

ARLINGTON STREET CHURCH
Wedding/Commitment Ceremony Application

Bride/Groom Name(s) and Address:

Phones: _____ (Bride)

Bride/Groom Name(s) and Address:

Phones: _____ (Groom)

Bride: Church Member Church Non-Member

Groom: Church Member Church Non-Member

Wedding/Ceremony Date: _____ Time: _____

Rehearsal Date: _____ Time: _____

Rooms requested: Sanctuary Chapel

Number of guests: _____

Minister is: _____

Organist contacted on: _____ fee: _____

Wedding Coordinator contacted on: _____ fee: _____

Bells: fee: _____

Person responsible for set up: _____ Phone: _____

Person responsible for clean up: _____ Phone: _____

Person the church may contact in case of problems: _____

Address & Phones: _____

Space fee: _____ 50% Deposit: _____ Deposit paid on: _____

BUILDING USAGE AGREEMENT

Please read over carefully, and discuss any questions with the Facilities Manager.

General Rules for Ceremonies:

- All weddings at Arlington Street Church must be conducted by one of the church's ministers, or by a guest clergy person approved in advance by Arlington Street Church.
- Photographs during the service are permissible. If desired, the wedding party may pose for pictures in the church prior to or after the service, but must finish within the total allotted time and space.
- There is no space at the church for personal preparation before ceremonies—i.e. dressing, makeup, etc. All participants in the ceremony must arrive at the church dressed and ready for the ceremony.
- There is no alcohol or smoking permitted inside the church.
- There must be full compliance with the access hours and spaces agreed to in the Application and Contract.
- No food or beverages are allowed in the Sanctuary.
- The use of confetti, birdseed, rice, flower petals, and balloon or butterfly releases are not permitted.
- Parking is not permitted on church grounds.

There must be full compliance with the General Rules for Decorations, as follows:

1. The use of flowers to decorate the Sanctuary is permitted.
2. If you wish to leave flowers for our use on Sunday, this is much appreciated.
3. The use of candles to light the Sanctuary is permitted within very strict guidelines. Two standing candelabras are available for use, but you must provide your own candles (14 candles total). You are also responsible for having someone light, extinguish, and remove all candles. Only smokeless, dripless candles are permitted, and all candles must be placed on protective coverings to catch any unforeseen wax drippings.
4. No thumb tacks, nails, or adhesive of any kind may be used in decorating the Sanctuary. Any florist can provide appropriate hangers. Nothing may be attached to fabric-covered surfaces.
5. All decorations and rubbish must be removed immediately following the ceremony.

We have read over and discussed this Agreement, and will comply with the terms set forth here.

Bride/Groom: _____

Bride/Groom: _____

Facilities Manager: _____

Date: _____