

**WEDDING RENTAL CONTRACT
CENTRAL CHRISTIAN CHURCH**

Date of Wedding _____ Time of Wedding _____

Place of Wedding: Garth _____ Chapel _____ Sanctuary _____

Date of Rehearsal _____ Time of Rehearsal _____

Bride _____ Address _____ Phone _____

Groom _____ Address _____ Phone _____

Family Contact _____ Phone _____

Pastor _____ Phone _____

Organist _____ Phone _____

Custodian _____ Phone _____

Wedding Coordinator _____ Phone _____

Media/Sound _____ Phone _____

Area	Fee	Amount paid	Notes
Chapel Rental	\$150	_____	to be paid by non-members only
Garth Rental	100	_____	to be paid by non-members only
Sanctuary Rental	200	_____	to be paid by non-members only
Custodial Fee	100	_____	(Plus \$25 an hour cleanup for anytime over 4 hrs.)
Wedding Coordinator	100	_____	
Organist Fee	150	_____	(Accompanist for solo: \$25.00 for each song)
Clergy Person	150	_____	
Sound/ media tech	50	_____	
*Candelabra Usage fee	50	_____	
Premarital survey	35	_____	
Security Deposit	100	_____	Must be paid to confirm reservation
Total fees:		_____	

The total amount of the wedding fees must be paid in full before the first rehearsal for any wedding at CCC. (Security deposit will be refunded if the above regulations are followed.)
All individuals serving are to be paid by the couple in separate personalized checks.
(Sound/media tech, pastor, wedding coordinator, custodian).

Church Representative _____ Date _____

Member of Wedding Group _____ Date _____

FOR OFFICE USE ONLY

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

II. WEDDING POLICY

1. The couple must consult with the pastor at CCC in order to schedule the wedding ceremony and rehearsal. The pastor shall be in complete charge of all proceedings in the sanctuary or chapel, including the rehearsal and wedding ceremony.
2. Reserving the church for a wedding is on a "first-come", "first-serve" basis. Couples are encouraged to secure a date as early as possible (a year is commonplace). Once a security deposit is received for a wedding date that date is guaranteed for that couple (member or outside party). Only one wedding may be scheduled per day.
3. It is established protocol for our minister to officiate at member-weddings. If another minister (family member or special friend) is requested to participate in the ceremony, then both our minister and the outside minister will co-officiate. The C.C.C. pastor shall use his/her discretion, in consultation with the guest pastor, as to the role he/she is to fill in the wedding ceremony.
4. Change of Plan – When plans change to any degree, especially a time change, the change must be approved by the minister, wedding coordinator, and organist.
5. Weddings falling around certain religious holidays are subject to approval. If you are married at a season when the church is decorated, such as Christmas, you are asked to plan your decorations and flowers around what will be present at the church, as they will be left in place during the wedding.
6. At least one pre-marital counseling session will be scheduled prior to the wedding date. Additional sessions (beyond the initial sessions) may be desired.
7. For all CCC weddings, a Wedding Coordinator will be required and provided by the church. The Wedding Coordinator will provide assistance to the wedding party and will be present during the rehearsal and wedding. The church and coordinator will be available for pre-wedding preparation 4 hours before the wedding. The Wedding Coordinator will receive all gifts, flowers, etc., that arrive at the church.
8. For all weddings, the church will provide a custodian who will be responsible for cleanup after the wedding is over.
9. A candle usage fee of \$50.00 will be charged if couple uses candelabra from the church. Church provided candles only may be used in the candelabra. If a couple choose to use pillar candles or a unity candle on the table, the couple may provide these candles.
10. Smoking of cigars, pipes, or cigarettes or consumption of alcoholic beverages is prohibited anywhere on the property of Central Christian Church.
11. An appointment **must occur** with the organist, minister and wedding coordinator at least two months prior to the ceremony to review musical choices, order of service, details, etc.
12. The use of rice or any other thrown substance in the confines of the church is prohibited. The use of birdseed, bubbles, etc. is at the discretion/approval of the wedding coordinator and minister.

13. All wedding music must be approved by the pastor and organist. The selection of vocal, instrumental and organ music should be from sacred music choices. Use of popular secular music which does not have a sacred dimension is at the approval of the minister.
*Accompanist for solo: \$25.00 for each song.
14. 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. 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.
15. 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 MEMBERS

There is no charge for the Chapel or Sanctuary if you are an active or contributing member of Central Christian Church. All other fees below are applicable.

WEDDING FEES

Chapel Rental	150.00
Garth Rental	100.00
Sanctuary Rental	200.00
Custodial Fee	100.00 (Plus \$25 an hour cleanup for anytime over 4 hrs.)
Wedding Coordinator	100.00
Organist Fee	150.00 (Includes rehearsal and ceremony)
Clergy Person	150.00
Sound/ media tech	50.00
Candelabra Usage fee	50.00
Premarital survey	35.00
Security Deposit	<u>100.00</u>

The total amount of the wedding and reception fees must be paid in full before the first rehearsal for any wedding at CCC. (Security deposit will be refunded if the above regulations are followed.)

All individuals serving are to be paid by the couple in separate personalized checks.
(Sound/media tech, pastor, wedding coordinator, custodian)

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