included in wedding fees)
 Video system (requires GPC operator/fees not included in wedding fees)
 Other needs (may incur additional fees); list:

THIS FORM FOR GPC OFFICE USE ONLY

Date request received:	GPC Representative or Wedding Liaison:
------------------------	--

Staff Review Date:	
--------------------	--

Approved with NO CHANGES; DATE _____

Approved with CHANGES; DATE _____ **(HIGHLIGHT or FLAG all changes)**

Not approved; REASON:

Deposit amount: \$ _____ Date paid: _____ Check # _____

Damage deposit amount: \$ _____ Date paid: _____ Check # _____

Damage amount assessed after event: \$ _____

Reasons:

Deposit Amount returned after event: \$ _____ Date: _____ Check # _____

Balance due two weeks before event: \$ _____ Date due: _____ Date paid: _____

Check # _____

GPC Representative needs to arrange/assign (fill in names as they are secured):

Sound Operator:

Video Playback Operator:

Wedding Liaison:

Kitchen Aide:

Custodian:

Clear Stage

Additional Setup/Cleanup:

Other (list):

RECEPTIONIST will file and maintain all original forms [e.g.: EVENT (name/date) or WEDDING (names/date)].

COPIES of all forms will be given to the church representative or wedding liaison and to the event's responsible party.

IF CHANGES ARE MADE, please send e-mail or report in writing to all parties (receptionist/representative, client); receptionist will supply an updated copy of the entire agreement to the event's responsible party.

GPC EVENT/WEDDING FEE SCHEDULE

*Please fill in charges and calculate total. See "To Schedule Facilities" section concerning payment of fees.
The church receptionist or church representative will review this form with you to ensure accuracy.*

BUILDING/ROOM CHARGES for EVENTS/WEDDINGS	GPC Members (at least 6 mo. Prior to event date)	Non-Members	Enter Amount to be Charged
Wedding/Rehearsal: includes Worship Center and Foyer, (or the Loft/Foyer), two dressing areas for five hours (seven hours with GPC Wedding Liaison) (includes separate rehearsal time of no more than 1.5 hours , including pre-rehearsal arrival, setup, rehearsal)	N/A	\$800	
Non-church events (other than weddings) such as anniversary and birthday parties, meetings, etc.:	\$250	\$800	
Kitchen Use Fee (see Kitchen Policies; includes basic fee and Kitchen Aide personnel fee (calculate according to number of separate uses of kitchen) – four hour limit	\$65	\$140	
Damage deposit (refunded upon inspection if no damage is found) WRITE A SEPARATE CHECK TO GPC FOR THIS AMOUNT. The check will be returned to you if there is no damage or other deductions following the event. REQUIRED: Submit a valid credit card number for security purposes. Will not be used unless we are unable to secure payment by normal means. See the church receptionist to submit credit card information.	N/A	\$100 per room, \$300 maximum	
PERSONNEL CHARGES - Must be Grace Point Church <u>approved personnel</u>			
Custodial Fee	\$100 (required)	\$100 (required)	\$100
Sound Operator, 4 hours total* (two hours on rehearsal day, two hours on event day, or four hours on event day if no rehearsal required. If more hours are required see ADDITIONAL PERSONNEL section below.)	\$75 Required if using sound system	\$75 Required if using sound system	
Video Playback Operator, 4 hours total* - (two hours on rehearsal day, two hours on event day, or four hours on event day if no rehearsal required. If more hours are required see ADDITIONAL PERSONNEL section below.)	\$75 Required if using video system	\$75 Required if using video system	
Church representative, 4 hours total* (two hours on rehearsal day, two hours on event day, or four hours on event day if no rehearsal required. If more hours are required see ADDITIONAL PERSONNEL section below*.) The church representative will not perform duties listed under Wedding Liaison, such as meeting with caterers, florists, or unlocking the building for such meetings.	\$75 Required unless wedding liaison is used	\$75 Required for all events except weddings	
Wedding Liaison*	\$200 (optional but recommended)	\$200 (required for weddings)	
Clearing and resetting stage* (if required)	\$100	\$100	
Setup/reset of chairs, tables, etc. in Worship Center* - required if any changes are made to our normal setup.	\$150	\$150	
CONTINUED NEXT PAGE			

