

Date of Application _____

Date of Wedding _____

Westminster Presbyterian Church Wedding Application Form

Before final reservation of church facilities a conference with the officiating minister and a conference with the church wedding coordinator must be scheduled in order to discuss the policies and guidelines of the church. You will need to call to schedule an appointment with the minister you are requesting to officiate your wedding.

BRIDE

GROOM

_____ Name _____

_____ Street _____

_____ City/St/Zip _____

_____ Home Phone Number _____

_____ Cell Phone Number _____

_____ Email _____

Name and address & phone of active WPC Member: Self, Parents or Grandparents (circle one).

Your Post-Wedding address:

Rehearsal: Date _____ Time _____ Place (Sanctuary, Chapel) _____

Ceremony: Date _____ Time _____ Place (Sanctuary, Chapel) _____

Officiating Minister: Kirbas _____ Junkin _____

Music: Organist _____ Soloist _____

Other Instrumentalist (if any) _____

Choir (must be approved by WPC's Director of Worship & Music Ministries) _____

Florist: _____ Coordinator: _____

Photographer: _____

Church Reception (if desired): Payne Garden Court: _____ Campbell Social Hall: _____

Please note: If an outside wedding consultant has been employed, his/her involvement must be limited to the reception and other non-church activities only. The rehearsal and wedding service are the sole responsibility of the staff of Westminster Presbyterian Church.

Fees

Weddings

Westminster Presbyterian Church has a simplified fee structure for weddings and related activities that cover the majority of the basic costs associated with the wedding. In addition to the **non-refundable fee of \$150 to reserve the date of your wedding ceremony**, the basic fee for a wedding service in the Sanctuary, the Chapel or the Adult Lounge is determined by the size of your wedding party and whether or not you are a member of Westminster Presbyterian Church.

For members of the Church:

The fee for a small wedding party (four or fewer bridal attendants)	\$1,600
The fee for a large wedding party (five or more bridal attendants)	\$2,200

For non-members who have received the permission of the Session to be married in the church:

The fee for a small wedding party (four or fewer bridal attendants)	\$2,500
The fee for a large wedding party (five or more bridal attendants)	\$3,000

This fee covers the use of the facility and the costs of the Presiding Minister, Wedding Coordinator(s), an audio engineer, an organist or pianist, church-owned candelabras, aisle candleholders, unity candles and holders, microphones, and custodians.

Additional services such as a videographer, vocalists or musicians can be arranged for an additional fee. Honoraria for guest musicians should be made according to prior arrangements with musicians.

Reception

The Payne Garden Court and Campbell Social Hall are available for wedding receptions.

For members of the Church:

The fee for a reception	\$500
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For non-members:

The fee for a reception	\$1,000
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The fee covers the room use, Wedding Coordinator(s), and custodians.

Payment Arrangements

Approximately four weeks before your wedding, you will receive the invoice for the fees for your wedding service and reception if you choose to have one in the church. Payment is due no later than ten days before your service and may be made by a check made payable to Westminster Presbyterian Church. We do not accept credit or debit cards.

Payments may be hand-delivered to the Executive Assistant to the Interim Executive Pastor/Head of Staff or returned via mail to the Westminster Presbyterian Church address listed on the invoice.

If you or your wedding party have not complied with the general facility guidelines as outlined in this policy, additional charges may be added to your wedding fee. The Wedding Coordinator and custodians will determine your compliance. In the event of non-compliance or damage, additional charges will be determined and billed through the office of the Director of Finance and Administration.

Responsibilities

I have read and understand the policy of Westminster Presbyterian Church. We agree to pay for any damages to the church property incident to such use. We agree to be responsible for any accidents or damage to persons or property that may be due to negligence on the part of the applicant in the use of church property. We agree to observe the church's no alcohol on premises policy. We agree not to use nails, tape or any kind of fastener that will adhere to or mar finished surfaces.

Bride _____ Groom _____

Persons responsible for charges:

Print: _____ Sign: _____

Address: _____ Phone: _____

Non-refundable deposit of \$150.00 due with reservation. Balance is due two weeks prior to wedding.

For office use:

Deposit Paid: \$ _____ Check #/Date _____

Balance Due: \$ _____ Check#/Date _____

Officiating Ministers Approval for Calendar _____ Date Approved _____