

*Your
Wedding
at
The Urban Refuge*



*5501 Chicago Ave. S.
Minneapolis, MN 55417*

theurbanrefuge.com

Wedding Planning Packet

Updated 06/21/2010

Urban Refuge Wedding Planning Packet

Congratulations on your engagement. We would love having your wedding here at The Urban Refuge Church.

We recommend you read this over and send in your request early to ensure your preferred wedding date is available. Your request may take up to two weeks for confirmation.

Contact **Randy Schmidt**,
952.564.3785 or
randy@theurbanrefuge.com
with any questions you
have about reserving the
Urban Refuge.

To begin the rental
process, read through this
packet and then complete
the **Wedding Information
Forms (pages 11-13)**.

NOTE: *Those assisting you with wedding coordination, sound, production, set-up and cleaning are not employees of the Urban Refuge. Thus, your payments for their services will need to be **checks made out to each individual** involved. The Wedding Coordinator will e-mail you the individual's names and amounts, based upon the fees listed on page 6.*

***Non-members** of the Urban Refuge (or any Evergreen Church location) will also need to write a check directly to **The Urban Refuge for rental** of the facility.*

We look forward to helping you plan your wedding

The Urban Refuge Church Contact

Wedding Coordinator

Upon confirmation of your wedding date, a Wedding Coordinator will be assigned to assist you with your use of the church facility. Upon sending your deposit, please schedule the Initial Meeting with this Wedding Coordinator.

Even a small wedding can be logistically complex. Your Wedding Coordinator will take the guesswork out of coordinating the “church” side of your wedding.

Your Wedding Coordinator will:

- Serve as your Urban Refuge liaison - available to answer questions, plan, and direct all Urban Refuge people, procedures, policies, rooms, and equipment
- Direct the rehearsal
- Direct facility-related wedding day activities of the church staff, flowers and rental decorations deliveries, caterer, photographer, musicians, and vocalists

At the Initial Meeting with your Wedding Coordinator, you will tour the church, review the Wedding Planning Packet, and put together the general plan for your use of the facility for your wedding.

Please schedule the second and final meeting with your Wedding Coordinator for six weeks prior to your wedding. At this meeting you will finalize all facility related details of your wedding. To this meeting, please bring the facility fee payment, and music and projection data.

Wedding Couple's Checklist

<i>Date Due</i>	<i>Item</i>	<i>Completed</i>
Prior to wedding date	Fit to Be Tied class must be completed if an Urban Refuge or Evergreen Community Church Pastor is officiating at your wedding	
2 months or more, prior to the wedding date	Send Wedding Information form (with facility request) to the Urban Refuge Facility Coordinator to reserve the date. A Wedding Coordinator will then be assigned to assist you with facility details	
Within 2 weeks of confirmation	Send deposit, payable to The Urban Refuge, to Facility Coordinator	
Immediately after sending deposit	1st meeting with Wedding Coordinator	
6 weeks prior to the wedding date	Final meeting with Wedding Coordinator <u>Bring:</u> (1) Facility fee payment, (2) Marriage License (3) Music and Projection data	
1 to 3 days prior to the wedding date	Rehearsal <u>Bring:</u> (1) Envelopes with Service Fee checks, (2) Wedding Programs	
Wedding day	Marriage license to be signed by witnesses	

Requirements if ceremony is officiated by a Pastor from The Urban Refuge, The Rock or any of our Evergreen Community Church locations.

We look forward to assisting you prepare for your upcoming wedding and marriage. Since the Urban Refuge is just one location of our Evergreen Community Church family (consisting of The Urban Refuge, The Rock, and the Bloomington, Lakeville and New Hope Evergreen locations), we realize that some of you may be get married by a pastor from one of our other locations. That's fine, just know that these policies apply to anyone getting married by any of our "Evergreen" pastors.

To be married by a pastor from our Evergreen Community Church family, please consider the following questions:

- 1) Are either of you uncertain that you have a personal relationship with Jesus Christ, or are either of you uncertain that you have accepted Jesus Christ as the only Lord and Savior?
- 2) Are you living together or physically intimate?
- 3) Has either of you been previously married?

If you answered 'yes' to any of these questions, please make an appointment to talk this through with a pastor from your Evergreen location. A 'yes' answer does not mean you cannot hold your wedding at one of our locations or be married by an Evergreen pastor; however, it does raise questions which will need to be addressed before the facility can be reserved.