FEE SCHEDULE: BUILDING CHARGES FOR EVENTS/WEDDINGS – CONTINUED

Rehearsal Dinner and/or Reception Fee (additional two hours for building rental and GPC Representative) -- Your wedding fees do not include time for dinners/receptions, and require additional fees. If more than two extra hours are required, please add them in the next item.	\$40	\$240	
*Additional personnel if needed, or additional hours for each of the above (if not paid in advance, will be billed to you or taken out of the damage deposit) LIST HERE:	\$20 per hour, per person	\$20 per hour, per person	
OTHER FEES as determined through the assessment process: LIST:			
TOTAL FEES			\$
<input type="checkbox"/> 50% Deposit Paid (your date cannot be calendared until this is paid): DATE _____			\$
Balance Due by: DATE (no LATER than TWO WEEKS prior to event): _____			BALANCE DUE
<input type="checkbox"/> Balance paid: DATE _____			\$ _____

If your event/wedding has been APPROVED, YOU MUST TURN IN THIS FORM IN PERSON and have it reviewed in your presence. Bring check and credit card information. You will be given a complete copy of your event/wedding agreement once final.

Please call prior to coming to the church to be sure your church representative or the church receptionist is present.

Church office:
GRACE POINT CHURCH OF NORTHWEST ARKANSAS
1201 MCGOLLUM ROAD, BENTONVILLE, ARKANSAS 72712
PHONE: 479-IN GRACE (479.464.7223)
E-MAIL: OFFICE@GRACEPOINTCHURCH.NET
THIS FORM AVAILABLE ONLINE: WWW.GRACEPOINTCHURCH.NET/CONTACT

GPC NON-CHURCH EVENT/WEDDING CHECKLIST

This checklist is provided for your convenience, so that you may be certain you have done all that you need to do in reserving our building for your event. We will keep an updated checklist as well.

Event: _____ Date: _____

Responsible Party: _____

Church Representative/Wedding Liaison: _____

- Received, read, understand, and agree to the GPC Building Use Policies.
- Submitted a completed GPC Building Use Form/Wedding Information Form at least 45 days prior to event date. **IF YOU MISSED THIS DEADLINE, YOU CANNOT SCHEDULE YOUR EVENT.**
- Received approval of event date from church pastoral team.
- Submitted 50% deposit and other required fees within two weeks of approval (and no later than two weeks prior to event).
- Turned in Credit Card information.
- As required: met with GPC receptionist and/or personnel and submitted all necessary information concerning your event.

Balance due by (date) _____ (no later than two weeks prior to event; if not received by this date, event will be considered cancelled and deposit forfeited)

Balance PAID on (date) _____ Check number: _____

GRACE POINT CHURCH OF NORTHWEST ARKANSAS
1201 McCOLLUM ROAD, BENTONVILLE, ARKANSAS 72712
PHONE: 479-IN GRACE (479.464.7223)
E-MAIL: OFFICE@GRACEPOINTCHURCH.NET
WWW.GRACEPOINTCHURCH.NET/CONTACT

REVISION HISTORY

REVISION HISTORY BEGINS 1/19/10

CHANGES AFFECT ALL WEDDINGS SCHEDULED AFTER THE REVISION DATE.

1. 1/19/10: Changed food policy on Page 1 to read: No foods containing peanuts or peanut derivatives are allowed in the Preschool Area, including the PlayScape facility, Children's Annex, and Lobby/Cafe. (TL)
2. 1/19/10: Added "Rehearsal Time: 6:00" to wedding information form (6:00 pm is the recommended time for wedding rehearsals, but can be changed if necessary). (TL)
3. 1/19/10: Changed wedding rehearsal Item #10 on Page 5 under "General" section to read: "Rehearsals must be planned for the day of, or for one day prior to the wedding. 6:00 pm is the recommended time (negotiable), and rehearsals should not last more than one hour. Rehearsals may not be held on Tuesdays, Wednesdays, or Thursdays due to regularly scheduled church activities. Please encourage all participants to be on time." (TL)
4. 4/26/10: Changed several items to emphasize that the ALLOTTED WEDDING TIME totals FIVE HOURS (including rehearsal). This adds one hour to the previous allotted time.
5. 4/26/10: Changed allowed setup time for weddings to SATURDAY ONLY and emphasized that added hours require additional fees.
6. 4/26/10: Added that two nine-candle candelabra are available at no charge, most provide their own candles.
7. 4/26/10: Added that use of GPC Wedding Liaison provides TWO ADDITIONAL HOURS of access on the day of the wedding.