

**WEDDING REQUEST FORM
WILMINGTON CHURCH OF CHRIST
WILMINGTON, OHIO**

The wedding deposit (25% of fees or \$200.00 minimum) is due at the time of application. The date will not be reserved before the deposit is received.

Bride: _____

Address: _____

Phone: _____

Groom: _____

Address: _____

Phone: _____

If you are not a member of the Wilmington Church of Christ please answer the next five questions.

1. Are you a member of another church? Yes No
2. If so, what church are you a member of? _____
3. Why have you chosen to have your wedding at the Wilmington Church of Christ? _____

4. What, if any, is your connection to this church? (Family members/friends attend, etc.)

5. Please give the name of a responsible party we may contact if the need arises.

All weddings performed at the Wilmington Church of Christ will be conducted by a Christian Minister or by an individual having authority to perform weddings in the state of Ohio and approved by the Senior Minister or Elders of the Wilmington Church of Christ. All persons being married at the Wilmington Church of Christ must complete pre-marital counseling.

Ceremony will be conducted by _____

Minister of _____

Pre-marital counseling conducted by _____

BUILDING USE FEES

Payment of the rental fee secures the date and time of the event.

Outside Groups (includes businesses)...	
Ministry Center A103 (Non-athletic, wedding, etc.)	\$300.00
Ministry Center A103 (athletic)	\$300.00
Kitchen A127	\$200.00
Chapel C101	\$200.00
Classrooms, each	\$150.00
Shelter House	\$150.00
Sound Tech*	\$ 100.00 (under 2 hrs.) / \$200.00 (2 hrs+)
Media Tech	\$ 100.00 (under 2 hrs.) / \$200.00 (2 hrs+)
Janitorial Fee	\$ 100.00 (under 2 hrs.) / \$200.00 (2 hrs+)

Non-Profit...	
Ministry Center A103 (non-athletic)	\$ 100.00
Ministry Center A103 (athletic)	\$ 100.00
Kitchen A127	\$ 75.00
Chapel C101	\$ 100.00
Classrooms, each	\$ 75.00
Shelter House	\$150.00
Sound Tech*	\$ 100.00 (under 2 hrs.) / \$200.00 (2 hrs+)
Media Tech	\$ 100.00 (under 2 hrs.) / \$200.00 (2 hrs+)
Janitorial Fee	\$ 100.00 (under 2 hrs.) / \$200.00 (2 hrs+)

Members

There is no building rental fee for members of the Wilmington Church of Christ or the Wilmington Church of Christ ministries for church-related activities; technical fees and custodial fees (tear down, set up, and clean up) still may apply.

All scheduled events (including church related events) held within the facilities or on the grounds fall under the discretion of the Facilities Manager. Usual church related events include but are not necessarily limited to Sunday School activities, Bible School activities, youth groups, worship, children's worship, children's groups and activities, etc.

❖ Church-Related Events

Technician Fees:

Sound Tech*	\$ 100.00 (under 2 hrs.) / \$200.00 (2 hrs+)
Media Tech	\$ 100.00 (under 2 hrs.) / \$200.00 (2 hrs+)
Janitorial Fee	\$ 100.00 (under 2 hrs.) / \$200.00 (2 hrs+)

❖ Personal use by members of the Wilmington Church of Christ usually includes baby showers, weddings**, memorial services, funeral services, wedding showers, and some charity organizations, etc.

Technician Fees:

Sound Tech*	\$ 50.00 (under 2 hrs.) / \$100.00 (2 hrs+)
Media Tech	\$ 50.00 (under 2 hrs.) / \$100.00 (2 hrs+)
Janitorial Fee	\$ 50.00 (under 2 hrs.) / \$100.00 (2 hrs+)

The church reserves the right to refuse use of the building to a group for any reason. Groups whose values are consistent with the ministry and mission of the Wilmington Church of Christ may be permitted to use the building.

***NOTE: All pertinent instructions and necessary materials must be delivered to the sound and media technician two weeks prior to the event to ensure proper integration with the equipment in the sound booth.**

****NOTE: Please see Wedding Fee Guidelines**

WEDDING FEE GUIDELINES

Date: _____

Wedding Party Name: _____

Minister Fee (includes pre-marital counseling):	\$250.00	
Wedding Coordinator (required):	\$100.00	<u>\$100.00</u>
Organist/Pianist (must be church organist):	\$100.00	_____
Sound Tech*	\$ 100.00 (under 2 hrs.) / \$200.00 (2-4 hrs)	_____
Media Tech	\$ 100.00 (under 2 hrs.) / \$200.00 (2-4 hrs)	_____
Janitorial Fee	\$ 100.00 (under 2 hrs.) / \$200.00 (2-4 hrs)	_____

Church Facilities

Ministry Center A103		_____
Kitchen A127		_____
Chapel C101		_____
Classrooms, each		_____
Shelter House		_____

Church Equipment

15 Candle Candelabra:	\$20.00	_____
7 Candle Candelabra (2 available):	\$15.00	_____
Candles for Candelabra:	\$2.00 per candle	_____
Disposable Aisle Runner:	\$30.00	_____

Total: _____

Non-Refundable Deposit due at application
(reserves date, 25% of total cost or \$200.00 minimum): _____

Final Payment (Due one week before wedding) _____

The Wilmington Church of Christ does not videotape wedding ceremonies or receptions. We would, however, be happy to recommend a local video contractor.

