680 N. Courtenay Pkwy. Merritt Island, FL 32953
(321) 452-1060 | www.eccc.us

Dear Engaged Couple,

We are excited that you want to be married at East Coast Christian Center. It is an honor and privilege to be part of your special day!

My role as Wedding Administrator at ECCC is to ensure that you have a smooth experience holding your event on our campus. While contracting with outside vendors for your event is not within the scope of our services, we are readily available to assist you with anything we can provide through our facilities and events departments, including access to the campus for decorating, rehearsal, and the ceremony and/or reception.

There are multiple venues on our campus, which present several options for both your ceremony and reception. There are accommodations for up to 550 wedding guests and up to 150 reception guests. To assist in making your day as smooth as possible, we have prepared an information packet to answer your questions and offer guidance as you plan.

To begin planning and confirm use of the church campus, please fill out the enclosed application and return it to the church office as soon as possible. We must have your application on file in order to confirm a date and pastoral availability. It is important to select at least three different pastors, as heavy schedules and long-range planning can impact a pastor's availability. As soon as those details are confirmed, you will need to schedule a marriage counseling appointment with your pastor, to take place at least six weeks prior to your wedding date.

Please review the information in this packet, and call me with any questions. I can be reached by phone at 452-1060, ext. 116 or via email at smostue@eccc.us

Thank you for allowing us to be part of this special day!

Blessings,

Shelly Mostue
Wedding Coordinator

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WHAT TO KNOW FOR YOUR SPECIAL DAY

BOOKING YOUR DATE

The first step in planning your wedding is to request the date of your ceremony, rehearsal and reception by filling out the Wedding Application provided for you in this pack. Please fill it out completely and turn it in to the church office.

Once the application has been submitted, we will send written confirmation of your date within two to three weeks, *depending upon how far in advance you are requesting the date*. We can approve a venue up to six months in advance, and approve the officiating pastor up to three months in advance. Once you have received your confirmation, a deposit of $250 must be received in our office within two weeks to reserve the date and the facilities needed. If we do not receive your deposit within the allotted timeframe, we will release the date on the calendar and you will need to resubmit your application.

Your $250 deposit is part of your overall fee package, and will be deducted from the balance due one week prior to your wedding.

WEDDING ADMINISTRATOR

All weddings held on the East Coast Christian Center campus require the services of our staff wedding administrator. She is the one with whom you will coordinate the details of holding your event on our campus. The wedding administrator is aware of church policies regarding such things as the use of candles on certain surfaces, décor guidelines, appropriate music, and cleanup required by the wedding party.

The responsibilities of the wedding administrator include:

- Ensuring that the wedding party has access to the venues requested at previously scheduled times
- Arranging for setup and teardown of any items used from our inventory (see enclosed list)
- Supervision of the rehearsal, ceremony, and reception (if held on our campus)
- Offering etiquette guidelines for assistance in planning and executing the ceremony

The wedding administrator will not be responsible for:

- Selecting music or other service elements
- Decorating or removal of decorations
- Coordinating details involving outside vendors

MARRIAGE COUNSELING

You and your fiancé are required to schedule a minimum of one pre-marital counseling session with a staff pastor or counselor. Follow-up sessions will be decided by you and the counselor during your first appointment. You can schedule your session by contacting our office anytime during the week.

At your first counseling session, the counselor will discuss your personal relationships with Jesus Christ, your compatibility with each other as future spouses, factors important to a happy marriage, and any issues you and your fiancé would like to address. We want to make sure that you and your fiancé enter your marriage with tools for a successful relationship.

A maximum of three (3) counseling sessions are included in ceremonies held on our campus or officiated by one of our pastors, whether on campus or at an off-site location. If you or your counselor would like to schedule additional sessions, the suggested donation for each additional appointment is $30.

If a non-staff pastor is officiating your wedding held on our campus, we ask that you provide written confirmation that you and your fiancé have completed at least one pre-marital counseling session.

USING THE FACILITIES

Wedding ceremonies are performed either in the Parkway Worship Center, the Avenue Worship Center and the Cocoa Campus. The Avenue Worship Center and the Cocoa Campus are available for a smaller, more intimate ceremony. In both facilities, you may decorate as you wish per the guidelines below. Our facilities staff will be responsible for final cleaning and readying the worship centers for weekend services. No food or drink is allowed in the Parkway Worship Center, with the exception of the elements of communion.