Also, if an Evergreen pastor will be officiating at your wedding ceremony, you must complete the Fit to Be Tied premarital counseling program.

The **Fit to Be Tied** premarital counseling program is a ten-week program held two times per year at Evergreen Community Church in Bloomington. The cost of this program is \$99 per wedding couple. For more information about this course and when it is offered, please contact Nathan and Tara Odegard at 952.240.1878.

The Urban Refuge offers a shortened version of this counseling program on quarterly, or as needed basis. It uses audio CDs of the classroom teachings and discussions, along with weekly meetings to talk over what you are learning. Cost of this program is also \$70 per wedding couple. For more information about this course and when it is offered, please contact Randy Schmidt at 952.564.3785, or randy@theurbanrefuge.com.

Requirements if ceremony is officiated by someone other than an Evergreen or Urban Refuge Pastor

If you would like to hold your wedding at the Urban Refuge but have someone other than an Evergreen, Rock, or Urban Refuge pastor officiate your wedding ceremony, you must meet with and obtain approval from either Pastor Andy Gray or Pastor Chad Oltman before the facility can be reserved.

Contact information:

Andy Gray	612.227.2553	andy@theurbanrefuge.com
Chad Oltman	612.978.2570	chad@theurbanrefuge.com

Evergreen Community Churches are Christian churches and we reserve the right to disallow any activities in our building which we believe are contrary to the cause of Christ.

Urban Refuge Location

5501 Chicago Ave. S., Minneapolis MN 55417

Directions from I-35W From the South:

Take 35W north to Diamond Lake Road. Turn right (east) at the ramp onto Diamond Lake Road. At Portland Avenue, a T-intersection, turn right (south). Take your immediate left (east) onto 55th Street. Follow to Chicago Avenue. The Urban Refuge will be on your right. A parking lot is located on the south side of the building, off of Chicago Ave.

From the North:

Take 35W south to Diamond Lake Road. Turn left (east) at the ramp onto Diamond Lake Road. At Portland Avenue, a T-intersection, turn right (south). Take your immediate left (east) onto 55th Street. Follow to Chicago Avenue. The Urban Refuge will be on your right. A parking lot is located on the south side of the building, off of Chicago Ave.

Directions from Hwy 77:

Take Hwy 77 north to the 62 interchange. Take Hwy 62 West to the Portland Avenue exit. Go north on Portland Ave to 55th Street. Take a right on 55th Street and travel 3 blocks to Chicago Avenue. The church is on the SE corner of 55th & Chicago. A church parking lot is located on the south end of the building, off of Chicago Ave.

Directions from Hwy 62

Take Hwy 62 to the Portland Ave exit (which is west of Hwy 77-Cedar Ave and east of 35W). Go north on Portland Ave to 55th St. Take a right (east) on 55th St to Chicago Ave. The Urban Refuge will be on your right side. A church parking lot is located on the south end of the building, off of Chicago Ave.



Urban Refuge Facilities

If you would like to see the facilities available for your wedding, please contact **Randy Schmidt** at **952.564.3785** and he can connect you with a Wedding Coordinator for a tour.

Sanctuary

Padded Chairs – seating for up to 375 (possibly 390)

Equipment

The following equipment is available for your ceremony:

- *Basic microphone set-up*
- *Wireless microphone for pastor*
- *Sound system*
- *Projection system*
- *Grand piano (extra charge)*

Gathering Room - Gathering Space

New Floor Installed in June 2010.

28 round tables (60") with seating up to 8 per table

Additional 6ft rectangular tables can be added.

Maximum banquet (using rounds and 6ft rectangular tables) seating for 225.

Kitchen

Catering kitchen only (unless approval is granted to prepare food on site)

Food may be catered or brought in by the wedding party, but it must be pre-prepared. The wedding party must arrange to bring in table linens and dishes. Alcoholic beverages are not allowed on church property.

It is expected that you will provide your own food, beverages, and ice. Also, use of the churches coffee makers and urns must be preapproved. These, along with any kitchen items used would be expected to be cleaned and returned to their original places.

The wedding party is responsible for setting the tables (linens, dishes, etc.) and removing them. All receptions must be completed, including clean-up, by 9:30 P.M.

