

Weddings at New Life Church

www.newlifechurchcanton.org

You are cordially invited to celebrate your wedding at
New Life Church, Canton, PA

New Life Church considers your wedding one of the most important events in your life. We want to help you make your wedding a meaningful sacrament, full of beauty and meaning!

The New Life Church Sanctuary

The church sanctuary provides a beautiful setting for your ceremony. The interior space features soft muted colors with a soaring open-beam ceiling. Instead of pews we have soft padded chairs which can be configured to your liking with a seating capacity for approximately 350 guests and is air conditioned. There are changing rooms available for the bride and her attendants and the groom and groomsmen. There is also a nursery available for use by guests if needed during the ceremony. Be advised that only the spaces agreed to in the contract may be used by the wedding party. Wedding fees do not cover the rental of the entire church building, but only individual spaces within the church as stated in your contract. Other activities may be taking place concurrently in the building and on the church grounds.

The rental fee for the sanctuary is \$500. This fee will include the audio technician, cleaning, plowing of snow if necessary and the assistance of our wedding coordinator. The use of a piano, organ, microphones, music stands and a lectern are also included in this fee.

If you would like to preview this facility, please call the church office for an appointment, or visit during any Sunday Celebration service at 10 a.m.

Early Planning

To make certain that the church and our Pastor are available for your special day, please reserve the date and time for your wedding as far in advance as possible. Initial contact should be made to the church office secretary at (570) 673-5810. A \$100 non-refundable deposit will secure your wedding date on the church calendar. If you are using the facility two days for, rehearsal and the wedding, this deposit will cover both dates and will be deducted from the total rental fee.

Church Sanctuary Security Deposit

A \$125 security deposit is also required at the time the church is reserved, and is refundable one week following the ceremony if there are no damages to the sanctuary or surrounding rooms. In case of damages fees will be deducted from your security deposit accordingly.

Our Pastor

The Pastor of the New Life Church is available to help couples create a ceremony that will be both personal and unique. The fee for the Pastor is \$200 and includes counseling (7-one hour sessions), rehearsal and officiating during the ceremony. You are welcomed to use the services of your own Pastor, if you wish. Please make arrangements with the church office if you plan to use your own Pastor.

Wedding Programs

If you would like a printed program for your wedding, the church secretary will be glad to prepare one for you for a fee of \$20. Please give all your information typed or printed exactly as you want it to appear on the program, along with the blank programs you have chosen. This must be submitted to the church office no later than two weeks prior to the ceremony.

The Wedding Coordinator

We are pleased to provide you with the services of a “wedding coordinator”. Once your ceremony date has been confirmed with the church office, the coordinator will contact you to clarify all of the details relating to your event, and to assist you in making your ceremony a beautiful and memorable event. The coordinator will attend to the bride, the bridal party, and supervise all last minute details during the rehearsal, as well as before, during, and after the ceremony.

Sanctuary Flowers and Decorations

The church suggests that you consult a professional florist to help you with your flowers. Please make sure the florist you choose is in touch with the wedding coordinator to coordinate access to the building. *Please note that the church office hours are Monday through Friday 8:30 am - 5 pm.* You will be responsible to remove any flowers, candles, or decorations within two hours following the ceremony. Please consult the wedding coordinator for additional details and fees as well as contact information. Decorations may not be thumb tacked to the woodwork or walls, nor scotch tape or masking tape used on any surface. Regular pins or T-pins may be used to fasten bows on chairs. Only wall tack may be used to hang things. The wedding coordinator will help you with questions concerning this.

Photography

Photographs during the ceremony are permissible only by the photographer chosen by the couple to perform this service. If so desired, the wedding party may pose for pictures in the church prior to or after the ceremony.

1A

Music

There is a piano, an electronic keyboard and a Hammond B3 organ available for your wedding ceremony. If you desire, a pianist, keyboard player and soloists from the church may be available. Please consult the wedding coordinator for additional details and fees, or to make arrangements for the use of your own musicians and soloists. There is also the availability of taped music (both for cassette tapes and CD's) if desired. You will need to provide the tapes or CDs.

The Rehearsal

The Pastor and wedding coordinator will ask that all members of the wedding party be available to attend a rehearsal. Rehearsals generally take one hour, and are usually held the evening prior to the ceremony. It is standard practice to present your marriage license at that time.