Due to the nature of our business weddings cannot be held on the premises on Sundays. On Saturdays at the Parkway Worship Center all wedding events (including tear-down) must be completed by 1pm and in the Avenue Worship Center and Cocoa Campus they would need to be completed by 9pm. These times may become earlier depending on other events the Church itself is holding at the time. All other days and times may vary depending on the schedule of the church. Each wedding will have a scheduled time slot for decoration/set-up, rehearsal, ceremony, and receptions. Once your wedding coordinator has discussed the plans you will work with them on setting up those specific times. We must be notified of any times you wish to use the facilities or have any type of deliveries so that we have someone on hand prepared for your arrival.

WEDDING REHEARSAL

The wedding rehearsal will be reserved on the night before your wedding unless other arrangements are made with the wedding administrator.

DECORATING GUIDELINES

Please observe the following guidelines when decorating the venue for your wedding and/or reception. You will be responsible to pay for any damages caused by decorating. There is a $100 damage deposit required with your balance and will be returned within 7 days of the wedding once we have determined there is no damage to the property.

You may:

- Decorate railings, chairs, tables, and posts.
- Move wall coverings, banners, furniture, or musical instruments *only with prior permission* from the wedding administrator.

You may not:

- Use nails, tape or any other mounting items or material that would damage the surfaces of walls, tables, or flooring. You are responsible for informing your florist, decorator, and any assistants of this policy.
- Use toilet paper or glitter anywhere on campus.
- Throw birdseed, rice, or confetti inside any part of the church facilities. It is permissible outdoors only.
- Leave decorations in place following the end of the ceremony. Cleanup must be completed prior to leaving the campus.

If you have any questions, or would like to do something not addressed in these guidelines, please feel free to ask your wedding administrator.

RECEPTION FACILITIES

You are welcome to host your reception on our campus. We are able to set up chairs or tables you need, but for all other items, please keep in mind the following:

- We do not have a kitchen or anywhere to store cold food. We do have sinks in all venues to aid in cleanup.
- You are responsible for supplying your own tablecloths, catering supplies, and utensils. You will also need to bring any smaller items you might use, such as tape, scissors, matches, trash bags, and ice.
- You are responsible for designating someone to receive all deliveries such as food, flowers and decorations.
- You are responsible to have people available to help setup and tear down the event and gather all decorations and supplies you have brought in.

Please be sure to have plenty of help coordinating your decorating, setup, teardown, and necessary supplies, as we do not have staff available for this purpose. Final cleanup must be done in the time allotted for your event. Our staff is responsible only for the removal of our equipment and the major cleaning.

SOUNDTECH FOR RECEPTIONS

For a Reception our sound tech is only available before and after the reception for the tear down and set up of our equipment, so our stage may be used during the reception. During the reception the sound booth may not be used. If other arrangements need to be made, they need to be arranged in advance and will require further payment.

MUSIC FOR YOUR CEREMONY

Weddings are special type of worship service, so we ask that you keep that in mind when choosing your music for your ceremony. A keyboard is available upon request. You may also provide your own instruments for the day of the ceremony. Arrangements for special music, soloists, instruments, required microphones, etc. *must be made in advance* to coordinate availability and setup with the ECCC production department.

DRESSING ROOMS

There are dressing areas and restrooms available in all facilities for the exclusive use of the bridal party. Please schedule use of these facilities with your wedding administrator.

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WEDDING & RECEPTION FEE SCHEDULES

Listed below is a fee schedule for weddings and receptions involving our staff and/or campus facilities. Please note that we are not responsible for contracting with outside vendors for products, supplies or services for your event.

THE WEDDING CEREMONY

VENUE/ITEM	MEMBER	NON-MEMBER
***Parkway Worship Center - up to 500 people**		
Use of Building	No Fee	$ 500.00
Facility Administrator	$ 225.00	$ 300.00
Maintenance Department (if applicable)	$ 50.00	$ 50.00
Cleaning Fee	$ 50.00	$ 50.00
Sound Tech - rehearsal & ceremony	$ 100.00	$ 100.00
Video Technician (if applicable)	$ 25.00	$ 25.00
Officiating Pastor – 2-hour rehearsal & ceremony	$ 150.00	$ 250.00
Pre-marital Counseling - three 1-hour sessions	No Fee	$ 100.00
Live musician (acoustic guitar/piano) or vocalist (starting fee)	$ 50.00	$ 50.00

***Important Note:** Due to our weekend service schedule, ceremonies held in the Parkway Worship Center must be scheduled so that the venue is completely vacated, and all decorations removed by 1 pm.*

