



Getting Married at Oaks Church Brooklyn

Congratulations on your engagement!

We are excited that you are looking to get married at Oaks Church Brooklyn. We gladly host weddings for those who attend our church and for those in the NYC community. At this time, due to our lease agreement with the owners of the building, we are only able to host receptions that are not serving alcohol.

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Should you have more questions, please contact Meg Jacobs at meg@oaksbk.church or by phone at 929-251-3344.

Being married by one of the pastors (in our space or elsewhere)

A Note From Our Pastors About Officiating Weddings:

As a pastor, I am often asked to officiate weddings. I consider that a high honor, and it's honestly one of my favorite parts of leading a church. The role of a wedding officiant is one of blessing. He or she is residing over the union of two people, bestowing blessing upon it, and framing the context for the celebration to follow for all in attendance.

With that in mind, I always clarify three important expectations for any wedding I officiate:

1) Symbol. I believe in the biblical view of marriage - that the union between a man and woman is a symbol of God's union to us. It's a living picture of God's covenant commitment to us—unending love, commitment, and freedom in relationship. All to say, that's the way I think about marriage, speak about marriage, and bless marriage. If I have the honor of officiating your wedding, that's the framing I'll give for what's happening.

2) Preparation. I ask every couple I bless in marriage to have undergone some form of pre-marital counseling, which can include our Marriage Mentoring. Much of the engagement period is about planning for an incredible party, but I view my role to help prepare you for life after the party. For that reason, some form of pre-marital counseling is a requirement for me. I'm happy to advise on this if that would be helpful.

3) Consecration. I ask that every couple I bless in marriage agree to celibacy during the engagement period. I believe in the sexual ethic Jesus teaches in the Sermon on the Mount—that sex is reserved for those bound together through the covenant of marriage. That being said, I'm aware that position is not a given for everyone, and I don't think it's my role to offer unrequested guidance on everyone's sexual ethic. However, I do believe strongly in the biblical principle of consecration (see Joshua 3), and I believe engagement is a time of consecration to the Lord for the lifelong blessing of a rich, Christ-centered relationship with one another. For that reason, I ask for a commitment to abstinence during engagement for all couples I bless in marriage.

Lastly, I believe it's vital to sit down and get to know the two of you and discuss these expectations, along with the ceremony of course, in person. However, out of respect for you, I simply want to put all my cards on the table up front.

If, for any reason at all, you do not line up with any of those expectations and would rather not proceed with me as your wedding officiant, I completely understand. Please know that has no bearing on your standing in our church or your character in my eyes.

**Note that even though Tyler wrote this note, Patrick, Gemma, Carlos and Ryan all agree and have the same expectations for couples.*



Wedding Officiant Agreement

Date: _____

Pastor: _____

Couple's Names: _____

Date of Ceremony: _____ Coordinator: _____

Location of Ceremony: _____

Please check all that apply:

- ☐ New York City Ceremony: \$500
 - 1 or 2 meetings to design the ceremony
 - Officiant Duties
- ☐ Out of Town Ceremony: \$700
 - Officiant Duties
 - 1 or 2 meetings to design the ceremony
 - If the ceremony is outside the New York City limits, the couple is responsible for securing lodging for officiant and family (if applicable) **and** either responsible for securing transportation to and from the ceremony (rental car, Ubers, etc.) *or* reimbursing travel expenses if the officiant uses personal vehicle.
- ☐ Rehearsal Attendance and/or Rehearsal Direction
 - \$150/hr

Expectations of this agreement are as follows:

- Wedding date is reserved on the Pastor's calendar with receipt of this agreement.
- Pastor will arrive in a timely manner in appropriate attire
- Pastor officiates the ceremony using a customized homily and ceremony order designed by the couple and Pastor previously
- The couple must obtain a valid marriage license in the state where the ceremony will take place. The marriage license needs to be presented to the officiant **BEFORE** the ceremony for the marriage to be legally binding.