Rehearsal Dinner and Wedding Reception

To add to the convenience and comfort of your family and your friends, the New Life Church Family Center is located adjacent to the sanctuary. For more information about holding your rehearsal dinner or wedding reception at this facility, please see DINNERS & EVENTS AT THE FAMILY CENTER.

Ceremony

The ceremony includes a 4 hour time slot; 2 hours before the ceremony start time and 2 hours after the ceremony start time. If your wedding is scheduled at 2pm, you can arrive as early as 12pm and stay as long as 4pm. This allows time for set up. Take down, getting ready, and photography.

Payment for the Ceremony

Personal checks are accepted for the deposits and rental fees and should be made payable to New Life Church. Full payment is due 4 weeks in advance of the ceremony day.

Sanctuary Event Cancellation

In the event of a cancellation up to 14 days prior to your ceremony, a refund of the Security Deposit and a refund of half of the amount of the sanctuary rental will be made, except for the reservation fee of \$100 to "save the date". Thereafter, the full reservation fee, security deposit and rental fee will be forfeited.

Dinners and Events at the Family Center

The New Life Church Family Center is adjacent to the sanctuary. The Family Center is available for rehearsal dinners and receptions, or for any special gathering of family and friends. This large gym facility is tastefully decorated and will hold up to 375

1A

guests. This facility can be enhanced with your own decorations. There are 350 table place settings available which include: dinner plate, salad plate, dessert and/or soup bowl, cup and saucer, water glass and silverware. There are 50 additional available of each of the following: dinner plates, water glasses and silverware. All paper or plastic products used must be supplied by the person reserving the facility. There are 44 - 5' round tables and 15 - 6' rectangular tables available.

Catering

New Life Church offers their commercial grade kitchen for a rental fee of \$250.00. It is required that you hire a New Life Church kitchen supervisor at a cost of \$100.00. This will cover 10 hours to assist your caterer.

Catering Event Cancellation

In the event of a cancellation up to 14 days prior to the event, the security deposit for the kitchen of \$125 will be returned.

Family Center/Kitchen Deposits and Rental Fees

If you would like to view the Family Center and/or Kitchen, please make arrangements through the church office secretary at 570-673-5810. Should you decide to book your event at this facility, a \$100 reservation fee (non-refundable) for the Family Center and the kitchen will secure your date on the calendar. If you are also renting the sanctuary for a wedding, the \$100 reservation fee will suffice to secure the date for all facilities for both days: the rehearsal/decorating day and the wedding ceremony/reception day.

In addition to the reservation fee, a \$125 refundable security deposit for each of the areas reserved is to be paid at the time of booking. The security deposit refund will be made one (1) week after your event, minus the costs to cover any unforeseen cleaning and/or damages to the facility. The rental fee for the Family Center is \$500 and is to be paid in full four (6) weeks prior to the date of your event. This price includes cleaning and table/chair set up and teardown.

Personal checks are accepted and should be made payable to New Life Church.

Family Center/Kitchen Event Cancellation

In the event of a cancellation up to 14 days prior to your event, you will be refunded the amount of the security deposits for both the Family Center and the Kitchen and half the amount of the rental fees for both the Family Center and Kitchen. The \$100 Reservation Fee deposit made to reserve the date is non-refundable.

1A

New Life Church & Family Center Facility Information

Location and Parking

The New Life Church and Family Center is located 2.3 miles north of Canton, PA, on Rt. 14 and McMurray Road. There is parking both in front of the church and directly behind the church.

Facility Security

The New Life Church and Family Center does not assume any responsibility or liability for the security of gifts and/or any damages or loss to personal property while on the premises.

Certain Restrictions

Smoking: Smoking is not allowed in the Sanctuary, Family Center, or any of the church buildings, including the restrooms and dressing rooms, and no closer than 200' from any outside entrance.

Alcoholic Beverages: No alcoholic beverages of any kind are allowed in any of the New Life Church buildings or on the grounds.

For the safety of guests and to prevent additional cleaning fees, we ask that guests refrain from throwing rice or confetti inside the buildings or anywhere on the grounds. Bird seed and bubbles may be used outside of the buildings only.

Above costs are effective as of January 1, 2012 and subject to change. Should you have any other questions or concerns regarding your wedding or event at New Life Church, please contact the church office at 570-673-5810.