



## WEDDING RESERVATION FORM

Date of Reservation: \_\_\_\_\_

Requested Wedding Date: \_\_\_\_\_

Requested time for ceremony: \_\_\_\_\_

Requested Rehearsal Date: \_\_\_\_\_

Requested Time of Rehearsal: \_\_\_\_\_

**Bride's Full Name** \_\_\_\_\_

**Groom's Full Name:** \_\_\_\_\_

Address: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Email Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Future Address: \_\_\_\_\_

Church Member? Yes No Child of members

Church Member? Yes No Child of members

Parent's Names: \_\_\_\_\_

Parent's Names: \_\_\_\_\_

If not member of Christ Church, then where?

If not a member of Christ Church, then where?

\_\_\_\_\_

\_\_\_\_\_

Maid/Matron of Honor: \_\_\_\_\_

Best Man: \_\_\_\_\_

Number of Bridesmaids: \_\_\_\_\_

Number of Groomsmen: \_\_\_\_\_

Flower Girl /Ring Bearer: \_\_\_\_\_ Number of Ushers: \_\_\_\_\_

**DEPOSIT PAID AT TIME OF RESERVATION (One half of fees): \$ \_\_\_\_\_**

***I have read and agreed to the wedding policies:***

Bride: \_\_\_\_\_

Groom: \_\_\_\_\_



## **PHOTOGRAPHY AND VIDEOGRAPHY GUIDELINES**

*Respecting that all weddings ceremonies held at Christ Church are first and foremost services of Christian worship, photographer (both professional and amateur) are asked to abide by the following guidelines:*

- (1) The photographer and/or videographer must meet with the Wedding Coordinator upon arrival at the church.
- (2) Photos may be taken up to 45 minutes before or one hour after the service in any part of the building.
- (3) The ceremony begins when the family and special guests are seated. Photographers are permitted to take flash photographs during the processional; afterwards, photographs may only be taken from the back of the sanctuary or balcony, provided that no flash or noise is involved.
- (4) Photographs are permitted during the recessional, with the photographer standing behind the back pew area to capture the image of participants as they come down the center aisle.
- (5) The wedding party may reassemble after the ceremony in order to pose for photographs.
- (6) Photographers shall not stand on the pews or place camera equipment on the pews or on any furniture in the church.
- (7) Items in the chancel, including the altar, pulpit, and baptismal font, may not be moved during the ceremony or for the purposes of taking photographs.
- (8) Video cameras may be set up on a tripod at a location designated by the Wedding Coordinator or pastor and are not to be moved during the ceremony. Possible locations include the back row of either transept on the sides, the side aisles, the balcony, and behind the last row of seats in the Chapel.
- (9) Wireless microphones may be used in the sanctuary, provided that they are given to the groom or pastor in advance of the ceremony.
- (10) Photographers and videographers will be held responsible for any damage done to the building or furniture that results from his or her actions.

***PLEASE COPY AND DISTRIBUTE TO YOUR PHOTOGRAPHER/VIDEOGRAPHER***



## **FLORAL DECORATION GUIDELINES**

*Respecting that all weddings ceremonies held at Christ Church are first and foremost services of Christian worship, florists and those decorating are asked to abide by the following guidelines:*

- (1) No furnishings shall be moved nor may decorations be placed in such a way to hide from clear view the worship symbols and furnishings of the chancel area. Such items as the lectern, pulpit, baptismal font, and altar table, along with the paraments cloths may not be removed or altered.
- (2) Such items as the construction of a trellis or the addition of other equipment to the chancel are not allowed.
- (3) No tacks, pins, nail, glue, or tape shall be used to fasten any decorations to the furniture, pews, or building. Only wrapped wire or ribbon that will not mar the pew ends may be used to fasten bows, etc.
- (4) Artificial flowers shall not be used in the sanctuary with the exception of silk petals that may be dropped in the aisles. Real flowers shall not be used for that purpose to avoid staining the carpets.
- (5) If candles are used outside the chancel area, they must be enclosed completely. Lighted candles are not to be carried by participants and candles should not be used in close proximity to flowers or greenery.
- (6) The florist shall be responsible for providing dripless candles, along with using wax savers to prevent candle wax from falling on the floor or furniture from candleabra or the unity candle.
- (7) The florist is expected to remove all decorations and equipment immediately following the ceremony and picture-taking. Please note that we do not have space for storing such equipment.
- (8) Decorations should be completed at least one hour before the start of the ceremony and the florist may call the Wedding Coordinator to arrange for times.
- (9) The florist will be held responsible for any damage done to the building or furniture that may have resulted from decorations.

***PLEASE COPY AND DISTRIBUTE TO YOUR FLORIST***



**WEDDING AND BUILDING USAGE FEES  
2022-2023**

*(Approved by Board of Trustees May 2022; fees subject to change)*

<u>SANCTUARY CEREMONIES</u>	<u>Member*</u>	<u>Non-Member</u>
Use of Sanctuary	- 0 -	\$ 1,200.00
Facilities/Utilities Fee <i>(includes custodial services and up to 5 hours of usage)</i>	\$ 250.00	\$ 500.00
Church Wedding Coordinator	\$ 125.00	\$ 125.00
Audio-Visual Coordinator	\$ 125.00	\$ 125.00
Organist Honorarium	\$ 250.00	\$ 250.00
Refundable Deposit	- 0 -	\$ 200.00
Pastor's Honorarium	<i>At the discretion of the groom</i>	\$ 250.00
<b>TOTAL</b>	<b>\$ 750.00</b>	<b>\$ 2,650.00</b>
 <u>CHAPEL CEREMONIES</u>		
Use of Chapel	- 0 -	\$ 250.00
Utilities Fee (up to two hours)	\$ 100.00	\$ 150.00
Custodial Services Fee	\$ 100.00	\$ 125.00
Pastor's Honorarium	<i>At the discretion of the groom</i>	\$ 150.00
<b>TOTAL</b>	<b>\$ 200.00</b>	<b>\$ 675.00</b>
 <u>OPTIONAL SERVICES AS REQUESTED</u>		
Church soloist honorarium	\$ 125.00	\$ 150.00
Church pianist in chapel	\$ 150.00	\$ 150.00
Reception/Rehearsal Dinner in Gathering Hall or Covenant Hall (up to 5 hours)	\$ 65.00/hour	\$ 65.00/hour
Wedding Coordinator Fee	\$ 125.00	\$ 125.00
Refundable deposit for reception area	-0-	\$ 250.00
Classroom rental for meetings (may be waived by pastor/DCO)		\$ 20.00/hour

*\*To qualify, the bride, groom, or parents must have been members of Christ Church for at least six months prior to the time of the reservation.*