Please indicate who will be mailing in the marriage certificate with receipt of this agreement whether that is Pastor or a separate Coordinator:

Pastor is mailing **Y/N** Coordinator is mailing **Y/N**

Bride's Signature: _____ Groom's Signature: _____



Attendees of Oaks Church Brooklyn

Basic Package Includes:

- one walk through with Oaks representative prior to wedding day and up to four hours of pre-planning with you or your coordinator. *This does not include rehearsal and day of coordination.*
- Oaks staff available to open and close the church for you on both days
- cleaning the day of the rehearsal
- use of the space for up to three hours for the wedding rehearsal, which can include set-up time
- use of the space for up to four hours for the wedding day, which can include set up, wedding, photos and clean up
- main stage is lightly cleared, but most of the instruments and wires will be set up. They can be covered or you can hang your own curtain to cover the stage
- small stage is cleared, and a lectern can be provided
- small stage and space is cleared of rugs
- use of as many chairs as needed, but set up of chairs not included
- remaining stairs will remain stacked in the back of the church space during the ceremony.

\$1000

Note: \$350 refundable deposit (cash or check) that locks in your ceremony date. All checks shall be made out to Oaks Church Brooklyn - Memo: Space Usage. Credit card payments can also be made in PushPay under Space Usage Fees for hourly fees and cleaning costs.

Add ons:

- pastoral officiant (see pages 2-3)
- each additional hour needed in the space: \$150
- chair set up: \$25/hr 120
- chair storage: 1-50 \$50; 50+ \$100
- cleared stage: \$300
- use of the baby grand piano: \$50
- tuned week of wedding: \$250
- each additional hour of staff coordination: \$50
- sound tech (includes microphones for pastor and any musicians, and running any music through the system): \$50-75/hr (depending on technician)



As a congregant of Oaks Church Brooklyn, we ask you that you do some sort of pre-marital counseling during the engagement period.

Marriage Mentoring through Oaks Church Brooklyn requires seven months notice before your marriage date and is dependent on the availability of the mentors. Cost for six sessions: \$200.

We recommend professional pre-marital counseling through Healthy Minds NYC, Abbott Mental Health, or Redeemer Counseling Services.

Community members using the space for your wedding ceremony

Basic Package Includes:

- one walk through with Oaks representative prior to wedding day and up to two hours of pre-planning with you or your coordinator. *This does not include rehearsal and day of coordination.*
- Oaks staff available to open and close the church for you on both days
- cleaning the day of the rehearsal
- use of the space for up to three hours for the wedding rehearsal, which can include set-up time
- use of the space for up to four hours for the wedding day, which can include set up, wedding, photos and clean up
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- small stage is cleared, and a lectern can be provided
- small stage and space is cleared of rugs
- use of as many chairs as needed, but set up of chairs not included
- remaining stairs will remain stacked in the back of the church space during the ceremony.

\$1500

Note: \$350 deposit (in cash, check or Zelle payment) is required to hold the space. After event cleanup, Oaks staff will confirm whether deposit can be used towards the whole cost of \$1500 or if deposit must be kept due to damages incurred.

Add ons:

- pastoral officiant (see pages 2-3)
- each additional hour needed in the space: \$200
- chair set up: \$25/hr
- chair storage: 1-50 \$50; 50+ \$100
- cleared stage: \$400
- use of the baby grand piano: \$100
- tuned week of wedding: \$250
- each additional hour of staff coordination: \$50
- sound tech (includes microphones for pastor and any musicians, and running any music through the system): \$50-75/hr (depending on technician)



Oaks Church Brooklyn Space Usage Agreement

This Agreement is made and entered into this date, _____ by and between **Oaks Church Brooklyn** ("Tenant"), and

("User").

A. Tenant is the lessor of real property situated in the City and County of **Kings**, State of **New York**, described as **Oaks Church Brooklyn**.

B. Tenant agrees for a one time use of said Property with User upon the following TERMS and CONDITIONS: NOW, THEREFORE, for and in consideration of the mutual promises, terms and conditions set forth below, the parties agree as follows:

(1) **Premises** 231 Ainslie Street, Oaks Church Brooklyn. It will include the main space and bathroom use. See 4G for all off-limits areas.

