

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 Membership Confirmed Date: _____ By: _____

Bride and Groom completed the Covenant Church Pre-Marital Coaching Program: Yes No

Date to be completed: _____

It is the policy of Covenant Church 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 Lobby Apostles Hall Main Bldg

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

Guests Expected: _____ Minister: _____ Wedding Coordinator: _____

Rehearsal Date: _____ Rehearsal Time: 4pm 5pm 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 it's 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 RENTAL	COVENANT CHAPEL	APOSTLES HALL	WORSHIP CENTER LOBBY	MAIN BUILDING MEETING ROOM
CHAIRS	250	150	200	40
RENTAL FEE	\$750.00	\$200.00 - \$750.00	\$400.00 - \$1,000.00	\$100.00 - \$400.00
CHAIR COVERS	\$4.00 each	\$4.00 each	\$4.00 each	\$4.00 each
VIDEO MONTAGE	\$50.00	\$50.00	\$50.00	\$50.00
ADD'T FEES/ DISCOUNTS				
TOTAL				

RECEPTION RENTAL	COVENANT CHAPEL	WORSHIP CENTER LOBBY
CHAIRS with rounds	120 –180	200
RENTAL FEE	\$750.00 up to 10 tables	\$750.00 up to 10 tables
CHAIR COVERS	\$4.00 each	\$4.00 each
TABLE 60" rounds / 8'x30" rectangle*	\$15.00 each	\$15.00 each
ADD'T FEES/ DISCOUNTS		
TOTAL		

* There is a \$5.00 cleaning fee per table cloth.

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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			

Honorarium paid to the presiding Minister are to be made out directly to them .It may be given to the Wedding Coordinator in your final meeting. She will make sure payment is made to the Minister during the signing of the marriage license.

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:_____