

EVENT GUIDELINES

We welcome your interest in using our facility and we look forward to serving you on your upcoming event. Please contact us so we may consider your individual request. This page will provide you with the initial information to begin the planning process. Refer to the following pages to find those guidelines that further describe your particular event.

1. **The first and most important requirement in scheduling your event is to contact our church office.**
2. The office will check availability on the church calendar and pencil in the date and time if available.
3. We will make every effort to accommodate the date you have chosen, but please keep in mind, all requests will be on a first-come, first-serve basis.
4. Upon final approval from our Pastor, the Events Coordinator will contact you and assist with your event details.
5. Fees for your event will be discussed at the initial meeting with our coordinator.

You may reach us several ways:

Phone.....920-887-0799

Office..... W7444 Hwy. 33, Beaver Dam, WI

Mail.....P.O. Box 713, Beaver Dam, WI 53916

E-mail.....office@harvestefc.com

Fax.....920-887-8686

Website.....www.harvestefc.com

Senior Pastor: Scott Roen.....344-9805

Youth Pastor: Hans Gochenaur...344-9807

Wedding/Funeral/Non-Harvest Events Coordinator: Jody O'Neil.....920-887-8828

Wedding/Funeral/Non-Harvest Events Asst. Coordinator: Kristen Gochenaur....885-3297

Kitchen/Harvest Social Events Coordinator: Wendy Minick....920-484-6339

NON-HARVEST EVENT GUIDELINES

We are pleased to know you are interested in scheduling a social event with us. In order to have a well-organized and meaningful event, we have an Event Coordinator who will work with you throughout the planning stages of the event.

Upon Pastor approval, you will have an initial meeting with our coordinator to review your ideas and discuss the fees. The church has separate areas for your use, so we will narrow down the exact location(s) needed. In preparing for the initial meeting, review the following items listed below regarding the details of your event. We pray you have a wonderful experience with us.

- Number of people you expect to attend
- Areas available include:
 - Worship Center
 - Fellowship Hall/Gym
 - Kitchen
 - Meeting Rooms
- Type of food you wish to serve if any – see Meals section on the following page
- Type of decorations you plan
- Your list of needs – some examples may include microphones, tables, chairs, sound equipment and centerpieces

Non-Harvest Event Guidelines appear on the next page

Building and Grounds:

1. Smoking is not allowed in the church building.
2. Smoking materials must be placed in the proper receptacles near the church entrances.
3. Alcohol is not allowed in the church or on church grounds.
4. Only the first row of chairs will be moved in the worship center.
5. Glitter, silly string or any like substances are not allowed to be thrown in the church or on church grounds.
6. Animals are not allowed in the church building except for handicapped use.

Candles:

1. Candles must be dripless and in a sturdy holder with glass underneath.
2. Candles are not allowed to be carried or freestanding.

Child Care:

1. Child care and nursery facilities are not available.

Decorations:

1. All decorations must be approved by the Event Coordinator.
2. Seasonal decorations in the church may be used, but not removed without Event Coordinator approval.
3. All decorations must be removed following the event.
4. Harvest has a variety of decorations for your use upon request from the Event Coordinator.

Flowers:

1. Natural and artificial flowers are permitted.
2. Natural flowers are not allowed to be thrown in the church or on church grounds.
3. Flowers must be removed following the event or donated to Harvest with Event Coordinator approval.

Meals:

1. The capacity of our Fellowship Hall/Gym is 150. With the addition of Room 200, we can accommodate 200.
2. A Kitchen Team member must be present to advise and facilitate the use of our kitchen.
3. Caterers, servers, the cost of food, and clean-up are the responsibility of the individual requesting the event.
4. Standard paper products, table coverings, and coffee/water will be furnished at no cost.

Multimedia:

1. No Multimedia is available.

Music:

1. All music must be approved by the Event Coordinator.
2. All music selections must be provided in a timely manner to the Event Coordinator.
3. A list of musicians, soloists and pianists is available upon request.
4. The piano may not be moved.

Photography/Videotaping:

1. Harvest does not provide this equipment.

Programs:

1. Harvest does not provide programs, but our copier may be used for personal program printing.
2. The copy charge is ten cents per copy and copying must be done during church hours 9:00 am–4:00 pm, Monday-Friday.
3. The Harvest staff will supervise all copying, but they will not actually do the copy work.

Sound:

1. A Harvest approved technician must be present to operate our sound equipment.
2. CDs must be provided in a timely manner to the Non-Harvest Event Coordinator.
3. Original CDs are preferred, but all CDs must be formatted to CD-R.

WEDDING GUIDELINES

It is the desire of Harvest Evangelical Free Church that all weddings taking place at our church be an act of worship and consecration. The covenant of marriage is held in high regard and should be sacred to the man and woman. If one of our Pastors is performing your ceremony, he will meet with you and schedule pre-marital counseling sessions to guarantee your decision to marry is based on the firm foundation of your relationship to God. Our Wedding Coordinator will assist you with the wedding details to make your ceremony both meaningful and organized. Please feel free to contact our Wedding Coordinator with any further questions you may have.

Please Follow These Requirements for Wedding Approval:

1. **Contact the church office first for availability of date and time.**
2. The request must come from the bride, groom or their parents.
3. The date and time requires both the Pastor and Wedding Coordinator approval.
4. Requests are accepted on a first-come first-serve basis.
5. When Harvest's Pastor(s) **are performing the ceremony:**
 - a. Our Pastor requires one initial meeting with the couple to authorize the ceremony.
 - b. We require pre-marital counseling sessions to ensure the couple is marrying wisely and in keeping with God's Holy Scripture.
6. When Harvest's Pastor(s) **are not performing the ceremony:**
 - a. We would appreciate a visit or phone call with the outside officiant.
 - b. We require proof of pre-marital counseling when conducted by another pastor or counselor.
 - c. By law, any out-of-state officiant must fill out the Wisconsin Statute form available in our office.
7. Weddings may be held Monday through Saturday—no Sundays.
8. Holiday and holiday weekend weddings require special approval.
9. Reservations may be made up to a year in advance.

