

Saturdays. All properties of florists, caterers, or other persons employed to assist with the wedding must be removed immediately after the wedding.

- c. If you wish to leave any flowers to decorate the sanctuary, please make arrangements with the Pastor to ensure they are donated to ill members or shut-ins, by the Deacons.
- d. All personal items must be removed from the building before leaving. The church is not responsible for any items left behind.

8. Church Property

- a. Church banners, posters, furniture, equipment, or wall hangings, etc may not be moved without permission of the pastor.
- b. Heating and air conditioning shall not be adjusted by anyone but the pastor, office staff or custodian.
- c. Any damaged, broken, or missing church property will be paid for by the scheduling parties.
- d. The building for the wedding includes the sanctuary, dressing rooms, nursery, (the wedding party must provide an adult supervisor) custodial service and sound personnel. This is for both the wedding and wedding rehearsal.
- e. The building for the rehearsal dinner and reception includes Torrens Hall, the kitchen and kitchen utensils. Church paper products are not available for the rehearsal and dinner.
- f. All food and non-alcoholic beverages must remain in the kitchen/Torrens Hall. Please clean up before you leave.

9. Wedding Fees (as applicable)

	<u>Members</u>	<u>Nonmembers</u>
Building and Custodial	\$100	\$200
Rehearsal Dinner	\$100	\$150
Reception	\$100	\$150
Organist or Pianist	\$150	\$150
Soloist (if church provides)	\$100	\$150
Pastor	Honorarium	\$200
Required Deposit	\$50	\$100

We agree to the terms set forth in this policy and understand that failure to abide by them will result in the cancellation of our wedding.

Signed: _____ Phone: _____

Signed: _____ Phone: _____

Date of Rehearsal: _____ Time of Rehearsal: _____ AM / PM

Date of Wedding: _____ Time of Wedding: _____ AM / PM

Church personnel: _____ Date: _____