Avenue Worship Center - up to 150 People		
Use of Building	No Fee	$500.00
Facility Administrator	$ 225.00	$ 300.00
Maintenance Department (if applicable)	$ 50.00	$ 50.00
Cleaning	$ 50.00	$ 50.00
Sound Tech - rehearsal/ceremony	$ 100.00	$ 100.00
Video Technician (if applicable)	$ 25.00	$ 25.00
Officiating Pastor – 2-hour rehearsal & ceremony	$ 150.00	$ 250.00
Pre-marital Counseling - three 1-hour sessions	No Fee	$100.00
Live musician (acoustic guitar/piano) or vocalist (starting fee)	$ 50.00	$ 50.00

Cocoa Campus - up to 150 People		
Use of Building	No Fee	$500.00
Facility Administrator	$ 225.00	$ 300.00
Maintenance Department (if applicable)	$ 50.00	$ 50.00
Cleaning	$ 50.00	$ 50.00
Sound Tech - rehearsal/ceremony	$ 100.00	$ 100.00
Video Technician (if applicable)	$ 25.00	$ 25.00
Officiating Pastor – 2-hour rehearsal & ceremony	$ 150.00	$ 250.00
Pre-marital Counseling - three 1-hour sessions	No Fee	$100.00
Live musician (acoustic guitar/piano) or vocalist (starting fee)	$ 50.00	$ 50.00

***Offsite Wedding – Pastor Only**

Officiating Pastor – 2-hour rehearsal & ceremony	$ 150.00	$ 250.00
Pre-marital Counseling (three 1-hour sessions)	No Fee	$ 100.00
Out-of-County Wedding - minimum	$ 100.00	$ 100.00

***Important Note:** These fees do not include meals and lodging, which must be provided if an overnight stay is required. Please note that the Out-of-County fee may be increased based on gas and travel time.*

***Offsite Wedding- Musician/Vocalist- Starting Fees**

Live musician (acoustic guitar/piano) or vocalist	$ 50.00	$ 50.00
Performance Equipment (mics, cables, stands, etc.)	$ 25.00	$ 25.00

***Important Note:** These fees do not include meals and lodging, which must be provided if an overnight stay is required. Please note that the Out-of-County fee may be increased based on gas and travel time. In addition, the equipment fee is subject to increase based on amount of equipment required.*

THE RECEPTION/ENGAGEMENTS PARTY

VENUE/ITEM	MEMBER	NON-MEMBER
Reception only fees (no wedding held on church grounds)		
At the Avenue Worship Center **Starting Fees**		
Use of Building	No fee	$ 500.00
Facility Administrator	$ 200.00	$ 200.00
Cleaning	$ 100.00	$ 100.00
Maintenance Department (if applicable)	$ 75.00	$ 75.00
Sound tech (starting at)	$ 50.00	$ 50.00

Reception at the Cocoa Campus could be possible but would have to be discussed.

***Offsite Reception- Musician/Vocalist Starting Fees**

Live musician (acoustic guitar/piano) or vocalist	$ 50.00	$ 50.00
Performance Equipment (mics, cables, stands, etc.)	$ 25.00	$ 25.00

***Important Note:** These fees do not include meals and lodging, which must be provided if an overnight stay is required. Please note that the Out-of-County fee may be increased based on gas and travel time. In addition, the equipment fee is subject to increase based on amount of equipment required.*

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WEDDING APPLICATION

Date Submitted: _____ **Deposit Received:**_____

Date of Ceremony: 1st Choice _____ Time _____
2nd Choice _____ Time _____

Ceremony Location: *(circle one)*

Parkway Worship Center Avenue Worship Center Cocoa Campus Other

***Important Note:** Due to our weekend service schedule, ceremonies held in the Parkway Worship Center must be scheduled so that the venue is completely vacated, and all decorations removed by 2 pm.*

Reception Location: *(circle one)*

Avenue Worship Center Cocoa Campus Other

If "Other" was selected, please provide name and address of the offsite location:

_____

_____

Estimated Number of Guests: Ceremony _____ Reception _____

Bride's Full Name: _____
Address: _____
City: _____ **State**: _____ **Zip**: _____
Phone Number: _____ **Work Number**: _____
Married Previously: *circle one* Yes No
Member of ECCC: *circle one* Yes No

Groom's Full Name: _____
Address: _____
City: _____ **State**: _____ **Zip**: _____
Phone Number: _____ **Work Number**: _____
Married Previously: *circle one* Yes No
Member of ECCC: *circle one* Yes No

Pastor for Ceremony (*please fill in 3 <u>different</u> choices to help us schedule your event):*

(Office Use Only):

1st Choice _____ Confirmed: *circle one* Yes No
2nd Choice _____ Confirmed: *circle one* Yes No
3rd Choice _____ Confirmed: *circle one* Yes No

If you wish to use an outside pastor, please list their name and organization below:

_____

_____