

COVENANT CHURCH WEDDING AGREEMENT

TO BE FILLED OUT BY THE BRIDE OR GROOM

Bride's Name: _____ Cell/Work # _____

Home #: _____ E-mail Address: _____

Address: _____

Groom's Name: _____ Cell/Work # _____

Home #: _____ E-mail Address: _____

Address: _____

Preferred Contact Person/phone #: _____

TO BE FILLED OUT BY THE WEDDING COORDINATOR

Member Non-Member Membership Confirmed / Date: _____ By: _____

Have the Bride and Groom completed the Covenant Church Pre-Marital Coaching program?

Yes No Date to be completed: _____

Please note that it is Covenant Church policy that all members of Covenant Church and anyone who will be married by a Covenant Church Pastor must have completed the Covenant Church Married Life Pre-Marital Coaching Program

Wedding Chapel Hospitality Suite

Wedding Day/Date: _____ Time of Wedding: _____ Time In: _____ Time Out: _____

Guests Expected: _____ Minister: _____ Wedding Coordinator: _____

Rehearsal Date: _____ Rehearsal Time 4pm 5pm 9pm Time Out: _____

#Chair Covers _____ Table Linen: White Ivory

Live Music? Yes No Video to be Played? Yes No

Reception Chapel

Start Time: _____ End Time: _____ Music on CD? iPod?

Round Tables: _____ # Tall Bistro Tables _____ # Rectangular Tables: _____ # Chairs: _____

#Chair Covers _____ Table Linen: White Ivory Black

Add'l Details:

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To reserve Covenant Chapel, a \$200.00 non-refundable reservation fee is required. This fee will be applied to the total amount owed. We also require a \$250.00 security deposit, payable by check at your last meeting with the wedding coordinator. Further, if any Covenant Church wedding policy is broken, this would constitute grounds for the deposit to be withheld in its entirety. The security deposit will be shredded once it has been confirmed that no damages were incurred and no policies broken. If you prefer your check to be mailed back to you please provide the wedding coordinator with a self addressed stamped envelope.

The complete balance is due at your final planning meeting. This meeting should take place 4-6 weeks before the wedding date. It is against policy to conduct a rehearsal or wedding ceremony until payment is paid in full. By signing this contract you agree to adhere to the policies and procedures for weddings and receptions held at Covenant Church.

WEDDING RENTALS	Seating Capacity	Non-	Member	Fee Charged
Chapel	150	\$950.00	\$750.00	
Hospitality Suite	40	n/a	\$100.00	
Video Montage Played*		\$100.00	\$50.00	
Chair Covers		\$5.00 each	\$4.00 each	
Add'l fees or discounts:				
TOTAL:				

RECEPTION RENTALS	Capacity with	Capacity No rounds	Non-Member	Member	Fee Charged
Chapel	120-160	200	\$950.00	\$750.00	
Chair Covers			\$5.00 each	\$4.00 each	
Table (with cloth			\$25.00 each	\$15.00 each	
Add'l fees or discounts::					
TOTAL:					

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	AMOUNT	DATE PAID	METHOD OF PMT/ CHK #/ RC'D BY?
WEDDING TOTAL			
RECEPTION TOTAL			
GRAND TOTAL			
DEPOSIT			
BALANCE DUE			
PAYMENT			
BALANCE DUE			
PAYMENT			
\$250 SECURITY DEPOSIT			
<p>*Honorariums paid to presiding minister are to be made out directly to them but may be given to the Wedding Coordinator in your final meeting and she will make sure payment is</p>			

NOTES:

This is a binding contract. All revisions to this agreement must be approved by the Wedding Coordinator, made in writing on this document and signed by both parties.

I have read and understand the wedding policies and procedures of Covenant Church. I agree to follow these policies and procedures and understand that my security deposit will be kept if any are violated.

Bride/Groom's Signature: _____ **Date:** _____

Wedding Coordinator: _____ **Date:** _____