



## **Weddings At Oakbrook**

Congratulations! Your wedding day and the weeks leading up to it is one of the most significant times in your life. Having chosen to spend your life with someone through the covenant of marriage, it is our hope that you would keep Jesus at the center of your marriage and of your home. We are honored that you would decide for us to be a part of your wedding!

In the beginning God created man and women and joined them together as husband and wife. It was His design and desire that they complement each other in life's journey. Since God designed the marriage relationship, it just makes sense that He knows best how to build and strengthen it.

We want this to be the best possible experience for you so have provided this document to help you as you begin to organize your wedding and lay the foundation of your life with your soon-to-be spouse.

The following pages will give the guidelines, policies, and procedures for weddings at Oakbrook. It will also outline the steps taken and fees necessary to complete the process. If you have any questions at any time please do not hesitate to call for clarification. Our wedding coordinator will be happy to assist you as you prepare for your celebration!

Oakbrook Church  
3409 South 200 West  
Kokomo, Indiana 46902  
765-455-1100  
oakbrookchurch.com

# TO SCHEDULE YOUR WEDDING

1. Read this Document :)
2. Complete the Wedding Application that can be found online:  
**[www.oakbrookchurch.com/weddings](http://www.oakbrookchurch.com/weddings)**
3. Requests to use the facility will be granted based on facility and personnel availability. Weddings will not be scheduled more than 18 months in advance. The wedding and/or rehearsal will be reserved on the church calendar after the (a) approval of the wedding application and (b) receiving your \$200 non-refundable deposit (taken with application)
4. Once the facility is reserved, further arrangements will be made with the Wedding Coordinator. She will contact you to confirm your date and make an appointment to complete a wedding planning worksheet.

## Facilities Available for Use at Oakbrook Church

**Main Auditorium:** Seats 776 \* Full Audio/Visual Support available (Sound/Lighting/Video)

**The Village/Cafe:** Seating can vary \*limited Audio/Visual support available

**The Warehouse:** Seats 250 \* Full Audio/Visual Support available (Sound/Lighting/Video)

Restrooms, various other rooms for changing, staging (assigned by Wedding Coordinator)

## WEDDING FEES

### **Main Auditorium Wedding & Rehearsal Package: \$1000**

Wedding Coordinator, Custodial Services, Sound & Light Technician, changing & dressing rooms

### **Main Auditorium Wedding & Rehearsal Package 2: \$2000**

Wedding Coordinator, Custodial Services, Oakbrook Pastor, Sound & Light Technician, changing & dressing rooms. *Also Included: Video Crew & HD recording of ceremony*

*ADD: Village/Cafe Rental: \$300*

*ADD: The Warehouse Rental: \$400*

*ADD: Oakbrook Pastor: \$250*

*ADD: Audio Tech in The Warehouse or Village/Cafe: \$25/hr*

### **Village Wedding & Rehearsal: \$500**

Wedding Coordinator, Custodial Services, changing & dressing rooms, Chairs & Tables

### **The Warehouse Wedding & Rehearsal: \$600**

Wedding Coordinator, Custodial Services, changing & dressing rooms, Sound Technician, Chairs & Tables

### **The Wedding Coordinator**

Oakbrook Church provides a Wedding Coordinator for every wedding. The coordinator will be your contact through the planning process and will make sure everything goes smoothly at the church during your rehearsal and on the day of the wedding itself.

If you will be working with your own Wedding Coordinator please place them in contact with Oakbrook's Wedding Coordinator once you book your wedding.

## **WEDDING SPIRITUAL GUIDELINES**

1. Both the Bride and Groom must go through Pre-Marital counseling at Oakbrook Church or an approved alternative. This will be scheduled by your Wedding Coordinator upon acceptance of your Wedding Date.
2. The Bride and/or Groom must be a regular attender of Oakbrook Church. Or one of their parents. A regular attender is defined as: Attends 2x/mo - Volunteers and/or is in a Group.
3. We reserve the right to not marry a couple if one person is a Christian and the other is not (2 Corinthians 6:14). We will first meet to discuss the situation.
4. We reserve the right to not marry a couple who is living together or is involved in a physical relationship (Galatians 5:19; Ephesians 4:22-24). If you are in this situation we would love the opportunity to discuss your specific situation with you.
5. We will not marry a couple under the age of 18 if either person does not have the blessing of his/her parents.

## **WEDDING POLICIES**

1. The use of the facilities, equipment, church furnishings, and necessary wedding personnel will be arranged through the Wedding Coordinator. Wedding parties are not permitted to move or remove any church belongings without permission from the Wedding Coordinator.
2. All rehearsal will begin promptly at the time scheduled.
3. The facility will be open at the time determined by you and the Wedding Coordinator based on the information filled out on the wedding plan worksheet. Vendors with equipment to drop-off or pick-up following the ceremony should schedule with the Coordinator.
4. The sound, video and lighting systems may only be operated by an Oakbrook Technician.

5. If musicians are needed for the ceremony, the Wedding Coordinator can assist you in contacting members of the Oakbrook Music Team. However, musicians from Oakbrook set their own fees for service.
6. No alcoholic beverages or smoking are allowed in the building or on church grounds. No one under the influence of alcohol or drugs will be allowed to participate in the rehearsal or the wedding.
7. Birdseed, bubbles, and other biodegradable materials may be used, but must be distributed and thrown outside the building only. Confetti is not permitted.
8. The wedding party is responsible for removing all personal decorations and belongings from the building immediately following the ceremony. The wedding party also assumes TOTAL responsibility for damages to the building and/or property. If damages are found, a bill will be issued for replacement or repairs.
9. Immediately following the Wedding and/or reception the wedding party is responsible for removing any personal decorations or belongings used in the reception before the custodians begin to clean-up