Urban Refuge Wedding Facility Fees

Urban Refuge Rooms	Urban Refuge ECC Member	Urban Refuge ECC Attendee	Non- Attendee
Damage Deposits - refundable			
Sanctuary & Fireside Room (plus two rooms)	\$250	\$250	\$250
Gathering Room & Kitchen	\$100	\$100	\$100
Facility Fees – payable to The Urban Refuge			
Sanctuary & Fireside Room (plus two rooms)	Waived	\$200	\$400
Gathering Room & Kitchen	Waived	\$200	\$300
Service Fees – made payable to individuals			
Wedding Coordinator Fee – Rehearsal & Wedding	\$150	\$150	\$150
Wedding Coordinator Fee - Reception	\$100	\$100	\$100
Custodian – Sanctuary & Fireside Room	\$100	\$100	\$100
Custodian – Downstairs Gathering Room	\$150	\$150	\$150
Sound Technician – Wedding only	\$100	\$100	\$100
Sound Technician – Rehearsal (if needed)	\$50	\$50	\$50
Projector Technician – Wedding	\$50	\$50	\$50
Use of Grand Piano	\$75	\$75	\$75
Removal of Drums from Sanctuary Stage	\$ 50	\$ 50	\$ 50
Rental of Sound System (for use in Gathering Room) Includes 2 speakers, microphone, Dual CD player	\$200	\$200	\$200

***Members** – have attended the Urban Refuge/Evergreen membership class and signed the membership covenant document.

***Attendees** – have attended the Urban Refuge/Evergreen for at least 3 months, or are looking at making the Urban Refuge or an Evergreen Church their home church.

Damage Deposit

Damage Deposits are due to the Wedding Coordinator within two (2) weeks of confirmation of the wedding date to secure the date of your wedding. The check is payable to The Urban Refuge with “Wedding Damage Deposit – UR- [Wedding Date] [Couple’s Last Names]” in memo section. This check is deposited and not refunded until all billable fees and assessed damages have been paid. Uncollected fees remaining 30 days after the wedding date will be subtracted from this deposit.

Facility Fees

Facility fees, payable to The Urban Refuge (“Wedding Facility –UR- [Wedding Date] [Couple’s Last Names]” in the memo section), are due to the Wedding Coordinator six weeks prior to the wedding. These fees are non-refundable.

Service Fees

Service fees, made payable to specific people, are due to the Wedding Coordinator at the rehearsal. Any fees paid to musicians are the responsibility of the wedding party.

Wedding & Facility Policies

- Liability:** The Urban Refuge and Evergreen Community Church are not liable for loss, damage, or injury to person or persons using or renting church facilities. If any physical damage to the church occurs by guests or the wedding party, the couple or their parents are responsible for the cost of repairs.
- Facility Fees:** All Facility Fees, payable to The Urban Refuge, must be provided to the Wedding Coordinator six weeks prior to the wedding ceremony.
- Service Fees:** All Service Fees, payable to specific people, must be provided to the Wedding Coordinator the night of the rehearsal.
- Time & Day Limits:** On Saturday, the latest ceremony is 5:00 P.M. with pictures before. Receptions must be completed by 9:30 pm. On Sundays, weddings are not available till 5:00PM (decorations can start at 2:30PM). Reception to be completed by 9:30PM
- Decorations:** The Sanctuary and Gathering Room are available for decorating 4 hours prior to the wedding start time (as approved by your coordinator). Sunday weddings can begin decorating after 2:30PM.. Any decorations must be removed immediately following the wedding. **See The Urban Refuge Facility Use Policy** regarding decorating rules. The wedding party is responsible for decoration cleanup. The Wedding Coordinator must approve all decorations.
- Music:** Instrumental or vocal, sung as a solo, duet, small ensemble, or congregation. All music selections should be reviewed with the Wedding Coordinator.
- Flowers:** All flowers should be removed by the wedding party.
- Furniture Limits:** All furniture, band equipment, and church decorations are to remain in place unless approved by the Wedding Coordinator. The Facility Manager is responsible for moving any furniture and band equipment.
- Room Use Limits:** Dressing rooms are assigned by the Wedding Coordinator. If you need additional rooms, please make arrangements with your Coordinator prior to the day of the wedding. The nursery is not available for weddings.
- Smoking & Alcohol:** Smoking and the use or possession of alcoholic beverages is not allowed anywhere in the building or on the church grounds.
- Rice/Silly String:** Rice, silly string, confetti, bird seeds, bubbles, flower petals, or any similar item is not allowed within the church. Blowing bubbles is allowed outside of the building.
- Gifts & Personal Items:** Evergreen assumes no responsibility for lost or stolen gifts or personal items. Please designate someone to be in charge of gifts and personal items at all times.
- Projection System:** Discuss with the Wedding Coordinator.
- Sound System:** Discuss with the Wedding Coordinator.
- Wedding Program:** Design, production and printing of the wedding program is the responsibility of the wedding couple.

