



# ALC | PNW

## **Welcome**

Abundant Life Church believes marriage is a sacred covenant with and before God and is entered into as a lifelong commitment. We are honored to host weddings and receptions at our facilities for those that call Abundant Life their church home, and their immediate families. We recognize that many hours of planning will be necessary before this important event takes place. Please review our wedding guidelines to assist you in your wedding plans.

## **Mentoring**

Our pre-marriage mentoring program consists of six sessions with a trained mentor couple from the Abundant Life family. Mentors will go over such topics as family background, communication, problem solving, and priorities. Marriage Mentoring is relational and designed to equip engaged couples with tools to ensure a happy and healthy marriage.

The pre-marital online inventory assessment is explained and set up with our hospitality assistant. We partner with a company called Prepare/Enrich. There is a one-time processing fee of \$35 for the inventory. The mentoring sessions are done through our volunteers and there is no cost associated with them. We require a 4 month window of time to complete the mentoring process.

## **Officiating Pastor**

It is your responsibility to contact the Pastor you would like to officiate your wedding. Non-ALC Pastors must be authorized to perform weddings in Oregon and Washington and will need to be approved by an ALC Pastor. Please provide the name and phone number of the guest Pastor when you schedule the facility.

## Scheduling

All scheduling for weddings being held at any of our three ALC campuses are made by contacting our Events Team at 503.658.8271

Weddings may be scheduled up to six months prior to your wedding date. Requests to schedule more than six months out will be considered pending and confirmed on the church calendar six months prior to the wedding date, if the space is available.

Because of the pre-marital mentoring, requests to schedule weddings less than four months out will be handled on a case-by-case basis.

**A refundable security/cleaning deposit of \$250 is required to confirm your reservation. This deposit is not applied to your final bill, this is a separate payment.** \*\*Please note: You are responsible for cleaning up after your wedding! Please make sure that any supplies you brought, you take out with you, and any supplies you used you leave cleaned and put away. If anything is left a mess or broken, your deposit will not be refunded!

## Events Team

After you have secured an officiating Pastor and have a confirmed date for your wedding, you will want to meet with our Events Team to talk through your building use needs and determine the costs involved with using our facility. Someone from our Events Team will be present as a Building Hostess to assist you with your building use needs when you set up your decorations and during your dress rehearsal, ceremony, and reception.

## Wedding Coordinator

We require that you select someone to act as your wedding coordinator. It can be someone close to you that is not in the wedding party or a professional. Your wedding coordinator will need to be aware of all of the details of your ceremony and reception so when your wedding day comes they can take care of the details behind the scenes for you. If at all possible, we ask that your wedding coordinator be present at all meetings between you and our ALC Events Team. The ALC Building Hostess does not act as a wedding coordinator. It is up to your wedding coordinator to execute the

rehearsal, wedding and reception. ALC Building Hostesses are here to act as a liaison between the ALC Facilities Team and the wedding party.

## Audio/Visual Support

Abundant Life will assist you in securing an A/V Tech to run any sound, light, and video (if needed) for your wedding. We can help put you in contact with our ALC A/V Tech who is familiar with our procedures and equipment. It is your responsibility to arrange all sound/light/video needs through them. If used, you will pay them directly as an independent contractor. **Outside A/V Techs are allowed in particular rooms and particular campuses on a case by case situation. If you use an A/V Tech(s) not affiliated with ALC, a meeting with our A/V Director is required at least one week prior to your rehearsal in order to familiarize your A/V Tech(s) with our procedures and equipment.**

***NOTE: Because of the varied number of DVD burning software and formats on the marketplace, it necessitates that any DVD that will be shown be tested on our equipment at least 24 hours prior to the event. When producing material to be shown at ALC, ask this question: Can this DVD be played on a regular, set-top DVD Player?***

