

WAYPOINT CHURCH

Weddings and Receptions

Hold the Date

COUPLE'S INFORMATION

Bride's Name:

Groom's Name:

Bride's Cell Phone:

Groom's Cell Phone:

Bride's Email:

Groom's Email:

REHEARSAL INFORMATION

Rehearsal Date:

Rehearsal Time:

Rehearsal Location: (circle one)

St. Charles Campus

Wildwood Campus

WEDDING INFORMATION

Wedding Date:

Wedding Time:

Wedding Location: (circle one)

St. Charles Campus

Wildwood Campus

Officiating Pastor:

Officiating Pastor Phone:

If officiating pastor is not a Waypoint pastor, they must contact Warren Colebank (636) 373-9254.

RECEPTION INFORMATION

Reception Date:

Reception Time:

Reception Location: (circle one)

Chapel

Realm

Other:

Please complete this form and return it with \$100 deposit check made payable to Waypoint Church.



Waypoint Church
Attn: Kim Nelson
4075 Hwy 94 South
St. Charles, MO 63304

Wedding Coordinator : Mindy Finders
mindyfinders@live.com (636) 697-8849

Additional Contact : Kim Nelson
Kim.nelson@waypointchurch.com (636) 373-7803

WAYPOINT CHURCH

Wedding and Reception Facility Fees

Chapel

Minimum \$750

Includes:

- Bridal Suite
- Seating (Maximum of 250 for ceremony, Maximum of 175 for reception)
- 25 – 5' Round Tables (Seating for 8)
- 20 – 6' Rectangular Tables
- Candelabras
- Wedding Coordinator
- Technician
- Custodial Staff

Additional Charges:

- Kitchen Use - \$50
- White/Black tablecloths - \$5 per table (25 maximum)

Cost Breakdown

Wedding Coordinator \$250 - \$500

- Includes initial consultation and a follow-up meeting to finalize details. Present 2.5 hours before rehearsal for decorating and during rehearsal. Present 2.5 hours before ceremony, during the ceremony and if requested, during reception. Additional meeting time is \$25 per hour.

Additional decorating time is \$25 per hour.

- \$250 for rehearsal and wedding
- \$250 for reception (if requested)

Technician \$250 - \$650

- Includes running the sound, lighting and media.
 - \$100 for rehearsal (**REQUIRED**)
 - \$100 for rehearsal dinner
 - \$150 for wedding (**REQUIRED**)
 - \$300 for reception

Custodial Staff \$250 - \$500

- Includes facility setup beforehand and cleanup afterward.
 - \$250 for rehearsal and wedding
 - \$250 for reception or rehearsal dinner

Waypoint Pastor \$200

Premarital Counseling \$125 - \$150

- Includes five sessions. Meet weekly or bi-weekly.
 - \$125 for Waypoint members (optional)
 - \$150 for non-members (**REQUIRED**)



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Weddings and Receptions Guidelines

1. Officiating pastor (if not Waypoint Staff) must contact Warren Colebank four weeks prior to wedding for approval.
2. Requests for wedding must be made at least four weeks in advance.
3. Dates cannot be changed without notifying wedding coordinator first, so approval changes can be made by church staff.
4. Damage to building and/or church property will be repaired or replaced at your expense.
5. Technical support must be arranged by wedding coordinator (Waypoint personnel only).
6. No alcoholic beverages.
7. Tacks, nails or screws are not to be used to secure decorations. Only non-marring tape or 3M products may be used.
8. No colored rose petals (they stain) on floor. Silk flowers or white flower petals are permissible.
9. Rice and birdseed are not permitted in or around the building.
10. Sparklers are permitted- outside only.
11. You are responsible for removal of all decorations upon vacating the building after your wedding. We are not responsible for any decorations or furnishings left on the premises by the florist, rental companies, wedding party or guests.
12. Flash photography is permitted during the ceremony but should not prohibit the professional photographer from gaining access to the aisle, bride or bridal party.
13. Wedding rehearsal will not extend past one hour. Everyone should be instructed to arrive 15 minutes prior to the start time. All decorations (with the exception of fresh flowers) should be completed by the start of the rehearsal.
14. The building will be unlocked 2.5 hours prior to rehearsal (for decorating) and 2.5 hours prior to wedding (for preparation/pictures). Additional time may be requested at \$25 per hour.
15. Song choices (titles/artists) for wedding and/or reception must be submitted to the wedding coordinator two weeks prior to the wedding.
16. Dancing is permitted.
17. Weddings will start promptly at the reserved time in an effort to respect wedding guests, pastors, musicians, custodians, technicians and other staff present. Three hours will be reserved for the wedding/exiting strategy (receiving line, pictures, send-off, clean up, etc.). If additional time is needed, it will be charged at \$25 per hour.
18. Bride, groom and entire wedding party must remain onsite (dressed and ready for line-up) 30 minutes prior to ceremony start time.
19. If reception is held onsite, guests must exit - and clean up must be completed by 10:00 PM.
20. Any flash drives are due to technical staff the night of the rehearsal, with all music/media loaded and itemized.



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