* Please see the Urban Refuge Facility Use Policy for a full description on using the facility

Your Wedding

The Rehearsal

Rehearsals can not be held on Friday evenings, and are most often held on Thursdays. Please schedule the time of your rehearsal with your Wedding Coordinator, and per their approval.

Your Wedding Coordinator will direct the rehearsal, according to all of the decisions the bride and groom have previously made. This relieves the bride and groom from remembering the logistics and details and enables them to fully enjoy the rehearsal along with their friends and family.

All members of the wedding party should attend the rehearsal. Bridesmaids, groomsmen, flower girls, ring bearers, readers, ushers, greeters, musicians, and parents should all attend.

Please bring the following items to the rehearsal and give them to the Wedding Coordinator:

- Service fees in envelopes (the Wedding Coordinator will distribute them for you)
- Wedding programs (the Wedding Coordinator will store them on-site until the wedding)

The Wedding Day

Dressing Rooms

4 hours in advance of the ceremony your Wedding Coordinator will open the church and church dressing rooms for the wedding party.

Flowers, Rented Decorations, & Wedding Cake

3 to 4 hours prior to the ceremony, flowers, rented decorations, and the wedding cake should be delivered. The Wedding Coordinator will direct their initial placement based on the general design already decided on by the bride and groom. **The church will not be open to accept these items prior to 4 hours before the ceremony so please work out the timing with your Wedding Coordinator.**

Technician & Facility Manager

Before the ceremony the sound and projection technicians as well as the Custodian will arrive to set-up the rooms and conduct the initial test of the sound and projection equipment. The Wedding Coordinator will provide them detailed guidelines based on decisions previously made by the bride and groom.

Musicians & Vocalists

2 ½ hours prior to the ceremony the musicians and vocalists should arrive at the Church. They will have 1 hour to conduct sound checks and practice prior to the wedding party's photo shoot. (Decorating by the wedding party will happen at the same time.)

Decorating

2 ½ hours prior to the ceremony the Sanctuary and Gathering Room will be available for the wedding party to decorate. 1 hour is available before the wedding party photos begin. (The musicians and vocalists will be conducting their sound tests and practicing at the same time.)

Photographs

1 ½ hours prior to the ceremony the Sanctuary and Gathering Room will be available for pictures of the wedding party for 1 hour. Additional pictures should be taken prior to this. If you would like an additional room for your photographer to set-up for portrait pictures, please arrange this with your Wedding Coordinator at least 6 weeks prior to your wedding.

About The Urban Refuge

Our Vision

Our vision is to be a church committed to raising fully devoted followers of Jesus Christ by being a people that: Do Justice, Love Mercy, Walk Humbly.

"And what does the Lord require of you? But to do justice, to love mercy, and to walk humbly with your God?" Micah 6:8 (NAS/NIV)

DO JUSTICE

There's an ancient word in Hebrew – shalom. We translate it peace, but it's bigger than that. It has a connotation of wholeness & well being – a webbing together of all things under the arch of God and in His love. Whenever we see the fabric of life unraveling, whether it's emotionally, physically or spiritually, it's an opportunity for us engage with God to build shalom.

LOVE MERCY

One of Jesus' most profound commands was that we ought to love one another the way that he loved us. This cannot be accomplished by human strength alone, for we all have our limits. It takes understanding, absorbing, and relishing in the love that God demonstrates toward us every day, so that we in turn can demonstrate Christ-like love towards others without limits.

