

* One half of deposit is due when completed application is handed in to the church office.

APPLICATION/AGREEMENT FOR WEDDING CELEBRATIONS

FIRST PRESBYTERIAN CHURCH

2170 Albert Street, Regina, Saskatchewan S4P 2T9

1. Application Date: _____
2. Desired **Wedding Date**: _____
3. Preferred Time for Wedding Ceremony: _____
4. Name of person making application: _____
 - a. Mailing address: _____

 - b. Daytime Phone: _____
 - c. Evening Phone: _____
 - d. E-mail address (if applicable): _____
5. Full names of Couple: _____

6. Facilities requested: Please check those you wish to use:
 - a. Sanctuary _____
 - b. Kitchen _____
 - c. Gymnasium/Fellowship Hall _____
 - d. Morris Room _____
 - e. Nursery _____
7. Equipment Requested: Please check those you wish to use:
 - a. Sanctuary Sound System _____
 - b. Sanctuary Accessibility Lift _____
 - c. Lower Hall Stair Lift _____
 - d. Sanctuary Grand Piano (tuning fee applies) _____
 - e. Sanctuary Organ: _____
 - f. Stoves and Fridge and Microwave _____
8. Number of Expected Guests: _____
9. Event Start Time: **Rehearsal**: _____ **Wedding**: _____
10. Event End Time: **Rehearsal**: _____ **Wedding**: _____

11. **Personnel Requested:** The following personnel (in Section a.) are required for weddings at First Presbyterian Church. If you wish to use alternate personnel, please apply in writing, to: The Clerk of Session, First Presbyterian Church with your request and your rationale for wishing to use alternate personnel. Please apply in writing **at least six months prior** to your wedding date. Please understand that your request for alternate personnel for these functions may not be able to be granted.

a. Required personnel:

- i. **Minister** of First Presbyterian Church to perform wedding ceremony.
- ii. **Minister** of First Presbyterian Church to provide marriage preparation interviews and discussion.
- iii. **Marriage preparation is required** for your wedding to be approved and conducted in First Presbyterian Church. If you have received Marriage Preparation from another minister, please provide details below:

- iv. **Organist** approved by First Presbyterian Church for rehearsal and wedding ceremony: (This is compulsory)
- v. Alternate musician - if you wish to have a friend or family member play the organ, that is acceptable, providing the Music Director of First Presbyterian Church approve the individual. Please identify your alternate musician (if applicable):

- vi. **Caretaker** of First Presbyterian Church for rehearsal and wedding ceremony.
- vii. **Sound Technician** if you wish to use the sound system.

12. Do you wish your wedding to be videotaped? Yes _____ No _____

If yes to question above, please provide the name, address and phone number of the person or company who will be videotaping your wedding.

If your wedding still-photographer requires special access to the church for set up or planning purposes, please provide that information below, or have the still-photographer contact the church office.

If your florist requires special access to the church in advance of the wedding ceremony, please provide that information below, or have the florist contact the church office.

Other services that you wish to have provided during your wedding ceremony:

Other information that you feel is important we know about in order to make your wedding day memorable and ensure that all plans are able to be adequately carried out:

I, the undersigned, agree that I and all of the guests and participants at this wedding event will abide by the conditions of agreement set out on Page five of this Agreement.

Signed: _____ Date: _____
Signed: _____ Date: _____

I the undersigned, agree to pay the fees explained to me as outlined below. I understand that First Presbyterian Church has the right to forfeit my deposit should I not pay the full fee for the above at least six weeks prior to the date of the wedding. I also understand that should I default and not pay the full fee, that there is no obligation on behalf of First Presbyterian Church to provide wedding services that are not paid for, and that they will cancel the event on these premises for the date and time stated.

- Facility: \$330.00
- Minister: \$300.00
- Caretaker: \$120.00
- Sound Technician: \$100.00
- Organist fee to be paid directly to organist - as per your arrangement with them
- Other: \$ _____ for: _____

Signed: _____ Date: _____
Witness _____ Date: _____
Approved by FPC: _____ Date: _____

For Office Use Only	Session "Minuted" Approval	Date	Clerk's Initial
Alternate Minister - Approved:	Session meeting date		
Organist - Approved:			

CONDITIONS

1. Only the space and equipment requested and approved may be used and only for the time period agreed to.
2. For security reasons, persons using the Church for weddings and rehearsals will not, under any circumstances, leave doors unlocked or “propped open”. No unauthorized or unsupervised entry to the Church is to occur.
3. Alcohol, confetti, sunflower seeds and peanuts are **not** allowed on church property.
4. Biodegradable plant matter (real flower petals) may be used outside the church only.
5. Candles used in the Sanctuary and narthex must be in approved, fire-safe containers. All furniture and instruments in the Sanctuary are to be protected from dripping candle wax.
6. Please report any breakages, loss or damages to church property immediately to the caretaker at the wedding or rehearsal, or, if not possible, then to the Church Office (306-522-9571) on the next normal business day.

CONDITIONS FOR USING MUSICAL INSTRUMENTS

1. The church organist is responsible for playing for ALL services of worship, including weddings and funerals.
2. In the event that the organist is not available on the wedding or rehearsal date a competent substitute organist will be provided by the church organist.
3. If using a “guest organist”, approval must be applied for at the time of the wedding booking, and a consultation with the church organist is required.
4. Use of the grand piano requires a “tuning” fee which may (or may not) be waived after consultation with the church’s Director of Music.
5. An upright piano is also available for use in the Sanctuary and the church asks that loving care be taken of all instruments used in the wedding service.