

Wedding Date Request Form

This form along with your \$250 deposit must be completed and returned to the church office in order to formally secure your wedding date on the church calendar. You may schedule a wedding no more than nine months in advance.

Name of Bride _____ Name of Groom _____

Wedding Date _____ Wedding Time _____

Rehearsal Date _____ Rehearsal Time _____

Bride's Contact Number(s) _____

Bride's E-mail _____

Wedding Minister(s) _____

Person(s) Responsible for payment _____

***It is the responsibility of the bride/groom and their families to see that any equipment not belonging to Community Bible Church is removed promptly after the wedding. The wedding coordinator must be given the name and telephone number of a contact person (who is not in the wedding party) who will be responsible for seeing that these items are removed from the church. This person will also be responsible for any lost and found items to be picked up at the church.**

Name(s) of Contact Person(s) _____

Phone number(s) of Contact Person(s) _____

Wedding Checklist and Contractual Agreement

Wedding Party Responsibilities

- 1. Call wedding coordinator to schedule and confirm wedding date/time.
- 2. Confirm wedding date with your minister of choice.
- 3. Turn in request form and \$250 deposit to church to secure date. (Make checks payable to Community Bible Church.)
- 4. Pay additional fees no later than one month prior to wedding. (See price sheet.)
- 5. Remove any and all equipment/supplies not belonging to Community Bible Church promptly after the wedding. (Including all items in the bride/groom dressing areas and any other rooms used during wedding activities).
- 6. Secure a contact person (not in the wedding party) who will be responsible for removing non-church property promptly after wedding.
- 7. Do not move any church equipment without prior permission of Community Bible Church.
- 8. Replace any equipment you have moved.
- 9. If you use chairs and/or tables for a reception, stack the chairs 5-high and place tables on the rolling table rack.

Community Bible Church Responsibilities

- 1. Provide sound/computer technician and equipment.
- 2. Provide custodial staff for post-wedding clean-up.
- 3. Replace stacked chairs and rolling table rack after receptions.
- 4. Provide building supervision to lock, unlock, and occupy building at designated times as well as assist with temperature control in building.
- 5. Provide wedding coordinator and her services (see wedding policies).
- 6. Provide musical instruments for live music (with prior permission only).

I have read the above checklist as well as a copy of the wedding policies. In addition, I agree to be responsible for the outlined “wedding party responsibilities” as well as carefully regard the stated wedding policies. I understand that Community Bible Church reserves the right to keep any or all of my \$250 deposits if any of the policies are disregarded.

 Bride or Groom Signature

 Date