WALK HUMBLY

We are wonderfully and fearfully made, at the same time we are all flawed. Failing to recognize our tendency to "go our own way" quietly sabotages our lives when we don't even realize it. When we approach God and His Word, both alone and together, we seek to do so in humility, knowing God opposes the proud, but gives grace to the humble. We readily admit that we need The Great Shepherd to show us how and where to walk.

Wedding Information Form

Please complete this form and mail it to the church office to reserve your wedding date. **Please print carefully.**

Bride's Information

Name (First Last): _____
E-mail Address: _____
Address: _____
City/State/Zip: _____
Home Phone: _____
Work Phone: _____
Cell Phone: _____

Member: (Circle) BLM LKV NH Rock UR

Attendee: (Circle) BLM LKV NH Rock UR

Groom's Information

Name (First Last): _____
E-mail Address: _____
Address: _____
City/State/Zip: _____
Home Phone: _____
Work Phone: _____
Cell Phone: _____

Member: (Circle) BLM LKV NH Rock UR

Attendee: (Circle) BLM LKV NH Rock UR

Wedding Contact *(If other than the bride)*

Name (First Last): _____
E-mail Address: _____
Address: _____
City/State/Zip: _____
Home Phone: _____
Work Phone: _____
Cell Phone: _____

Facility Needs

Sanctuary: _____
Gathering Room – Reception: _____
Kitchen – Reception: _____

If you want an Evergreen/Urban Refuge/Rock Pastor to officiate:

Who will be officiating your wedding? _____

Have completed Fit To Be Tied Premarital Program? (Circle) Yes or No If no, expected completion date: _____

If you want someone other than an Evergreen, Urban Refuge, or Rock Pastor to officiate:

Who will be officiating your wedding? _____

Which church is the officiating pastor affiliated with? _____

City & State where this church resides? _____

Wedding Information

Saturday wedding: Ceremony start times between 11:00 AM and 5:00 PM with pictures before.

Sunday wedding: Ceremony start times between 5:00 PM and 7:00 PM with pictures before.

Urban Refuge Wedding Planning Packet

Wedding (Date/Time): (Note: Weddings & Receptions can not be held on Friday nights)

	Date	Time
1 st Preference	_____	_____
2 nd Preference	_____	_____
3 rd Preference	_____	_____

Who will be officiating at your wedding?

Name (First Last): _____

E-mail Address: _____

Address: _____

City/State/Zip: _____

Home Phone: _____

Work Phone: _____

Cell Phone: _____

Mail to:

The Urban Refuge
 5501 Chicago Ave. S.
 Minneapolis, MN 55417

Attn: Weddings

Upon approval by the Wedding Coordinator, your wedding date will be held for two weeks.
 The Deposit Form along with your damage deposit, payable to The Urban Refuge,
 must be received by the Wedding Coordinator within these two weeks to secure your wedding date.

Please note: the check will be cashed.

For Wedding Coordinator use only:

Facility Reservations: **Rehearsal Date: (Not a Friday night)** **Ceremony Date:**

	Start Time	End Time	Set Up Time	Ceremony	Tear Down Time
Sanctuary					
Fireside Room					
Gathering Room					
Kitchen					
Bride's Dressing Room					
Groom's Dressing Room					
Additional Room #1					
Additional Room #2					

Wedding Damage Deposit Form

Please include this form with your Damage Deposit check.

DATE OF WEDDING: _____

Bride's Name

Groom's Name

*A Damage Deposit is due to the Wedding Coordinator within two (2) weeks of confirmation of the wedding date to **secure** the date of your wedding:*

*Sanctuary Damage Deposit \$250
Gathering Room Damage \$100
Deposit*

*The check is payable to **The Urban Refuge** with "Wedding Damage Deposit, [Wedding Date] [Couple's Last Names]" in memo section.*

This check is deposited and not refunded until all billable fees and assessed damages have been paid. Uncollected fees remaining 30 days after the wedding date will be subtracted from the deposit.

Mail deposit to:

*The Urban Refuge
5501 Chicago Ave. S.
Minneapolis, MN 55417
attn: Weddings*

By signing below:

- 1. You acknowledge you have read, understood, and agree to abide by the regulations for the use of church property as written in the Wedding Planning Packet and The Urban Refuge's Facility Use Policy document.*
- 2. You agree to confine all wedding-related activities to the areas confirmed, and will use the building only during the hours designated.*

Printed Name of Requester

Day Phone #

Signature of the Requester