***PowerPoint is a wonderful presentation tool, but it has inherent issues that are often overlooked. Remember the following when packaging your presentation to be brought to ALC. 1. Did you include any special fonts? 2. If you embedded video or audio files, did you bring the source material? 3. ALC Screens are formatted to 16X9. If possible, create your presentation in this format to maximize the look on the screens. 4. How/Who will advance the slides during the presentation? Please arrange to bring and test your presentation to ALC at least 24 hours prior to the event.***

## Ceremony & Reception

We have three campuses to choose from:

- **Happy Valley Campus** 17241 SE Hemrich Rd, Damascus, OR 97089

The auditorium and Community Room are the most commonly used spaces for wedding ceremonies. The Community Room is best suited for wedding ceremonies expecting less than 100 guests. The auditorium is more appropriate when expecting over 100 guests. It can seat up to 650 guests for a ceremony only wedding. If you choose to hold your reception in the auditorium, it can accommodate up to 275 guests for a ceremony and a sit down reception and requires a "room flip" in between. The wedding party is required to provide 12 people to help flip the room for an auditorium reception and help reset the

chairs in the auditorium after the reception for weekend services. Receptions may also be held in the lobby.

- **Sandy Campus** 16633 Champion Way, Sandy, OR 97055

The auditorium seats up to 200 guests for a ceremony. Receptions can be held in the lobby or in the auditorium. If you choose to hold your reception in the auditorium, it can accommodate approximately 120 guests for a ceremony and a sit down reception and requires a "room flip" in between. The wedding party is required to provide 12 people to help flip the room for an auditorium reception and help reset the chairs in the auditorium after the reception for weekend services.

- **Vancouver Campus** 13011 NE Fourth Plain Blvd, Ste #105, Vancouver, WA 98682

The auditorium seats up to 150 guests for a ceremony. Receptions can be held in the lobby or in the auditorium. If you choose to hold your reception in the auditorium, it can accommodate approximately 120 guests for a ceremony and a sit down reception and requires a "room flip" in between. The wedding party is required to provide 12 people to help flip the room for an auditorium reception and help reset the chairs in the auditorium after the reception for weekend services.

Weddings are usually scheduled on Friday evenings or Saturdays. In order for the building to be ready for Sunday morning services, Saturday weddings must be completed, cleaned up, and the building vacated no later than 10:00 pm.

Your rehearsal will be arranged around other building uses already scheduled during the week of your wedding. The day before or morning of your wedding, you will be given a four hour time slot to set-up and decorate. Access to rooms for set-up and decorating will be scheduled around current building use activities.

## **Delivery Times/Event Timing**

### Happy Valley Campus:

Any items that are being delivered (cake/flowers/rentals) need to be delivered during ALC business hours, on the day you are setting up for your event, during your scheduled time here. ALC's hours of operation are:

|                 |                   |
|-----------------|-------------------|
| Monday-Thursday | 8:30 am – 5:00 pm |
| Friday-Sunday   | Closed            |

## Sandy & Vancouver Campuses:

### Deliveries by Appointment Only

Please coordinate with your delivery companies accordingly.

When setting up for your wedding, you are allotted a four hour window of time, which will be arranged according to availability of ALC. You will also be given a one hour time frame for your rehearsal. Typically, the four hour time block for set up falls just before your one hour rehearsal.

You are allowed three hours for your ceremony and three hours for your reception. This time frame includes your pre-event preparation and post-event clean up. All events must be completed, cleaned up, and guests exiting the premises by 10:00 pm.

## **Wedding Costs & Fees**

**Security/Cleaning Deposit: \$250** Refundable and required to confirm your reservation; **balance in FULL** is due one week before the rehearsal.

### **Wedding Ceremony**

Assuming no unusual circumstances, the amount charged for a wedding ceremony covers the service of our Building Hostess and Facility Management Personnel. Our Building Hostess is not a Wedding Coordinator and will not be facilitating your rehearsal, wedding or reception.

