

**CENTRAL CHRISTIAN CHURCH WEDDING RENTAL CONTRACT
NON – MEMBERS**

Date of Wedding _____ Time of Wedding _____

Place of Wedding Chapel _____ Sanctuary _____

Date of Rehearsal _____ Time of Rehearsal _____

Bride's Name _____ Address _____ Phone _____

Groom's Name _____ Address _____ Phone _____

Bride's Mother _____ Address _____ Phone _____

Pastor's Name _____ Address _____ Phone _____

Organists' Name _____ Address _____ Phone _____

Custodian's Name _____ Address _____ Phone _____

Wedding Coordinator _____ Address _____ Phone _____

1. **The appointed pastors of C.C.C. shall be consulted prior to any wedding to be held in this church. It is important that the engaged couple consult with one of the pastors in order to schedule the wedding ceremony and rehearsal. The pastor who agrees to perform the marriage ceremony shall be in complete charge of all proceedings in the sanctuary or chapel, including rehearsal and wedding ceremony.**

2. **Reserving the church for a wedding is on a “first-come, first-served” basis. Once a deposit is received for a wedding date, that date is guaranteed for that couple. Only one wedding may be scheduled per day. With decorating, the ceremony, pictures, and clean-up, it is impossible to accommodate more than one wedding per day. Weddings that are to be held after 4:00 p.m. will need special consideration.**

3. **For all weddings a wedding coordinator will be provided by the church. The wedding coordinator will provide assistance to the wedding party and will be present during the rehearsal and wedding. The coordinator will receive all gifts, flowers, etc., that arrive at the church. If the reception is held at the church, the coordinator will also be present to assist the wedding party.**

4. **Pre-marital counseling sessions will be scheduled by the pastor.**

5. **A deposit of \$100.00 has become a part of Central Christian Church's usage charge. The deposit will be refunded if all the Rules and Regulations are followed.**

6. **For all weddings, the church will provide a custodian who will be responsible for cleanup following the ceremony. The wedding party is responsible for any and all damage. The Custodian will be paid at an hourly rate of \$12.00 an hour beyond a four-hour time frame for clean-up. This amount is to be paid from the deposit before a refund will be made.**

7. **Candles may be used in the Chancel area only. A candle usage fee of \$45.00 will be charged. This is to insure that only drip-less candles are used in our sanctuary.**

8. **Smoking of cigars, pipes, or cigarettes is prohibited within the confines of Central Christian Church.**

9. **Drinking of alcoholic beverages is prohibited within the confines of Central Christian Church.**

10. **The use of rice or any other substance in the confines of the church is prohibited. Rice is extremely difficult to clean up. Many wedding parties have found that bird seed or bubbles both serve the same purpose as rice. Helium filled balloons may be used, but due to the high ceiling, they are NOT PERMITTED TO ENTER THE SANCTUARY.**

11. **With the Saturday evening worship service being held in the community room, use of that room for a wedding reception will not be allowed except with special permission.**

If a reception is to be held in the community room, with the kitchen and upstairs being used, an additional fee of \$175.00 will be assessed. Christian Women's Fellowship will supply tables, table cloths, silver, trays, cake knife, cups, platters, punch bowls, seating coordination, kitchen service, elevator service, and piano for the reception, if one is desired. The members of the C.W.F. will take care of all reception related clean up.

12. All wedding music must be approved by the pastor and organist. The selection of vocal, instrumental and organ music should be worship centered. Popular secular music which does not have a divine-religion dimension would be more appropriate at the wedding reception. An appointment should be made with the organist and minister about musical choices. Taped music is discouraged; if taped music is used an additional fee will be needed for a qualified person to operate the sound system during the wedding.
13. The total amount of the wedding and reception must be paid in full one week prior to the rehearsal for either a Chapel or Sanctuary wedding.
14. Change of Plan – When plans change to any degree, especially a date or time change, the change must be approved by the minister, wedding coordinator, and organist. If your plans change, there may be a portion of your deposit withheld.
15. Weddings falling around certain religious holidays are subject to approval.
16. If you are married during a season when the church is decorated, such as Christmas, you are asked to plan your decorations and flowers around the decorations already in use in the church, as they are to be left in place during the wedding.
17. In order to assure the sacredness of the worship ceremony, no flash pictures shall be taken from the time the bride enters the Chancel area until after the benediction has been pronounced. Time exposure photographs are allowed during the actual ceremony.
18. Video movie cameras may be used to record the ceremony as long as no additional lighting is used. The pastor shall be consulted well in advance of the ceremony in order to determine a proper location for the camera and its operator.
19. Central Christian Church will not be responsible for theft or damage to wedding gifts or other items brought into the building for the wedding.

WEDDING FEES FOR NON-MEMBERS

A. Non-members Formal Sanctuary Wedding

Sanctuary Rental	\$200.00
Custodial Fee	45.00 (plus \$12 an hour clean up fee for any time over 4 hrs).
Wedding Coordinator	75.00 (an additional fee will be charged for anytime spent over 4 hours before the wedding)
Organist Fee	*100.00 (includes rehearsal and ceremony)
Clergy person	100.00
Candelabra Candles Usage Fee	45.00
Sound	50.00
Premarital survey	35.00
Deposit	<u>100.00</u> (deposit will be refunded if the above regulations are followed)
Total	\$750.00

B. Formal Chapel Wedding

Chapel Rental	\$150.00
Custodial Fee	40.00 (plus \$12 an hr. cleanup fee for anytime over 3 hours)
Wedding Coordinator	75.00
Organist Fee	*100.00 (includes rehearsal and ceremony)
Clergy person	100.00
Candelabra candles usage fee	45.00
Premarital survey	35.00
Deposit	<u>100.00</u> (deposit will be refunded if the above regulations are followed.)
Total	\$645.00

C. Garth Wedding

Garth Rental	\$100.00
Custodial Fee	65.00 (plus \$12 an hour cleanup for anytime over 2 hrs)
Wedding Coordinator	75.00
Clergy person	100.00
Candelabra Candles Usage Fee	45.00
Premarital survey	35.00
Deposit	100.00 (deposit will be refunded if the above regulations are followed)

Total \$520.00

D. Informal Church Wedding

Chapel Rental	\$75.00
Custodial Fee	25.00 (plus \$12 an hour cleanup for any time over 2 hrs.)
Wedding Coordinator	55.00
Organist	*100.00
Clergy Person	100.00
Candelabra candles usage fee	45.00
Premarital survey	35.00
Deposit	100.00 (deposit will be refunded if the above regulations are followed)

Total \$535.00

Sound Board Operator (includes audio tape of service) *rehearsal -\$20.00 *wedding \$30.00
Note: rehearsal required if soloist used.

Special considerations may apply to informal weddings.

***Accompanist for solo: \$5.00 for each song.**
Add C.W.F. charge to any of the above if a reception is held at the church.
Parlor \$75.00 – Community room \$175.00

“We the membership are proud and honored that you have chosen Central Christian Church as the starting point for your new life together. Central Christian has been a friend and home of Danville’s Families for many years. Please treat her with the dignity that she deserves.”

Church Representative _____ Date _____

Member of Wedding Group _____ Date _____

FOR OFFICE USE ONLY

Amount: _____
Deposit received: _____
Balance due: _____
Date: _____
Initials: _____
Time of wedding: _____
Time of rehearsal: _____
Time of arrival of wedding party: _____