Additional Wedding Guidelines appear on the next page

Building and Grounds:

1. Smoking is not allowed in the church building.
2. Smoking materials must be placed in the proper receptacles near the church entrances.
3. Alcohol is not allowed in the church or on church grounds.
4. Only the first row of chairs will be moved in the worship center.
5. Aisle runners are highly discouraged for safety reasons.
6. Rice, bird seed, confetti, glitter, silly string or any like substances are not allowed to be thrown in the church or on church grounds.
7. Bubbles are only allowed outside of the building.
8. Animals are not allowed in the church building except for handicapped use.

Candles:

1. Candles must be dripless and in a sturdy holder with glass underneath.
2. Candles are not allowed to be carried or freestanding.

Child Care:

1. Child care and nursery facilities are not available.

Decorations:

1. All decorations must be approved by the Wedding Coordinator.
2. Seasonal decorations in the church may be used, but not removed without Wedding Coordinator approval.
3. All decorations must be removed following the wedding ceremony.
4. Harvest has a variety of decorations for your use upon request from the Wedding Coordinator.

Flowers:

1. Natural and artificial flowers are permitted.
2. Natural flowers are not allowed to be thrown in the church or on church grounds.
3. Only artificial flowers are allowed to be thrown in the bride's path.
4. Flowers must be removed following the ceremony or donated to Harvest with Wedding Coordinator approval.

Meals:

1. Wedding rehearsal dinners or wedding receptions are welcome with Wedding Coordinator approval.
2. The capacity of our Fellowship Hall/Gym is 150. With the addition of Room 200 we can accommodate 200.
3. A Kitchen Team member must be present to advise and facilitate the use of our kitchen.
4. Caterers, servers, the cost of food, and clean-up are the responsibility of the family.
5. Standard paper products, table coverings, and coffee/water will be furnished at no cost.

Multimedia:

1. No Multimedia is available.

Music:

1. All music must be approved by the officiant.
2. All music selections must be provided six weeks before the ceremony to the Wedding Coordinator.
3. A list of musicians, soloists and pianists is available upon request.
4. The piano may not be moved.

Photography/Videotaping:

1. Photography and videotaping need the approval of both the officiant and family.
2. Harvest does not provide this equipment.

Programs:

1. Harvest does not provide programs, but our copier may be used for personal program printing.
2. The copy charge is ten cents per copy and copying must be done during church hours 9:00 am-4:00 pm, Monday-Friday.
3. The Harvest staff will supervise all copying, but they will not actually do the copy work.

Sound:

1. A Harvest approved technician must be present to operate our sound equipment.
2. CDs must be provided six weeks before the ceremony to the Wedding Coordinator.
3. Original CDs are preferred, but all CDs must be formatted to CD-R.

FUNERAL GUIDELINES

Our God leads us through many trials in our lives and the death of a loved one is one of the heaviest burdens to endure. We trust the Lord will give you His grace during this time. Our strength is in the Lord and we thank Him for His love. Our prayer is that God will bless you and your family and comfort you with His peace.

Once the service is confirmed, the Pastor of your choice will be helping you plan your loved one's funeral. The Funeral Director of your choice and our Funeral Coordinator will then assist you with the details. Please feel free to contact our Funeral Coordinator with any further questions you may have.

Building and Grounds:

1. Smoking is not allowed in the church building.
2. Smoking materials must be placed in the proper receptacles near the church entrances.
3. Alcohol is not allowed in the church or on church grounds.
4. Only the first row of chairs will be moved in the worship center.
5. Animals are not allowed in the church building except for handicapped use.

Candles:

1. Candles must be dripless and in a sturdy holder with glass underneath.
2. Candles are not allowed to be carried or freestanding.

Child Care:

1. Child care and nursery facilities are not available.

Decorations:

1. All decorations must be approved by the Funeral Coordinator.
2. Seasonal decorations in the church may be used but not removed without Funeral Coordinator approval.
3. Pictures and mementos must be removed following the funeral service.

Flowers:

1. Natural and artificial flowers are permitted.
2. Flowers must be removed following the service or donated to Harvest with Funeral Coordinator approval.

Meals:

1. Funeral lunches/dinners are welcome with Funeral Coordinator approval.
2. The capacity of our Fellowship Hall/Gym is 150. With the addition of Room 200 we can accommodate 200.
3. A Kitchen Team member must be present to advise and facilitate the use of our kitchen.
4. Caterers, servers, the cost of food and clean-up are the responsibility of the family.
5. Standard paper products, table coverings and coffee/water will be furnished at no cost.

Multimedia:

1. No multimedia is available.

Music:

1. All music must be approved by the officiant.
2. All music selections must be provided as soon as possible to the Funeral Coordinator.
3. A list of musicians, soloists and pianists is available upon request.
4. The piano may not be moved.

Photography/Videotaping:

1. Photography and videotaping need the approval of both the officiant and family.
2. Harvest does not provide this equipment.

Programs:

1. Harvest does not provide programs, but our copier may be used for personal program printing.
2. The copy charge is ten cents per copy and copying must be done during church hours 9:00 am-4:00 pm, Monday-Friday.
3. The Harvest staff will supervise all copying, but they will not actually do the copy work.

Sound:

1. A Harvest approved technician must be present to operate our sound equipment.
2. CDs must be provided as soon as possible to the Funeral Coordinator.
3. Original CDs are preferred, but all CDs must be formatted to CD-R.