### **Reception**

Assuming no unusual circumstances, the amount charged for a reception covers the additional services of our Building Hostess, Facility Management Personnel and extra trash removal when any food or beverage is served. Our Building Hostess will make coffee (if purchased) and clean the urns, but you must arrange for your own food service and clean-up (i.e. caterer, servers, bussers, and clean-up crew). A meeting with our Events Team is required at least one week prior to your rehearsal in order to familiarize your caterer with our procedures and equipment. **Abundant Life prohibits the use of alcohol on the premises.** Violation of this will result in the forfeiture of your deposit.

**\*\*Please make sure you have designated people to stay after the wedding to help clean up and reset the auditorium.**

**Happy Valley Campus**

\$500 Ceremony & Reception in Auditorium and/or Lobby

*The wedding party must provide 12 people to assist with the "room flip" after the ceremony and to reset the room for weekend services after the reception.*

\$200 Auditorium Ceremony Only (no reception on site)

\$400 Auditorium Reception only (no ceremony on site)

\$300 Ceremony & Reception in Community Room

\$100 Community Room Ceremony Only (no reception on site)

\$300 Community Room or Lobby Reception Only (no ceremony on site)

\$800 Amphitheater Ceremony & Reception

\$400 Amphitheater Ceremony or Reception only

**Sandy Campus**

\$350 Ceremony & Reception

*The wedding party must provide 12 people to assist with the "room flip" after the ceremony and to reset the room for weekend services after the reception.*

\$200 Ceremony Only

\$250 Reception Only

**Vancouver Campus**

\$350 Ceremony & Reception

*The wedding party must provide 12 people to assist with the "room flip" after the ceremony and to reset the room for weekend services after the reception.*

\$200 Ceremony Only

\$250 Reception Only

**Additional services**

|                           |                                     |
|---------------------------|-------------------------------------|
| <b>Linen rental</b>       | <b>\$5 per linen</b>                |
| <b>Pipe and Drape</b>     | <b>\$100</b>                        |
| <b>Coffee/Tea Service</b> | <b>\$30 for 3 gallons (48 cups)</b> |

**Please note:**

Small objects used as part of your table decorations must not be dumped on the floor or outside. Confetti/glitter may not be used at any time. Please do not staple anything onto the tables. As you remove the tablecloths, please carefully place decorations in a trash container. Rice, birdseed, confetti, glitter or other material may not be thrown anywhere on the property with the exception of silk petals and bubbles. If your guests should do this on their own, the cost of clean-up will be deducted from the security/cleaning deposit.

Dropping fresh flower petals is prohibited, however silk petals are permissible.

Onsite floral arranging and/or use of ALC refrigerators for flowers is not allowed.

If you are doing a "room flip" for your reception, keep in mind your tables will be lifted and moved, therefore it is suggested you use table decorations that can easily handle that kind of movement. Tall decorations that can easily tip are not recommended. Any sort of rooms that require flipping will require you to provide volunteers to assist with this.

Happy Valley Campus: We prefer you use serving utensils from our kitchen, eliminating the need to identify and keep separate those not belonging to the church. We have chaffing pans, but do not provide the fuel canisters. You are welcome to use ice from our commercial ice maker.

All Campuses: We do not supply plates, napkins, eating utensils, cold beverage cups, food wrap or containers for leftovers.

## **Suggested Gratuities**

**Suggested Pastor's Gratuity**

**\$150+**

Paid directly to the Pastor on wedding day

**Suggested Musician's Gratuity**

**\$100/person**

Paid directly to each performer on wedding day

## **On Your Wedding Day**

You may want to bring:

- Bottled water/beverages and snacks for the wedding party
- Paper towels
- Extension cords
- Mirrors
- Large bags for personal items
- Needle and thread
- Pins: straight, T-pins, safety pins
- Scissors
- Tape
- Serving bowls and platters
- Fuel burners for chaffing pans
- Ziploc bags or containers for leftovers
- Comfortable shoes for those staying to clean and reset