(2) **Occupancy Period** User agrees to occupy the premises from date and time frame of rehearsal _____ and date and time frame of set up/ceremony and clean up _____.

(3) **Fees** A \$150/\$300 deposit holds the ceremony date. The total fee depends on package price and additional add-ons. Once agreed upon, prices are set and cannot be changed

(4) **Facility Guidelines**

(a) **Building Use Hours** User will be expected to abide by their agreed upon hourly schedule with Tenant, recognizing that there are other groups who will need to access the space before and after them. User will meet tenant representative to enter the building and lock up the building after use. Should the User go outside of the agreed upon usage hours, the full deposit will be kept by Tenant.

(b) **Substances** There will be no smoking or drinking of alcoholic beverages inside the building.

(c) **Food** All Users hoping to have food at their event must get permission before signing agreement. All food must be discarded and removed from the premises by the end of the night, including removal of trash to outside trash containers. If food is left in the area or trash cans, the deposit will be kept by the tenant.

(d) **Use of Space** User is permitted to move furniture around and accommodate the common area space to meet their needs during the hours of usage. However, all items must be returned to the exact location they were found, or Tenant will keep deposit.

(e) **Bathroom and Utilities** User will have access to both men and women's bathrooms at all times. Building heat or AC can be turned on/off as needed, but User is required to turn off said appliances prior to leaving the building.

(f) **Decoration Use** User is permitted to decorate for events. However, all items must be removed by the end of usage hours, and should any decorations cause permanent damage to items, the *deposit will be kept by Tenant*. Should permanent damage exceed \$150/\$300, user will be billed for the damage incurred. **Candle and any open flame usage is not permitted.** Tenant will not be held responsible for replacing any items left in the space by the User which are stolen, damaged, or lost. All wedding items should be cleared immediately after the wedding. If items are left for us to dispose of, *the deposit will be kept by Tenant*.

(g) **Off-Limits Areas** The following areas/items are off-limits to User:

- (I) upstairs offices
- (II) soundboard and musical equipment
- (III) statue of St. Cono (but can be covered)

User shall not touch or damage any of the items or areas on the aforementioned list.

Signatures

Oaks Church Brooklyn

Tenant Organization Name (if applicable)

Megan Jacobs

Tenant Representative Name (print)

Tenant Representative Signature

User Representative Name (print)

User Representative Signature

User Representative Name (print)

User Representative Signature



Audio needs

- ☐ Sound technician needed for rehearsal
 - includes microphones and speakers for pastor/speakers
 - set up for any recorded music playing
 - \$50/75 hr, with 30 minute set up and tear down

- ☐ Sound technician needed for rehearsal
 - includes microphones and speakers for pastor/speakers **and sound mixing/rehearsal with any live musicians for band**
 - \$50/75hr, with 1 hour setup and 30 minute tear down

- ☐ Sound technician needed for ceremony
 - includes microphones and speakers for pastor/speakers
 - set up for any recorded music playing
 - \$50/75hr, with 30 minute set up and tear down

- ☐ Sound technician needed for ceremony
 - includes microphones and speakers for pastor/speakers **and sound mixing/rehearsal with any live musicians for band**
 - \$50/75hr, with 1 hour setup and 30 minute tear down

- ☐ I allow Meg to follow up and find the Oaks Church Brooklyn approved technician for my rehearsal/wedding.