* Equipment tear-down and set-up includes the following:

1. Removing and setting back up all musical instruments (excluding piano and organ), amplifiers, music stands, and microphones.
2. **No on-stage equipment may be moved by any unauthorized person.**

** Stage decoration tear-down and set-up:

1. During certain times of the year (e.g. Christmas, Easter, sermon series or children's programs with elaborate staging), decorative changes may not be permitted.
2. **No stage decorations may be changed by any unauthorized person.**

*** Sound engineering includes the following:

1. Up to two (2) hours labor to run sound, set up needed microphones and monitors, wireless lapel mics, and music stand; and cueing and playing recorded music tracks. This two (2) hour allotment can be split between the rehearsal and wedding.
2. Basic lighting operation.
3. This does not include videotaping or playing live media on the projection screen.
4. Only paid or volunteer staff from the Wilmington Church of Christ trained to operate the audio/visual equipment may be used to operate the audio/visual equipment.

****Projecting visual media:

1. Visual media includes photographs, slideshows, video, etc., created/provided by the wedding party.
2. If visual media is to be used, it must be provided to the church at least two weeks prior to the wedding.
3. The projection equipment/software requires that visual media be provided in advance of the event and in a specific format: **A.** video format: either DVD or avi; **B.** slideshow format: Microsoft PowerPoint 2003 with all photographs compressed as jpeg files and all transitions short and simple, i.e. quick dissolves or cuts.

*****Wedding Coordinator:

Once your wedding application has been complete, the information will be given to the church's wedding coordinator. The wedding coordinator will work with you in finalizing details for your wedding. Your minister will arrange for a meeting between you and the church wedding coordinator. She will review with you what equipment, etc. to be used for your wedding.

Contact the Facilities Manager during normal business hours 8:30 am to 4:30 pm to check availability of the Wilmington Church of Christ facilities and grounds.

TERMS OF AGREEMENT

Name: _____ Phone: _____

Street Address: _____

City/State/Zip: _____

The members of the Wilmington Church of Christ take pride in keeping and maintaining our church property and equipment. This contract of services is for wedding rental of the church facilities, church grounds and/or church equipment. This will insure that our facilities and equipment are ready for the normal and required operations of worship. We thank you for your cooperation.

Terms of Contract

The user(s), individual or organization:

- Agree to accept responsibility for damages, losses, and replacement costs resulting from this agreement.
- Agree to assume all liability for any personal injuries incurred during their use of the facilities and shall hold the church harmless from any such claims against it.
- Agree to observe all fire and safety regulations.
- Agree to observe no smoking restrictions and prohibition of alcoholic beverages in church building or on church grounds.
- Agree to use drip less candles in all carpeted area.
- Agree not to throw rice or birdseed inside or outside the building during weddings.
- Agree there will be no immoral or illegal or other non-Christian activity allowed on the church premises.
- Agree there will be no alterations to the building or grounds without prior approval.
- Agree not to sub-lease or reassign any portion of the building or item of equipment covered by this contract.
- Agree that only church equipment rented through the wedding fees shall be a part of this contract.
- Dancing is prohibited on any and all church premises. However, DJ's are permitted (with their own equipment).
- Agree to keep food and drink out of sanctuary and chapel.
- Agree to leave the facilities in as good a condition as before used.
- Agree to remove all items/decorations that are rented or brought by the applicant, from the premises before vacating.
- Agree to present deposit to reserve date and building with contract.
- Agree not to tape or pin any items to any wall inside or outside of the building without approval.
- Sparkle confetti is prohibited in the Ministry Center.

Rehearsal and/or Rehearsal Dinner:

Date: _____ Begins at: _____ Ends at: _____

Wedding and/or Reception Decoration:

Date: _____ Begins at: _____ Ends at: _____

Wedding and/or Reception:

Date: _____ Begins at: _____ Ends at: _____

Signature of User

Date

Signature of Church Representative

Date Approved

WEDDING DELIVERIES & RECEPTION SET UP

Please fill out the following form and return to the Church one (1) month prior to your Wedding date. You may mail the form to:

Attn: Dee Tamplin
Wilmington Church of Christ
909 West Locust Street
Wilmington, OH 45177

Or drop it off at the Church Office Monday – Friday, 8:30 a.m.- 4:30 p.m.

DELIVERIES

Name: _____ Date: _____ Time: _____

Name: _____ Date: _____ Time: _____

Name: _____ Date: _____ Time: _____