



WEDDING GUIDE



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ABOUT SOMA

Soma Church is a gospel-centered community on mission for Jesus in the city of Indianapolis. As such, we want to begin this process by recognizing that a wedding is a very important ceremony, initiating an institution graciously established for us by God. As a result, we would love to serve you by offering this building to house this ceremony, since our building is itself a gracious gift from God.

REQUIREMENTS

Due to the evergrowing demand for physical space, Soma can only accommodate a limited number of weddings per year. As a result, we have developed a few prerequisites for any couples who may be interested:

- + One or both persons must be members of a Soma congregation
- + A Soma pastor must officiate the ceremony
- + The couple must complete a Gospel & Marriage class prior to their wedding
- + Wedding cannot take place on a Sunday

In order to reserve our building, you must complete the application process at least two months before the proposed date. Soma reserves the right to decline your request because of, but not limited to: availability, theological beliefs, and/or any other reason we deem appropriate.

THE SPACE

The Sanctuary

Our primary event space (3000 sq. ft.) is our church's sanctuary, which can accommodate up to 200 guests for a ceremony. We allow for limited decorations, but do ask that nothing is nailed, taped, or otherwise hung on any of the walls. We will provide the chairs, sound system, and video screen if desired. Additionally, we have restroom facilities on every floor. ***Please note that we cannot accommodate receptions at this time.***

Dressing Areas

We also offer a few offices, which make for an excellent (if informal) bridal suite. Another space in the building can be opened up for grooms' party dressing rooms as well. We ask that you treat these rooms with care and leave them as you found them. Please be sure to take all personal items as anything left in these rooms at the end of the evening: We reserve the right to discard.

ALLOTTED TIME

Our building is available for 2 hours the day before the event for your rehearsal, and 8 hours the day of the event (all setup and cleanup must be finished within the allotted time frame). Please ensure that you have sufficient setup and teardown assistance.



THE TEAM

We are so excited to come alongside you as you plan your wedding! In order to make the process easier, you will get to know the following members of our team:

Facility Coordinator: Your facility coordinator is a Soma staff member who will be your point of contact for any questions, concerns, or other details that we need to know. They will walk with you through the process of using our facilities to best fit your needs. Please note that this role does not eliminate the need for a day-of coordinator.

Officiant: All weddings at Soma require a Soma pastor to be the officiant. There is no guarantee that your desired officiant will be available, but we will do our best to fulfill your request. The officiant will work with you to tailor the ceremony to your desires.

Audio Technician: Due to the very specific and high-quality sound system that Soma uses, we require that you use a Soma-certified audio technician. The fee for the audio technician ensures that he/she will be present for your rehearsal and for the entirety of your ceremony, insofar as necessary, including setup and shutdown.

THE PROCESS

In order to ensure that your wedding runs as smooth as possible, we will work alongside you in the following process:

1. Complete the Membership Process
2. Attend the Gospel & Marriage course offered at Soma
3. Submit the Wedding Request Form found on Soma's website (at least two months before wedding)
4. If approved, you will work with your pastor to finalize a ceremony script/order of events
5. Meeting with Facility Coordinator: This meeting should be scheduled once you have a nearly finalized itinerary for the wedding day (including setup and rehearsal times, building opening and closing, etc.). The coordinator will help you understand what's available to you and answer any specific questions you may have about what we do/don't allow, provide, need, etc. The purpose of the meeting is to ensure that everybody is on the same page and that the coordinator can be fully prepared to best serve you on your wedding day.

DECORATING THE BUILDING

We welcome decorations for your wedding, as long as they fall within the following guidelines:

- Reserved rooms may be decorated; however, the following items may not be used: glitter, confetti, nails, tacks, screws, tape that damages surfaces, adhesives, hot wax, staples, or fasteners.
- Only dripless candles are permitted. The facility coordinator must approve where your candles are placed.
- There are approximately 200 chairs in the sanctuary. You may decorate the chairs but without the use of nails, screws, tape that damages surfaces, adhesive, hot wax, staples, or fasteners.
- Moving or changing of any furniture within the event space must be approved by your facility coordinator and returned to its original location after the wedding.
- Bubbles may be used outside of the building. No rice, confetti, glitter, sparklers or birdseed allowed.
- All decorations must be removed from all event spaces immediately following the wedding.
- Any damages to the facilities, furniture, equipment, fixtures, grounds or any other Soma property will be the responsibility of the wedding party and will result in additional charges on the final bill (\$250 deposit is required, but will be returned if there is no damage).

THE STAGE

We cannot guarantee that all stage decorations are movable for your ceremony (especially around major holidays), but we will do absolutely everything we can to make sure that the stage decorations fit your needs and are not obstructive to your wedding.

MEDIA

If you would like to use any form of projected media (words to a song, picture slideshow, etc.) you should identify that under “A/V Needs” when submitting your building request form. Please talk to your facility coordinator about how involved those needs are and whether additional arrangements may be needed.

MUSIC

All music selections must be appropriate for use in our facility and approved by the officiating pastor. If you plan to use pre-recorded music, you must supply it to your audio technician in a well-organized and well-explained manner. If you are hiring musicians, they are required to use their own instruments.

Note: Please remember to compensate your musicians according to the amount of time and effort they invest in making your ceremony worshipful. It is hard work that they do and should be valued as such. Please make an effort to love and respect those involved in your ceremony by not taking advantage of their talents.

WEDDING VENDORS

Couples must use Soma's facility coordinator, which is reflected in the cost. However, we suggest that you appoint/hire someone to be in charge of all of the logistical details regarding your wedding, so that all questions can go to them rather than you, especially the day of the wedding.

Any outside wedding planner must work alongside our coordinator, who knows the ins and outs of the building. Any and all decorations must be approved by the facility coordinator.

RENTAL EQUIPMENT

Soma is not responsible for any rental equipment. All rental equipment must be removed from the premises immediately following the event unless prior arrangements have been made through your assigned facility coordinator.

COST

We charge a flat fee of \$750 for the usage of our facility. Included in this charge are such things as a building facilitator, an audio technician, the arranging of chairs, and

We also require a damage deposit, which is fully refundable if nothing is damaged during the course of the event. We will hold a credit card number on file for 48 hours after the event, at which point the information will be destroyed.

Any destroyed or damaged church property will be repaired or replaced at cost to you. Costs above the \$250 deposit will be charged to the card on file.

ADDITIONAL INFORMATION

Should you have any questions, please don't hesitate to ask. You may talk to your facility coordinator or email allison@somaindy.com. You may also visit somaindy.com for more information about our church. If approved, Soma will require a signed contract agreeing to the aforementioned guidelines.

Again, we are excited and honored to come alongside of you on this special day. Please join with our mission to glorify God in this city as we seek to bless the people of Indianapolis!

A dark, semi-transparent map of a city grid, likely Indianapolis, with a white parallelogram containing text. The map shows various streets and building footprints. The text inside the parallelogram is "THE GOSPEL CHANGES EVERYTHING".

THE GOSPEL CHANGES EVERYTHING

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