

# Old Steeple Community Church

## Wedding Rental Form, Policies, & Fees

Thank you for considering Old Steeple Community Church as the venue for your wedding service. We hope the following information will assist you in your planning.

<u>Wedding</u>	<u>With Rehearsal</u>	<u>Without Rehearsal</u>
Sanctuary Use	\$500	\$400
Building Superintendent	\$200	\$150
Organist	\$300	\$250
Clergy	\$300	\$250
<b>One payment (by check):</b>	<b>\$1,300</b>	<b>\$1,050</b>

(If one of the above people will not be implemented, their fee will be deducted. ONE total payment only.)

### Agreement:

1. All fees are payable prior to the wedding rehearsal.
2. All flowers (except those donated to the church), flower boxes, flower petals, wedding bulletins, wax drippings, or other items must be removed from the church following the ceremony.
3. Rice and confetti are not allowed. Birdseed is allowed outside the building, not inside, and must be swept from the stairs and walkways.
4. With the exception of professional photographers, usage of flash photography is not permitted during the wedding ceremony. A photo opportunity may be planned following the ceremony.
5. Professional photographers and videographers will need to consult with the Pastor prior to the ceremony as to acceptable protocol.
6. Our Pastor and church Organist have the right of first refusal. If another Pastor and/or church Organist is invited to perform the ceremony, it must be done in consultation with, and by permission of the Pastor and/or Organist.
7. Smoking is not allowed. We are a smoke-free facility.
8. The wedding party will be liable and may be billed for any damage to the building or property that occurs as a result of this event.

Please Print Name \_\_\_\_\_

Date of wedding \_\_\_\_\_ Time of wedding \_\_\_\_\_

Date of rehearsal \_\_\_\_\_ Time of rehearsal \_\_\_\_\_

Contact phone # \_\_\_\_\_ Secondary phone # \_\_\_\_\_

Email address \_\_\_\_\_

Signature \_\_\_\_\_ Today's Date \_\_\_\_\_

\* For Members/Friends of Old Steeple Community Church (someone who has communed and contributed of their time, talents, and or treasures, and is a regular participant); a free-will donation for the use of the sanctuary will be acceptable. The fees for the custodian and organist remain as per schedule above.