

# Non-Member Wedding Application and Information

First Presbyterian Church

213 Whittington Ave

Hot Springs, AR 71901

Phone: 501-624-5646 Fax: 501-624-2938; Email address: firstpreshs213@sbcglobal.net

Please complete the following information and return it to the church office as soon as possible to reserve the sanctuary for your wedding. The date will not be confirmed until this information is received. The minister must approve weddings of non-members. It should be clearly understood that when permission to use the church for a wedding is granted, it does not mean that you are renting the building for the day. It means that permission for your service to take place in the facility is being granted.

The Pastor of, or a Pastor affiliated with First Presbyterian Church must preside at all weddings held at First Presbyterian Church. Any exceptions to this must be made in consultation with the Pastor. Assisting pastors from other congregations are permitted. Our Pastor will also consult with the couple on format for wedding service adhering to the rubrics and practices of the Presbyterian Church. In addition, mandatory counseling sessions are required with our Pastor before the wedding.

Wedding Date:	Anticipated Attendance: (Sanctuary Capacity 350)	Time:	Will the Reception be held in the First Presbyterian Church Fellowship Hall? _____ <i>(Maximum Seating Capacity 70)</i>
Rehearsal Date:	Anticipated Attendance:	Time:	Caterer Name (if applicable):  Phone:
No. of Attendants for the Bride:	No. of Attendants for the Groom:		Will you need our <b>Sound Specialist</b> for the Reception (if held here)?  Yes ( ) No ( )
Flower Girl Y _____ N _____	Ring Bearer Y _____ N _____		<b>NO ALCOHOLIC BEVERAGES MAY BE SERVED IN THE CHURCH OR FELLOWSHIP HALL.</b>

## BRIDE

## GROOM

Bride's Name:	Groom's Name:
Home Address:	Home Address:
Home Phone:	Home Phone:
Work Phone:	Work Phone:
Email:	Email:
Church Affiliation:	Church Affiliation:
Name to be used in ceremony:	Name to be used in ceremony:
Maid of Honor's Name:	Best Man's Name:
Mother's Name: Phone: Email: Father's Name: Phone: Email:	Mother's Name: Phone: Email: Father's Name: Phone: Email:

Name, phone number and address of Minister to officiate wedding (if not First Presbyterian's Minister) \_\_\_\_\_

Where will the reception be held (if not at First Presbyterian)? \_\_\_\_\_

**Guidelines for Building Use:**

1. Pew decorations must be removed after the wedding by the florist or members of the wedding party. Items such as candelabras which do not belong to First Presbyterian Church should be removed from the building before Sunday morning.
2. No flower arrangements may be placed on either the piano or organ. Florists must not use nails, thumbtacks, screws or any decorations that might damage the floors, walls, rugs, or furniture.
3. The wedding party is welcome to dress at the church. The Parlor or Choir Room is ideal for the bride and her attendants, and the men may use the library. These rooms should be left as they were found.
4. There is no smoking in the church building, and no alcoholic beverages may be served. The church or session will not be responsible for any personal effects lost, stolen, or damaged.
5. No rice will be thrown. If you wish to throw something, we suggest birdseed, and it should be distributed outside the church.

**Music:**

The choice of music for the wedding service and any music to precede or follow the service is governed by the same principles that apply to music for all worship service. *For Weddings at First Presbyterian Church, the organist must be approved by the First Presbyterian Church Organist.* You may also bring in your own recorded music.

Organist/Pianist \_\_\_\_\_ Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Soloist: \_\_\_\_\_ Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

**Flowers and Decorations:**

Simplicity in flower arrangements and other floral displays is important in order that they not detract from the beauty of the service. Arrange with the florist for candles and candleholders. Make sure the church representative/consultant knows when to open the church for delivery and set up. *(There is an additional \$25 fee for cleanup of petals)*

Florist: \_\_\_\_\_ Phone: \_\_\_\_\_

**Photography:**

Since the wedding is a Service of Worship, no flash photographs can be taken during the service. A professional photographer may take pictures of the wedding party coming down the aisle and leaving. Pictures during the ceremony must be taken from the balcony without flash. Videotaping is permitted from stationary positions only.

Photographer: \_\_\_\_\_ Phone: \_\_\_\_\_

**Bulletin:**

Do you want First Presbyterian Church to print an Order of Worship? Yes ( ) No ( )

**Comments/Additional Information:**

## Wedding Fees and Deposit: PLEASE READ CAREFULLY

*If your application is approved by our Minister and our Session, a \$400.00 **security deposit** must be made at least 60 days prior to the wedding; you will receive an approval notice with an invoice for the deposit. **Your security deposit will be returned to you within 10 business days after your wedding.***

*Wedding fees must be paid to the Church Office thirty (30) days prior to your wedding. You will be invoiced.*

<b>First Presbyterian Church Wedding Rental/Use Fees</b>	
Use of Sanctuary:	• \$500.00
Use of Fellowship Hall, tables and chairs (Reception):	• \$100.00
Use of Kitchen (Reception)	• \$50
Preparation of Bulletin ( <i>Optional</i> ): (Does not include paper)	• \$30.00
<b>Personnel Fees and Cleaning Fees</b>	<i>All fees below are minimum fees</i>
Minister:	• \$200.00
Organist/Pianist ( <i>Optional</i> ):	• Starts at \$250.00
Custodian/Sexton Cleaning Fees	<ul style="list-style-type: none"> <li>•\$100.00 Sanctuary, <i>includes restrooms</i></li> <li>•\$25.00 Petal clean-up, if using</li> <li>•\$50.00 Fellowship Hall (non-reception)</li> <li>•\$15.00 Each additional room/space (parlor, library, choir room, etc.)</li> <li>•\$25.00 Kitchen (non-reception)</li> <li>•\$100.00 Fellowship Hall (reception)</li> <li>•\$50.00 Kitchen (reception)</li> </ul>
First Presbyterian Representative/Consultant: Represents the church and works in conjunction with you, your wedding planner and/or pastor. This includes opening/closing the church, meeting florists, staying after hours, etc.	• Starts at \$75, first 4 hours, \$20 each additional hour
Sound Specialist, includes rehearsal and wedding: (Reception additional, to be negotiated)	<ul style="list-style-type: none"> <li>• \$100.00</li> <li>• Add \$50 if using recorded music in service (requires another person)</li> </ul>
DVD of Service ( <i>Optional</i> )	• \$50.00

*I have read and agree to abide by the attached Rules and Regulations regarding building use for weddings to be held at First Presbyterian Church. I also understand that my application to use the building for my wedding and/or rehearsal must be approved by the Building and Grounds Committee and the Session.*

\_\_\_\_\_  
Signature of the Groom

\_\_\_\_\_  
Date:

\_\_\_\_\_  
Signature of the Bride

\_\_\_\_\_  
Date: