



FIRST CONGREGATIONAL UNITED CHURCH OF CHRIST

121 E. Middle Street
Chelsea, Michigan 48118
(734) 475-1844
church@chelseafcc.com
www.chelseafcc.com

Wedding Application

To the Prospective Bride and Groom:

We are pleased you have chosen our church for your wedding. The celebration of marriage is one of the most joyful occasions held in our church. Congratulations! To reserve your preferred date, please enter your names and addresses along with the wedding date and time and return this form with your deposit. Other items will be filled in as the wedding date approaches.

Bride's Full Name: _____

Street Address: _____

City/State/Zip: _____

Phone number: _____

Email Address: _____

Groom's Full Name: _____

Street Address: _____

City/State/Zip: _____

Phone number: _____

Email Address: _____

Wedding Date: _____ Time: _____

Time you want to arrive at the church: _____

Rehearsal Date: _____ Time: _____

Maid/Matron of Honor: _____ Phone number: _____

Best Man: _____ Phone number: _____

Bridesmaids: _____ Groomsmen: _____ Guests expected: _____
Number Number Number

Clergy: _____ Phone number: _____
(if not our pastor)

Musician: _____ Phone number: _____
(if not our organist)

Florist: _____
Name Address Phone

Photographer: _____
Name Address Phone

It is the responsibility of the wedding couple to contact the pastor and organist to confirm their availability.

Confetti, rice, and/or birdseed may not be tossed at the couple on church property. Only bubbles are allowed. If a flower girl is to toss flower petals in the aisle, only artificial flowers may be used.

Item 8 through 12 on the rental guidelines do not apply to the wedding party. The Wedding Coordinator will take care of these duties.

Fees (see schedule on p. 3)

Pastor: _____

Organist: _____

Building Use: _____

Custodian: _____

Wedding Coordinator: _____

Total Fees: _____

A reservation deposit, equal to the rental of the building, is due to hold your date. This deposit will be applied toward your total fees. The deposit will be returned if written notice of cancellation is given at least two weeks prior to the scheduled date for the wedding.

The remaining balance is due in the church office two weeks prior to the ceremony. Payment to the Pastor and Organist should be made directly to them at the wedding rehearsal.

I (We) have read the guidelines and policies for use of the First Congregational Church of Chelsea and agree to the fees and guidelines above.

Signature: _____ Date: _____

Signature: _____ Date: _____

Accepted (church use)

Signature: _____ Date: _____

WEDDING RENTAL USE GUIDELINES
FIRST CONGREGATIONAL UNITED CHURCH OF CHRIST

We are pleased to provide the use of our facility for your wedding. When you use the space, please care for it as if it were your own.

1. No smoking is permitted anywhere inside the building.
2. No alcoholic beverages are permitted in the building or on the grounds.
3. No food or beverages are allowed in the sanctuary.
4. Renter is responsible for proper use of premises and behavior of those attending.
5. Renter, by initializing this document, guarantees to the church, that all appropriate insurance coverage is up-to-date and in force.
6. If your group is using the lower level, use the lower level doors. If your group is using the upper level, use the upper level doors.
7. Use only the room(s) you have requested.
8. *Leave the room(s) in the same condition as when you arrived. Sweep the floor and mop if necessary. Cleaning supplies are available for your use.
9. *You may adjust the thermostat for your comfort. Please do not change the programming. We prefer the maximum heating temperature be at 68 F, and maximum cooling temperature at 75 F.
10. *Be sure all the lights have been turned off when you leave.
11. *Check all windows and doors to ensure they are closed and locked before you leave.
12. *Remove all trash from the church property.
13. All fees to be paid two weeks prior to the event.

**responsibility of Wedding Coordinator*

WEDDING FEES *

Pastor	\$300.00 (includes premarital counseling, rehearsal & ceremony)
Building Use	\$100.00 Members \$300.00 Nonr Members
Organist/Pianist	\$200.00 (extra fees for rehearsals with soloists)
Wedding Coordinator	\$ 75.00 Members \$ 75.00 Nonr Members
Custodian	\$ 75.00 Members \$ 75.00 Non-Members

There will be an additional fee for an on-site sound person if the sound system is used in the Sanctuary.

***EVENTS HELD ON HOLIDAYS OR THE WEEKENDS PRIOR TO A HOLIDAY MAY BE SUBJECT TO ADDITIONAL PRICING.**

Updated March 2018