

Toulminville – Warren Street United Methodist Church Wedding Contract

Date -----

This form is to be turned into the church office (Church Clerk or Trustee Representative) accompanied by a partial fee of one half the cost, non refundable.

Date of application: _____ Wedding Date: _____
 Bride's Name: _____ Address: _____
 City: _____ State: _____ Zip: _____
 Home Tele #: _____ Work # _____ Cell _____
 Church Membership: _____ Denomination: _____

Groom's Name: _____ Address: _____
 City: _____ State: _____ Zip: _____
 Home Tele: _____ Work _____ Cell: _____
 Church Membership: _____ Denomination: _____
 Pastor Performing Ceremony: _____ Time of Wedding: _____
 Responsible person for contract _____

If you wish to reserve Worship Center Fellowship Hall Kitchen Facilities

Rehearsal (Date & Time): _____ Reception (Time & Expected #): ____:____/____

Caterer Wedding Director Florist

Toulminville – Warren Street United Methodist Church offers the above services if needed.

Damage Clause: _____ will be liable for any damages that might occur to the buildings and/or furnishings of Toulminville – Warren Street United Methodist Church during the time of occupancy by the wedding party and those associated with this wedding.

In an effort to maintain our church facilities as a place of beauty, prayer, and worship, please be advised of the following:

1. The pastor must be contacted if an outside Clergy will be used..
2. Reception is held in the Gordon-Bell room.
3. Smoking is not allowed in any of the church facilities.
4. Alcoholic beverages are not allowed in any part of the church facilities.
5. Rice is not to be used in any of the church facilities.
6. Furnishing may not be moved or articles, materials, religious symbols, etc., altered or removed from sanctuary.
7. If the sound system is to be used advance notice must be given to the church.
8. * Clergy service must be negotiated with the Pastor.

Restrictions:

No Alterations on any fixed items
 No Nails, staples, Tape or thumbtacks on furnishing
 Everything must be removed from the church immediately following the Wedding/Reception

Church members pay for the use of the sanctuary, the sexton, the/liasion, janitorial, sound and security services.

Use of Sanctuary		\$500.00-Non- Church Members
Use of Sanctuary		250.00 Church Members
Fellowship Hall	with kitchen	300.00 Non-Church Members
	Without kitchen	200.00 “ “ “
Fellowship Hall		0.00 Church Members

Toulminville – Warren Street United Methodist Church Wedding Contract Cont:

A NON REFUNDABLE DEPOSIT OF THE SANCTUARY FEE AND THE FELLOWSHIP HALL FEE IS DUE WHEN THE WEDDING DATE IS CONFIRMED. The balance is to be paid within thirty days before the scheduled wedding.

Please make remittances payable to Toulminville-Warren Street United Methodist Church.

Are you related to anyone that is a member of this church? ----- yes ----- No

If so who ----- Relationship -----

Have you attended this church before ----- Yes ----- No, If so when -----

Approximately how many guest will be attending? -----

Do you wish to have your marriage counseling at this church? ----- Yes ----- No

The church is not responsible for any items left following the wedding and/or reception.

* Please contact the Pastor for Clergy Services.

The Board of Trustees Chairperson

Signature

Date