

**First Congregational United Church of Christ
PO Box 892, 200 East Harris Street
Cadillac, MI 49601
(231) 775 7632**

WEDDING INFORMATION and RESERVATION FORM

FEES

SANCTUARY	Church members and immediate family	Donation
	Non-members	\$200.00
FELLOWSHIP HALL	Church members and immediate family	50.00
	Non-members	200.00*
MINISTER	Church members and immediate family	100.00
	Non-members	200.00
ORGANIST	For rehearsal and ceremony	100.00
ACTIVITIES COORDINATOR		50.00
	Additional fee for reception	25.00
SNOW REMOVAL		20.00

DEPOSIT

A non-refundable deposit must accompany your reservation form in order to reserve your wedding date. This deposit will be applied to the above fees.

Church members	25.00
Non-members	50.00

PAYMENT

All checks should be made out to the church and to the proper individuals involved, and given to the minister for disbursement. Please pay all fees at the time of rehearsal or before.

GUIDELINES

WEDDING LICENSE: must be presented to the minister at the rehearsal.

PHOTOS: no photographs are permitted during the ceremony unless they are taken from the balcony without a flash. Flash photos may be taken of the processional and recessional and after the ceremony.

VIDEOS: may be taken at the rehearsal and ceremony if no extra lighting is used and if the camera and operator are in the balcony.

CONFETTI/RICE: may **not** be thrown inside or outside the church. Bird seed may be thrown outside, and bubbles are also allowed outside.

AISLE RUNNERS: are **not** permitted.

SMOKING is **not permitted** in the building.

CONSUMPTION OF ALCOHOLIC BEVERAGES is **not permitted on church property.**

RESPONSIBILITIES:

- Remove any boxes, hangers, flowers, and decorations from the church.
- Return any moved furniture to its original place.
- Clear any unusual decorations (such as black altar hangings) with the Activities Coordinator.
- Watch children. They are not allowed to run around the church unattended. The nursery is available for child care; please make necessary arrangements or ask the church for assistance.
- The Pastor's Study, the library, and other rooms not needed for the wedding are off limits to children.

CHURCH AVAILABILITY: the church will be open three hours before the ceremony and one hour after. Special arrangements can be made to accommodate flower deliveries and decorating. If additional time is requested, the ACTIVITIES COORDINATOR will be compensated an additional \$10 per hour.

*NOTE – The basic fee for the non-member use of Fellowship Hall is for the availability of the space. If tables and chairs need to be set up and taken down, or other equipment (ladders, etc.) is required, there will be an additional charge of \$50.

DISCLAIMER: The church is not responsible for injury to any person or property on or about the premises in connection with any non-church function.

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BRIDE: _____ **ADDRESS:** _____

PHONE: _____

GROOM: _____ **ADDRESS:** _____

PHONE: _____

BRIDE'S PARENTS: _____

ADDRESS: _____ **PHONE:** _____

GROOM'S PARENTS: _____

ADDRESS: _____ **PHONE:** _____

WEDDING DATE: _____ **WEDDING TIME:** _____

REHEARSAL DATE: _____ **REHEARSAL TIME:** _____

FLORIST: _____ **PHONE:** _____

PHOTOGRAPHER: _____ **PHONE:** _____

MUSICIANS: _____ **PHONE:** _____

AREAS OF THE CHURCH TO BE USED:

_____**Sanctuary** _____**Balcony** _____**Nursery**

_____**Fellowship Hall** _____**Kitchen**

_____**Dressing Room (Bride's party)**

Dressing Room (Groom's party)

Once this form is completed and a deposit is received, the date will be confirmed.

If you have any questions about arrangements, such as the use of candelabra, other decorations, securing a care-giver for the nursery, etc., contact the Church at 775-7632.