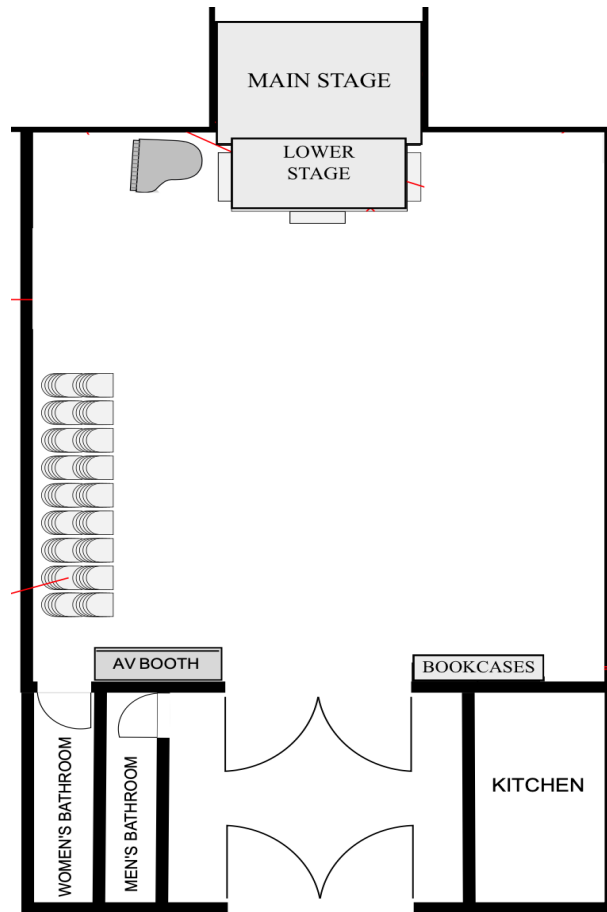
User Representative Name (print)

User Representative Signature

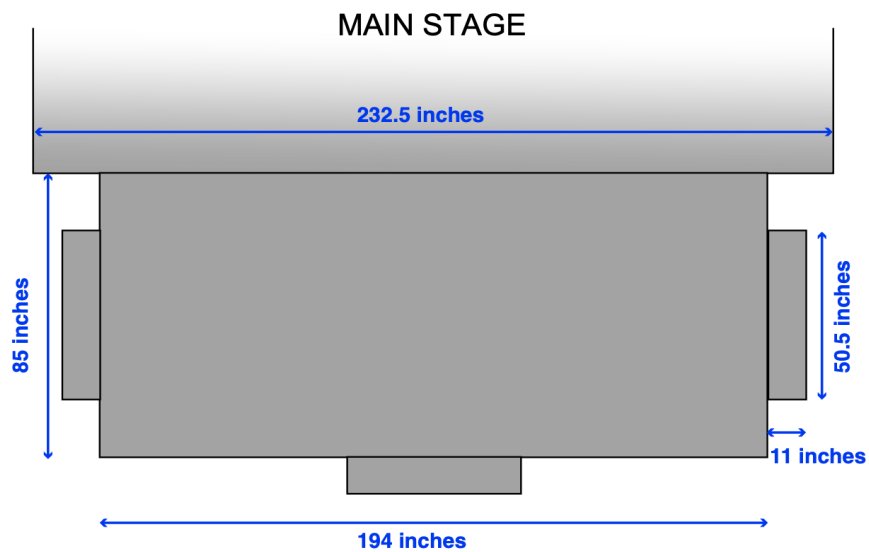
User Representative Name (print)

User Representative Signature

Oaks Church Floor Plan



Stage Measurements





Your Wedding DATES

Overall fees

Date Received

Marriage mentoring

-should sign up now if interested \$200

Due at time of connect with mentors

Deposit \$

Due immediately

Basic Package Fee \$

Due day of ceremony

Additional Add ons \$

Due day of ceremony

Checks can be made to Oaks Church Brooklyn.

Pastor rehearsal fee \$

Due day of ceremony

Pastor day of ceremony \$

Due day of ceremony

Check can be made to or Venmo @

X hour Audio Tech rehearsal \$

Due day of ceremony

X hour Audio Tech ceremony \$

Due day of ceremony

Cash/Venmo given directly to Audio Tech

X hour musicians rehearsal Varies/hr

Due day of ceremony

X hour musicians ceremony Varies/hr

Due day of ceremony

Cash/Venmo given directly to musician

Rehearsal Information

Rehearsal Date:

Rehearsal time:

What time will your party be arriving?

Will you need to be staying afterward to set up? Until what time?

Wedding

Wedding time:

What time is your party arriving?

What time will the last person be leaving?

All wedding items must be removed immediately after the wedding, or deposit will be kept.

Wedding Day:

Point of contact during the day

Name

Phone number

Name of Oaks A/V tech:

Phone number:

Coordinator:

Phone number:

Pastor:

Phone number:

Oaks Contact: