

NEW LIFE CHURCH WEDDING AGREEMENT
MEMBERS

Bride _____
Address _____
Phone _____ Email _____
Groom _____
Address _____
Phone _____ Email _____
Wedding Date _____ Time _____ Rehearsal Date _____ Time _____
Pastor _____
Decorating for wedding (2 hours) : Date _____ Time _____
Wedding Day Arrival Time: Bride _____ Groom _____ Photographer _____

I understand that it is my responsibility to have all personal and rental property removed from the premises within one hour following the wedding.

Person assigned: _____ Phone _____
Email _____

A \$100 deposit is required to assure the dressing areas are left completely clean. The deposit will be refunded if the rooms are left free of anything brought in by the bride/groom. That includes hangers, clothes, foodstuff and anything else brought in by the wedding party.

The church will provide a Wedding Coordinator, Sound Technician., Lighting Technician, and Custodial Crew. They will prepare the wedding for your rehearsal and wedding (cleaning, climate control, chair arrangement, room set-up), help coordinate the actual service, provide for basic media needs, and prepare the church for the next services. These staff members are required for all weddings at New Life. They will spend several hours working for your wedding and their pay is included in your basic wedding fee.

Wedding Fees:

Scheduling : \$100 (due at signing) Paid _____ (Cancellation less than one month prior to the wedding date will result in forfeiture of scheduling deposit)

\$100 cleaning deposit Paid _____ Refunded _____

Basic fee for rehearsal and wedding: \$450 (including deposit) : Paid _____ (due on or before wedding)

Optional Video Technician (required for use of screens) : additional \$100 Paid _____

Reception at New Life: _____ (No fee for a light reception, but I understand that I am responsible for set-up, rearranging after reception as well as clean up of kitchen, foyer, and café.

Bride
Date

Wedding Coordinator

Date

