

# First Christian Church (Disciples of Christ)

927 Faraon Street Saint Joseph, MO 64501 Phone: 816-233-2556 Fax: 816-233-0247  
fcc927stjo@att.net www.fccstjo.org

## Wedding Request Agreement

Today's Date: \_\_\_\_\_

### Contact Information

<b>Bride:</b>	<b>Groom:</b>
<b>Address:</b>	<b>Address:</b>
<b>City, State, Zip:</b>	<b>City, State, Zip:</b>
<b>Daytime Phone:</b>	<b>Daytime Phone:</b>
<b>Home Phone:</b>	<b>Home Phone:</b>
<b>Email:</b>	<b>Email:</b>

Address after the wedding: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone: \_\_\_\_\_ Wk Phone: \_\_\_\_\_ Wk Phone: \_\_\_\_\_

e-mail: \_\_\_\_\_ e-mail: \_\_\_\_\_

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Date of Wedding \_\_\_\_\_

Time of Wedding \_\_\_\_\_

Date of Rehearsal \_\_\_\_\_

Time of Rehearsal \_\_\_\_\_

Sanctuary Wedding \_\_\_\_\_

Chilton Chapel Wedding \_\_\_\_\_

## WEDDING FEES

<b>Reservation Fee/Deposit</b>	<b>\$300.00</b>
<b>Sanctuary (seats 500)</b> <b>(Includes two areas for changing and prep rooms)</b>	<b>\$150.00 per hour</b>
<b>Wedding Rehearsal</b>	<b>\$ 75.00 per hour</b>
<b>Chilton Chapel (seats 50)</b> <b>(Includes two areas for changing and prep rooms)</b>	<b>\$ 75.00 per hour</b>
<b>Candelabras</b> <b>(Must use dripless candles)</b>	<b>No charge</b>
<b>Social Room (seats 150)</b>	<b>\$75.00 per hour</b>
<b>Fellowship Hall</b> <b>(No seating, catering tables only)</b>	<b>\$50.00 per hour</b>
<b>Kitchen</b> <b>(\$50.00 to \$75.00 per hour)</b>	<b>TBD</b>
<b>Set Up and Tear Down Fee</b>	<b>\$50.00 per hour</b>
<b>Wedding Coordinator</b>	<b>\$50.00 per hour</b>
<b>Minister's fee</b> <b>Rehearsal and Wedding</b>	<b>\$150.00</b>
<b>Organist Flat Fee</b> <b>Rehearsal and Wedding</b> <b>(2 hours rehearsal and 2 hours wedding)</b>	<b>\$150.00</b>
<b>Sound Technician flat fee</b> <b>Rehearsal and Wedding</b> <b>(2 hours rehearsal and 2 hours wedding)</b>	<b>\$100.00</b>
<b>Cancellation Fee</b> <b>(If canceled less than 30 days)</b>	<b>1/2 of deposit</b>

## Wedding Policies and Building Use Guidelines

1. A wedding and rehearsal date is only guaranteed upon the receipt of the Reservation fee/Damage deposit and the completion of the Wedding Request Agreement. The balance of wedding fees must be paid 30 days in advance of the ceremony.
2. Reservation fee/damage deposits will be returned by mail the month following the ceremony and after an inspection of the facility. It is the responsibility of the wedding party to leave the church in the same condition as it was prior to the wedding. The cost of any damage to the facility, equipment, or décor - if any - will be deducted from the deposit. In the event that damages exceed the amount of the deposit, the couple will be billed for the difference.
3. Reserving the Church for a wedding does not guarantee the services of a minister to perform the ceremony. First Christian Church minister(s) must be consulted as to their availability. The securing of a minister to perform the ceremony is solely the responsibility of the bride and groom.
4. Guest ministers performing weddings should as a matter of courtesy submit a copy of the wedding ceremony to the senior minister of FCC no later than two weeks prior to the ceremony.
5. Church personnel are required to unlock and secure the building after its use, regulate building temperatures, operate the sound system and other related services as required.
6. Reserving the Church for a wedding does not guarantee the services of an organist or pianist to play during the ceremony. The organist/pianist of First Christian Church must be consulted as to his or her availability. If the First Christian Church organist/pianist is unavailable, he or she may be able to suggest other musicians. The securing of a musician to perform the ceremony is solely the responsibility of the bride and groom. It is the responsibility of the bride and groom to consult with the organist/pianist regarding music to be used during the ceremony, including special music for soloists.
7. First Christian Church reserves the right to deny the use of music, readings, or other aspects of the wedding ceremony that are not in keeping with Christian traditions or that may not reflect the values and character of First Christian Church. This may include the use of certain secular music. The wedding ceremony is a service of worship and thanksgiving to God for the gift of marriage, and should be performed in that vein.
8. During the ceremony, photography or videography that obstructs the congregation's view or detracts from the sacredness of the event will not be permitted.
9. No alcoholic beverage of any kind shall be served or consumed in the church building. All members of the wedding party are expected to be sober and prepared for the rehearsal and the ceremony by the scheduled time. If any participant appears to be intoxicated before the rehearsal or ceremony, the ceremony will be cancelled with no refund of fees.
10. The bride and her attendants will utilize the Youth Room for dressing and final preparations before the ceremony. The groom and his attendants will make their final preparations in the Choir Room. The care and security of any items belonging to the wedding party before, during, and after the wedding is not the responsibility of First Christian Church.
11. First Christian Church has no space for storing items that are rented for weddings. Rented and decorative items must be removed within one hour after the ceremony. Any rented articles not belonging to the church must be removed or an additional fee may be charged for removal.
12. First Christian Church is not responsible for the loss or theft of borrowed or rented articles, or of any other property of the wedding party, the guests or servants or agents of the wedding party.
13. No decorations shall be placed in the Church before the use of the building for the rehearsal or ceremony. No nails, thumb tacks, tape or other adhesives are to be used on any wall, piece of furniture, or pew.
14. Fire and health codes are to be observed. Church policy prohibits smoking in the building.

15. Food or drink is allowed only in the Social Room, Fellowship Hall, or Kitchen. Any drink leaving stains will cause the loss of the damage deposit.
16. Tables and chairs in the Social Room may be arranged according to the desires of the couple and the availability of the custodian; however, no other furnishings or decorations in the Social Room, including wall hangings, may be removed or disturbed.
17. All floral arrangements must have protective plastic sheeting beneath to protect floors, carpets, and furniture from water damage. Real flower petals are allowed to be used in the service.
18. First Christian Church will not be responsible for any personal loss or for any accident or injury to any member of the wedding party or guest while on the premises.

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*We have read carefully and understand First Christian Church's wedding policies and building use guidelines, and the fee structure accompanying it. We understand that our wedding date will be reserved on the church calendar when the reservation fee is received in the church office. We agree to abide by these guidelines and wish to schedule the above facilities, date, and times for our wedding.*

*Our \$300 Reservation Fee is enclosed. We agree to pay the balance of the wedding fees no later than 30 days prior to the wedding date.*

**Bride's Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Groom's Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

*Office Use Only:*

Information Received: \_\_\_\_/\_\_\_\_/\_\_\_\_

Reservation Fee Received: \_\_\_\_/\_\_\_\_/\_\_\_\_